



Microsoft Access Personal Database Project

Name: _____

Class: _____

Your grade on this project will be **out of 15**.
If you **follow the checklist below**, you'll earn top marks.

Project Checklist

	Value	Your score
Basic requirements:		
At least 20 records	5	
At least 6 fields	2	
At least one non-text field	1	
Used the form wizard to create a form	2	
Professionalism (spelling & grammar)	3	
Saved the database to the Assignment Drop Box correctly (7A-Access folder)	2	
Bonus points for:		
The database is not about people	1	
The records in the table are sorted according to a field name	1	
TOTAL	15	

For your reference, below is a sample table a database might hold.

Fields
(attributes / qualities)

First name	Last name	Age	Birthday	Phone	Email
Ari	Najarian	23	12-Jul-84	555-1234	ari.najarian@g
John	Smith	33	1-Jan-74	555-6789	jsmith@hotma
Jane	Doe	27	3-Feb-80	555-1357	jane.doe@yah

Records