

Integrating Applications Unit

5

**Portfolio Project
2 Create a Budget 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
Opened the Excel data file <i>Supplies.xls</i>			
Exported the Excel data to a table in your Access Cleanup database			
Named the table <i>Supplies</i>			
Created an Access report based on the table			
Named the report <i>Supplies</i>			
Sorted the report in descending order by price			
Printed the report			
Proofread the report			
Saved the file in your Portfolio Folder			