Name _____ Period _____ Date_____

Access Lesson 1

Challenge Yourself Project
11 Organize Data

R

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
Created a new Access database			
Chose names for the two tables			
Placed *Student ID number* in one of the tables			
Placed *Class name* in one of the tables			
Placed *Instructor* in one of the tables			
Placed *Student first name* in one of the tables			
Placed *Student last name* in one of the tables			
Placed *Cost of class* in one of the tables			
Placed *Class start date* in one of the tables			
Created a new Word document to explain the reasons behind your choices			
Saved your document as: a1rev[your first initial and last name]11			