Name _____ Period _____ Date_____

Access Lesson **4** Challenge Yourself Project 11 Sort Data **R**

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Opened the Sports4 database			
Created a filter for items sold during months of November 2009 to February 2010			
Sorted records by area			
Double-checked that information falls within correct parameters			
Saved query as DetailedOrders-[your first initial and last name]11			
Created Word document listing five types of data that a business might want to gather from a database			