Name _____ Period _____ Date_____

Integrating Applications Unit **5** **Portfolio Project 1 Create a List of Volunteers** 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.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Created a database called Cleanup			
Created a table containing the six fields			
Keyed information for ten volunteers			
Named the table *Volunteers*			
Exported the data to a Word document			
Exported the data in Rich Text Format			
Printed your document			
Proofread your document			
Saved the file in your Portfolio Folder			