***Getting to Know Each Other (10%)***

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| ***Not***  ***Included***  ***0*** | ***Partially***  ***Met***  ***1*** | ***Fully***  ***Met***  ***2*** | ***Criteria & Outcomes***  ***Total: 4*** |
|  |  |  | PDF has proper formatting A-Z  4.2 Sort data in a variety of elements; e.g., tables, forms, queries.  4.6 Save database objects as other file types. |
|  |  |  | PDF has proper formatting Age Oldest to Youngest  4.2 Sort data in a variety of elements; e.g., tables, forms, queries.  4.6 Save database objects as other file types. |

***Celebrity High School (15%)***

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| ***Not***  ***Included***  ***0*** | ***Partially***  ***Met***  ***1*** | ***Fully***  ***Met***  ***2*** | ***Criteria & Outcomes***  ***Total: 18*** |
|  |  |  | Table has 7 appropriate fields and field types  1.1 Create databases using a predefined template.  1.2 Define data needs and types by planning a database and identifying the key features needed for later entry; e.g., records, fields, layout. |
|  |  |  | Records information has been appropriately completed  3.1 Enter, edit and delete records. |
|  |  |  | PDF has proper formatting Original Table  4.6 Save database objects as other file types. |
|  |  |  | PDF has proper formatting Z-A by first name  4.2 Sort data in a variety of elements; e.g., tables, forms, queries.  4.6 Save database objects as other file types. |
|  |  |  | PDF has proper formatting Age Oldest to Youngest  4.2 Sort data in a variety of elements; e.g., tables, forms, queries.  4.6 Save database objects as other file types. |
|  |  |  | Data is in Excel Spreadsheet  4.4 Export data. |
|  |  |  | Properly formatted line graphs – 2  INF1060  5.1 Create and format charts and diagrams.  5.2 Modify and position chart elements. |
|  |  |  | Properly Formatted Form – excludes ID  2.4 Create forms from the fields identified. |
|  |  |  | Buttons have been added – “New”, “Delete”, “Next”, “Previous”, “Search”  2.5 Modify the form layout. |

***Countries of the World (25%)***

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| ***Not***  ***Included***  ***0*** | ***Partially***  ***Met***  ***1*** | ***Fully***  ***Met***  ***2*** | ***Criteria & Outcomes***  ***Total: 14*** |
|  |  |  | Table has 12 appropriate fields and field types with 15 records  1.1 Create databases using a predefined template.  1.2 Define data needs and types by planning a database and identifying the key features needed for later entry; e.g., records, fields, layout.  2.1 Identify the key features of a database system needed to create a simple table. |
|  |  |  | Records information has been appropriately completed  3.1 Enter, edit and delete records. |
|  |  |  | Properly Formatted Form (Country, Flag, Capital City, Population, 1 more)  2.3 Create fields and modify field properties using different methods of editing; e.g., design view, datasheet view, wizards.  2.4 Create forms from the fields identified.  2.5 Modify the form layout.  3.2 Navigate among records and fields.  Title and footer  Buttons (add, delete, search, previous, next) |
|  |  |  | 3 properly formatted queries (A-Z, population > 1 million, choice) – excluding ID  4.1 Create and modify queries. 4.2 Sort data in a variety of elements; e.g., tables, forms, queries.  4.3 Filter data. |
|  |  |  | 3 properly formatted reports from queries  2.6 Create reports to meet different audiences. 2.7 Modify the report layout and page setup for presentation and printing. |
|  |  |  | Data is in Excel Spreadsheet sorted A-Z  4.4 Export data. |
|  |  |  | Properly formatted graphs – 2  INF1060  5.1 Create and format charts and diagrams.  5.2 Modify and position chart elements.  Title, axis labels |

***Movie/Video Game Store (25%)***

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| ***Not***  ***Included***  ***0*** | ***Partially***  ***Met***  ***1*** | ***Fully***  ***Met***  ***2*** | ***Criteria & Outcomes***  ***Total: 10*** |
|  |  |  | Table has appropriate fields and field types with 10 customers and 30 orders  1.1 Create databases using a predefined template.  1.2 Define data needs and types by planning a database and identifying the key features needed for later entry; e.g., records, fields, layout.  1.4 Define and create a primary key.  2.1 Identify the key features of a database system needed to create a simple table.  3.1 Enter, edit and delete records. |
|  |  |  | Relationship created  3.5 Access data and define problems; e.g., manage information, make decisions. |
|  |  |  | Properly formatted form with subform  2.4 Create forms from the fields identified. 2.5 Modify the form layout.  3.2 Navigate among records and fields. |
|  |  |  | 3 properly formatted queries (PG movies, Mature video games, snacks under 1.50)  4.1 Create and modify queries. 4.2 Sort data in a variety of elements; e.g., tables, forms, queries.  4.3 Filter data. |
|  |  |  | 3 properly formatted reports from queries  2.6 Create reports to meet different audiences. 2.7 Modify the report layout and page setup for presentation and printing. |

***New Vehicle (25%)***

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| ***Not***  ***Included***  ***0*** | ***Partially***  ***Met***  ***1*** | ***Fully***  ***Met***  ***2*** | ***Criteria & Outcomes***  ***Total: 10*** |
|  |  |  | Import spreadsheet into Access  3.4 Import data from other sources; e.g., spreadsheets. |
|  |  |  | Backup database  4.8 Back up a database. |
|  |  |  | Split database  4.5 Split databases. |
|  |  |  | Create query (own choice)  4.1 Create and modify queries. 4.2 Sort data in a variety of elements; e.g., tables, forms, queries.  4.3 Filter data. |
|  |  |  | Create report (own choice)  2.6 Create reports to meet different audiences. 2.7 Modify the report layout and page setup for presentation and printing. |