

**Access
Lesson****4****Challenge Yourself Project
10 Export Data from Queries**

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
Opened the DetailedOrders query in the Sports4 database			
Ran filter to return order information from June 2009 to 2010			
Exported data from Access to an Excel worksheet			
Double-checked your work			
Saved the file as DetailedOrders-[your first initial and last name]10 in location specified by teacher			