

\_\_\_\_\_ Name

**Project 1**

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
Report tool used to create report based on the Broker table	<b>2</b>	
In Layout view, label controls used to resize columns to be wide enough for longest value	<b>2</b>	
In Design view, label control added to Report footer. Student's name typed in the label control.	<b>2</b>	
Report saved as <b>Brokers</b>	<b>1</b>	
Page orientation changed to landscape. Report displayed on single page.	<b>2</b>	
Report tool used to create a report based on the Listings table	<b>2</b>	
In Layout view, label controls used to resize columns to be wide enough for longest value	<b>2</b>	
In Design view, label control added to Report Footer. Student's name typed in the label control.	<b>2</b>	
Width property for report changed to 9 inches	<b>2</b>	
Report saved as <b>Listings</b>	<b>1</b>	
Report displayed on a single page. Changes saved if needed.	<b>2</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

## Project 2

Description	Pts	Your Score
Report created based on Products table	2	
Column resized to display longest value	2	
Label control in appropriate place in Footer with student's name	2	
Control in Footer displaying sum in the Retail Price field removed from control layout and deleted	3	
Date and time controls in Report Footer moved to 6.5" mark on horizontal ruler	3	
Image control to the left of the Products title deleted	2	
<b>Office.gif</b> file inserted and the image control moved if necessary	2	
Report saved as <b>Products</b>	2	
Content adjusted to fit on page and then printed	2	
<b>TOTAL POSSIBLE POINTS:</b>	<b>20</b>	

## Project 3

Description	Pts	Your Score
Report created based on the Brokers and Listings tables	2	
Fields from Brokers table added in order listed	2	
Fields from Listings table added in order listed	2	
Data viewed by broker	2	
Affiliation field used as a grouping level	2	
Data sorted in ascending order by Price	2	
Report appears in Stepped layout, Landscape orientation, and Office Style	3	
Columns resized to fit longest value	2	
Data in the main body of the report fits on one page	2	
Page number in Footer aligned at the 9" mark on horizontal ruler	2	
Student's name in Header aligned at the 9" mark on horizontal ruler	2	
Report width set to 9.5" and report and database closed	2	
<b>TOTAL POSSIBLE POINTS:</b>	<b>25</b>	