Computerized Business Applications

“Find your Spot”

Access

Instructions:

Create a Database. Information for the Database will come from the 24 cities researched in the original project.

* Some ideas for projects are:

1. Have them sort the info in ascending and then descending order;
2. Have them create Queries. Fields to Query can be:
3. Population greater than \_\_\_\_\_\_\_\_\_;
4. Town established prior to \_\_\_\_\_\_ OR established after \_\_\_\_\_\_ and insert dates.
5. Towns with at least 1 4-year college.
6. Have them use mail-merge features to write letters to Mayors of the towns telling them about their project.

* Rubric – rubrics for databases are not included due to the number of projects and choices available and should be at the individual teacher’s discretion.

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