

## CREATE AND USE A DATABASE RUBRIC (CODE E11)

	5	4	3	2	1
<b>Format Text</b> <ul style="list-style-type: none"> <li>◆ Appropriate text attributes</li> <li>◆ Appropriate font/font style</li> <li>◆ Appropriate text alignment</li> <li>◆ Apply color to text</li> <li>◆ Customize text</li> </ul>	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques.	Appropriately used none of the five techniques.
<b>Format Page</b> <ul style="list-style-type: none"> <li>◆ Add records to a table: empty/nonempty</li> <li>◆ Use wildcards</li> <li>◆ Use numeric data</li> <li>◆ Use comparison operators</li> <li>◆ Use compound criteria; AND/OR</li> </ul>	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques.	Appropriately used none of the five techniques.
<b>Format Document</b> <ul style="list-style-type: none"> <li>◆ Create a database</li> <li>◆ Create a table</li> <li>◆ Define fields in a table</li> <li>◆ Create a query</li> <li>◆ Clear and close a query</li> </ul>	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques.	Appropriately used none of the five techniques.
<b>Grammar and Spelling</b>	No spelling errors No grammar errors	Only one error in grammar or spelling	Two or three errors in grammar or spelling	More than three errors in grammar or spelling	Very frequent spelling and/or grammar errors.
<b>Directions</b>	Directions were followed in an exemplary manner.	Directions were followed.	Most directions were followed,	Attempted to follow directions.	Failed to follow directions.