

\_\_\_\_\_ Name

### Project 1

Description	Pts	Your Score
Open the <b>Favorites</b> table in the <b>Restaurants</b> database	<b>3</b>	
Records entered from Figure 1-18	<b>5</b>	
Columns resized to best fit	<b>5</b>	
Page layout changed to landscape orientation	<b>5</b>	
Datasheet printed	<b>2</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

### Project 2

Description	Pts	Your Score
<b>Department</b> table opened in <b>Employees</b> database	<b>1</b>	
Record 7 first name edited	<b>1</b>	
Record 11 title edited	<b>1</b>	
Record 14 department edited	<b>1</b>	
Record 1 last name edited and then undone	<b>1</b>	
Record 5 deleted	<b>1</b>	
Columns sized to best fit and row height changed to 15	<b>3</b>	
Fist Name column moved	<b>3</b>	
Alternate fill/background color changed to Dark Blue 1	<b>2</b>	
Page layout changed to landscape orientation	<b>1</b>	
Datasheet printed	<b>1</b>	
Department table saved and closed	<b>1</b>	
Database compacted and repaired	<b>3</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

## Project 3

Description	Pts	Your Score
Open the <b>Manager</b> table in the <b>Stores</b> database	<b>2</b>	
Record 4 copied, pasted, and edited as indicated	<b>2</b>	
Phone field between the Name and Address fields	<b>3</b>	
Freeze the name field, scroll until Specialty field appears, and then unfreeze	<b>2</b>	
Alternate fill/back color changed to Medium Gray	<b>2</b>	
Specialty Manager and Manager columns sized to best fit	<b>2</b>	
Preview datasheet and print in landscape layout	<b>2</b>	
Save and close the Manager table	<b>2</b>	
Compact and repair the database	<b>3</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	