

Database (Access) Final Project

Directions:

After completing the unit on databases, attached is a nice comprehensive project for your students. A Grading Rubric is also included.

Some of the ideas for projects which my students have completed in the past include:

- ✓ Collections/Hobbies – A database of items they collect centered around one particular item—baskets, figurines, baseball cards, coins, etc.
- ✓ Recipes – Categories, functions, special occasions, memories, etc.
- ✓ Books – Genre, type (fiction/nonfiction), author, etc.
- ✓ CDs/DVDs – Category, year, artist, etc.
- ✓ Inventory of House – Room by Room (for insurance purposes)
- ✓ College Courses Completed – Courses, status (completed/not completed), etc.
- ✓ For Education Majors: Can be used to inventory classroom items, books, student database, etc., track student's progress, etc.
- ✓ **Note:** I do not allow the students just to do an address book of people—name, address, telephone, etc.—it is too basic and doesn't stretch their imagination. If they cannot think of a project, tell them to ask their parents, grandparents, where the work or volunteer, if they have an idea for a project.

Criteria:

- Have at least seven (7) fields
- Have a variety of types of fields – text, yes/no, date, lookup wizard, etc.
- Have at least 25 records pertaining to one subject/topic/activity
- Get project idea approved by instructor before beginning.
- See more basic instructions on next page.
- When finished with printing, staple all printouts together—attach Grading Rubric on top of printouts for scoring

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Access Final Project

Directions:

Using a project approved by your instructor, prepare a database with the following criteria:

- Have at least seven (7) fields – Example: Name, Title, Description, Price, etc.
- Have at least 25 records – Example: All of the information for your fields for 25 items.
- Be sure to expand each field before printing—do not truncate the data in the fields.
- Be sure to proofread all data.
- Refer to Grading Rubric for scoring of project.
- Have fun, and enjoy the project!

Step 1: - Printout 1

Prepare the database. Print database. Write your name on the printout, and identify the printout. Example: Database Printout – Original – Susie Baker

Step 2: - Printout 2

Sort the database in Ascending Order by a field of your choice. Print database. Write your name on the printout, and identify the printout. Example: Database Printout – Field ____ - Sorted in Ascending Order – Susie Baker

Step 3: - Printout 3

Sort the database in Descending Order by a field of your choice. Print database. Write your name on the printout, and identify the printout. Example: Database Printout – Field ____ - Sorted in Descending Order – Susie Baker

Step 4: - Printout 4

Filter the database on a field of your choice. Print Filtered document. Write your name on the printout, and identify the printout. Example: Database Printout – Filtered on Field ____ – Susie Baker

Step 5: - Printout 5

Using the wizard, prepare a Form using all of the fields in your database. Print Form. Write your name on the printout, and identify the printout. Example: Form Printout – Susie Baker

Step 6: - Printout 6

Using the wizard, prepare a Report using the fields of your choice in your database. Print Report. Write your name on the printout, and identify the printout. Example: Report Printout – Susie Baker

Step 7:

Upon completion, staple your printouts together with Grading Rubric on top, and submit to instructor for scoring.

Name _____

Access Final Project

Grading Rubric

Criteria	Points Possible	Points Received
Correct Number of Fields	50	
Correct Number of Records	50	
<i>Printout 1:</i> Database - Original	25	
<i>Printout 2:</i> Database Field Sorted in Ascending Order	25	
<i>Printout 3:</i> Database Field Sorted in Descending Order	25	
<i>Printout 4:</i> Item Filtered	25	
<i>Printout 5:</i> Form	25	
<i>Printout 6:</i> Report	25	
Overall Design	50	
Accuracy -5 for each error	50	
Total	350	

Comments:

Signature of Instructor / Date