

_____ Name

Project 1

Description	Pts	Your Score
Stores table in Design view opened	1	
Hours field moved	2	
The Last Visit field inserted with Date/Time data type and Format property of Short Date	2	
Field Size property for Specialty field changed to 30	2	
Data type for Credit Cards field is Yes/No	2	
Required field property for Name field is Yes	2	
Store ID field is the table's primary key	2	
Table saved. In Datasheet view, columns resized to best fit.	2	
Electronics Plus record changed to current date and student's name	2	
Datasheet is previewed and printed in landscape orientation	1	
Database is compacted and restored	2	
TOTAL POSSIBLE POINTS:	20	

Project 2

Description	Pts	Your Score
Restaurants table opened	2	
Restaurant ID field made the primary key	2	
Name field changed to a Required property of Yes and a Field Size property of 30	3	
Last Visit field has Format property of Short Date	2	
Data types of Reservations and Meal Cost changed	2	
Table saved, view changed to Data view	2	
Last Visit field has Format property of Long Date and the columns are sized to best fit	3	
The table is previewed, printed in landscape orientation, and saved	2	
Database is compacted and repaired	2	
TOTAL POSSIBLE POINTS:	20	

Project 3

Description	Pts	Your
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		Score
Relationship created using the Employee ID field in both tables.	2	
Enforce referential integrity	2	
Detail query, Employee Data , created including fields from both Employees and Personal Data tables as indicated	2	
Records sorted from smallest to largest using the Salary field	2	
Records filtered so that only employees working in Marketing are displayed	2	
Total row used to calculate average salary of Marketing employees	2	
The name fields in record with Employee ID 1007 changed to student's name	2	
Query previewed, printed in landscape orientation, and saved	2	
New query, High Salaries , created with condition to select the records for employees with salaries greater than \$2000	2	
Query previewed and printed	1	
Database compacted and repaired	1	
TOTAL POSSIBLE POINTS:	20	

Project 4

Description	Pts	Your Score
Form tool used to create form based on Restaurants table	3	
Width of text boxes in control layout to 17 characters	2	
Flow AutoFormat applied	3	
Form title changed to My Favorite Restaurants	3	
Picture deleted from top-left corner of form	2	
Restaurant ID SAL2 deleted	2	
Record with the Restaurant ID TONI has name changed to student's name.	3	
Form is saved using the name My Favorite Restaurants	2	
TOTAL POSSIBLE POINTS:	20	0

Project 5

Description	Pts	Your Score
Report created based on Products table using all fields	2	
Report grouped by category and records sorted in ascending order based on the Retail Price field	4	
Block Layout and Landscape orientation are chosen	2	
Office Style chosen	2	
Change report title to Product by Category and preview the report	2	
Columns resized to best fit the data.	2	
Text box control containing page number moved as indicated	2	
Property sheet opened and Width property changed to 9 inches	2	
Report saved, previewed, and printed	2	
TOTAL POSSIBLE POINTS:	20	