

Access Unit**3****Portfolio Project
1 Create a Table****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.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Created a new database and saved it as <i>BakeSale</i>			
Asked your teacher where and how to save your database			
Created a table named <i>Totals</i>			
Added the field <i>Grade</i> and assigned the data type AutoNumber			
Added the field <i>Product</i> and assigned the data type Text			
Added the field <i>TotalStudents</i> and assigned the data type Number			
Added the field <i>AmountRaised</i> and assigned the data type Currency			
Opened the data file Fundraiser.docx			
Input the data from the data file into your table			
Proofread your table			
With your teacher's permission, printed your table			