***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-Z4.2 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 Youngest4.2 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 types1.1 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 completed3.1 Enter, edit and delete records. |
|  |  |  | PDF has proper formatting Original Table4.6 Save database objects as other file types. |
|  |  |  | PDF has proper formatting Z-A by first name4.2 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 Youngest4.2 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 Spreadsheet4.4 Export data. |
|  |  |  | Properly formatted line graphs – 2INF10605.1 Create and format charts and diagrams.5.2 Modify and position chart elements. |
|  |  |  | Properly Formatted Form – excludes ID2.4 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 records1.1 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 completed3.1 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 footerButtons (add, delete, search, previous, next) |
|  |  |  | 3 properly formatted queries (A-Z, population > 1 million, choice) – excluding ID4.1 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 queries2.6 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-Z4.4 Export data. |
|  |  |  | Properly formatted graphs – 2INF10605.1 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 orders1.1 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 created3.5 Access data and define problems; e.g., manage information, make decisions. |
|  |  |  | Properly formatted form with subform2.4 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 queries2.6 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 Access3.4 Import data from other sources; e.g., spreadsheets. |
|  |  |  | Backup database4.8 Back up a database. |
|  |  |  | Split database4.5 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. |