

Review Project Title: "Classroom Equipment Database"

Objective: To practice basic Microsoft Access skills by creating a simple classroom equipment database, which will include a table, form, query, and report, using Access wizards.

Project Description:

Each student will create a basic classroom equipment database in Access. The database will include a table of equipment information, a form to enter new data, a query to find specific data, and a report to present the data in a user-friendly format.

Table Creation:

The table will be named "Equipment" and will contain the following fields:

1. EquipmentID (Autonumber, Primary Key)
2. EquipmentName (Short Text)
3. Quantity (Number)
4. Status (Short Text - "In Use" or "Available")
5. DateAcquired (Date/Time)

Instructions:

1. **Create the Table:**
 - Open Access and create a new database named "Classroom Equipment"
 - Click on "Table Design"
 - Add the fields mentioned above, remembering to set the "EquipmentID" as the primary key.
2. **Create the Form:**
 - Select the "Equipment" table
 - Click on "Form Wizard" in the "Form" section under the "Create" tab
 - Select all fields to be included in the form
 - Follow the wizard's steps to complete the form creation
3. **Create the Query:**
 - Click on "Query Wizard" in the "Query" section under the "Create" tab
 - Select "Simple Query Wizard" and click "Ok"
 - Choose the "Equipment" table and add the fields you want to be included in the query
 - Name the query "Equipment Search"
 - Run the query to make sure it works
4. **Create the Report:**
 - Click on "Report Wizard" in the "Report" section under the "Create" tab
 - Choose the "Equipment" table and add the fields to be included in the report
 - Follow the wizard's steps to complete the report creation
 - Name the report "Equipment Report"
 - Preview the report to make sure it displays the data correctly

Review Project Evaluation Criteria Checklist (Each item carries one point, for a total of 20 points):

- 1. Table Creation (5 points)**
 - Correctly named table ("Equipment")
 - All required fields are present and correctly formatted
 - "EquipmentID" field is set as the primary key
 - Data types for each field are appropriate
 - Field names are clear and correctly spelled
- 2. Form Creation (5 points)**
 - Form is created using the wizard
 - All fields from the "Equipment" table are present on the form
 - Form is correctly named ("Equipment Form")
 - Form layout is clear and easy to read
 - Form allows for easy data entry
- 3. Query Creation (5 points)**
 - Query is created using the wizard
 - Selected fields are appropriate for the intended search function
 - Query is correctly named ("Equipment Search")
 - Query returns expected results when run
 - Query design is clear and functional
- 4. Report Creation (5 points)**
 - Report is created using the wizard
 - All fields from the "Equipment" table are present on the report
 - Report is correctly named ("Equipment Report")
 - Report layout is clear and easy to read
 - Report accurately displays data from the "Equipment" table