

_____ Name

Project 1

Description	Pts	Your Score
Form created based on the Class table	2	
Form saved as Class Listing	2	
Width of text boxes changed to width of longest field value	2	
Teacher ID field removed from control layout and the moved to a new location	3	
Title control text changed to Class Listing and made bold and green	3	
Field value in the Location text field changed to student's name in record 8 and printed	3	
New record added to Class Listing	3	
Form saved and closed	2	
TOTAL POSSIBLE POINTS:	20	

Project 2

Description	Pts	Your Score
Split form tool used to create a form based on the Teacher table	2	
First and Last Name fields for record 2 changed to student's name	2	
Form saved as Teacher Split Form	2	
Text in the title control changed to Teacher Information	2	
Multiple Items tool used to create a form based on the Class table. Form saved as Class Information .	2	
Columns resized to display the widest field value	2	
Title control name changed to Class Information . Font style and font color changed.	2	
Form Footer section height changed to one-half inch	2	
Label added in Form Footer section at 3-inch mark on horizontal ruler and one-quarter-inch mark on the vertical ruler	2	
Student's name typed in the label control	1	
Form saved and printed in landscape orientation	1	
TOTAL POSSIBLE POINTS:	20	

Project 3

Description	Pts	Your Score
Blank form created and saved as Teachers and Classes	1	
Fields added from Class table to form in order listed	2	
Teacher ID field added to form and control changed to text box	2	
Fields added from Teacher table to form in order listed	2	
Specified controls removed from layout.	2	
Title control added. Default title used.	2	
Opulent AutoFormat applied to form	2	
Form saved	1	
Form header section bottom edge dragged to see gray bar and two grid dots with a purple background	2	
Form Footer section height increased, label added with student's name at specified location	2	
End date field value changed to 6/30/2010 in record 9. Record 9 printed.	2	
TOTAL POSSIBLE POINTS:	20	