Name _____ Period _____ Date_____

<table>
<tr><td>**Access**</td><td>**Portfolio Project<br>1 Create a Table**</td><td>**R**</td></tr>
</table>

**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.

| | **Student Checklist** | | **Teacher Evaluation** |
|---|---|---|---|
| **Criteria** | **Completed** | **Not Completed** | **Comments** |
| Created a new database | | | |
| Saved the database as BakeSale | | | |
| Asked your teacher where and how to save your database | | | |
| Created a table named *Totals* | | | |
| Added the field *Grade* and assigned the data type AutoNumber | | | |
| Added the field *Product* and assigned the data type Text | | | |
| Added the field *TotalStudents* and assigned the data type Number | | | |
| Added the field *AmountRaised* and assigned the data type Currency | | | |
| Opened the data file Fundraiser.doc | | | |
| Input the data from the data file into your table | | | |
| Used Design View and Datasheet View to check your work | | | |