

UNIT 6 Databases Project 2



Rubric
U6P2_IP3

3 Independent Practice (page 289)

Sort Your Personal Databases

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 |
| Complete Project 1, Independent Practice 3 (p. 278) | | | |
| Decide what criteria would be useful for sorting your personal information | | | |
| Create a new database named <i>Your Name Personal Database 2</i> | | | |
| Sort the table alphabetically by last name | | | |
| Use the Filter By Form method to filter the list by two other criteria | | | |
| Use correct spelling, punctuation, and grammar | | | |
| Edit your database to make sure it is clear and free of any errors | | | |