

**Advanced
Integrating
Applications Unit**

4

**Portfolio Project
3 Remember Your Friends**



Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Opened your Excel worksheet Sponsors			
Removed the subtotals and grand total			
Created an Access database called Theater			
Imported the information from the Excel workbook to a new table in the database			
Named the table Sponsors			
Opened the table to verify that the data imported correctly			
Created a report listing only the corporate sponsors			
With your teacher's permission, printed the report			
Reviewed the printed report to confirm it only lists corporate sponsors			
Saved the Excel worksheet to your Portfolio Folder			
Saved the Access database to your Portfolio Folder			