

**Access Unit 3 Portfolio Project 4 Create a Report**



**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
Used the Report Wizard to create a report			
Based the report on your Fundraiser PerStudent query			
Included all of the fields in your report			
Opened your finished report in Design View			
Sorted in descending order by the PerStudent field			
Viewed your report in Print Preview			
Changed the top and bottom margin of the report to 0.5			
Double-checked your work			
Saved the report as <i>Fundraiser PerStudent</i>			
With your teacher's permission, printed the report			