

Access

**Portfolio Project
3 Add a Calculated Field to a Query**



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 BakeSale database			
Opened your Fundraiser Totals query in Design View			
In the field after AmountRaised, keyed <i>PerStudent: AmountRaised/TotalStudents</i>			
Keyed the correct formula in the new field			
Changed the format of the new field to Currency			
Sorted in descending order by the PerStudent field			
Saved your new query as <i>Fundraiser PerStudent</i>			
Viewed your query in Datasheet View			
Double-checked your work			
With your teacher's permission, printed your query			