

_____ Name

Project 1

Description	Pts	Your Score
Option chosen to import data from an Excel workbook	4	
Products.xlsx file chosen as data source	4	
Option chosen to append the records to existing table	4	
Steps completed in Import Spreadsheet Wizard	7	
If necessary, close the Get External Data – Excel Spreadsheet	1	
TOTAL POSSIBLE POINTS:	20	

Project 2

Description	Pts	Your Score
Option chosen to export data from the Products table to text file	4	
Exported text file saved as Products.txt	4	
Data in the Products.txt file imported into a new table. The delimiter is a comma and the first row contains field names.	4	
Product ID field chosen as table's primary key	4	
Default table name changed to Products Import	3	
If necessary, close the Get External Data – Excel Spreadsheet	1	
TOTAL POSSIBLE POINTS:	20	

Project 3

Description	Pts	Your Score
Mail merge started using the Abbott.docx document	4	
Address block inserted on second line below date	4	
First_Name field and a comma inserted after <i>Dear</i>	4	
Letters are previewed	2	
Donna Abbott is excluded from mail merge	4	
Document saved	2	
TOTAL POSSIBLE POINTS:	20	

Project 4

Description	Pts	Your Score
Mail merge started using the Sales.docx document	2	
Filter set to select records with field value <i>Sales</i> in Department field	4	
Records sorted in alphabetical (ascending) order	4	
Address line inserted on second line below the date	4	
First_Name field and a comma inserted after <i>Dear</i>	4	
Letters are previewed and document is saved	2	
TOTAL POSSIBLE POINTS:	20	0