

DB/SS Problem-Solving Portfolio Criteria Sheet

	Folder created on the desktop called your [yoursectionnumber][your lastname]ps that includes these files:
	[yoursectionnumber][your lastname]db.cwk file and [yoursectionnumber][your lastname]ss.cwk
	Database file with the following:
	7 fields, 10 records
	Record Entry Layout with:
	➤ At least 2 graphics
	➤ Colored entry text boxes
	➤ Text Box with page title
	Label Layout created with the Assistant:
	➤ Colored background (rectangle recommended)
	➤ One graphic
	➤ 2 Items displayed
	Report for locating all people with 5 red candies using the following:
	➤ Alphabetical sort
	➤ Label layout
	➤ Query for 5 in the red entry field box
	Save the file as [yoursectionnumber][your lastname]db.cwk into your [yoursectionnumber][your lastname]ps folder.
	Spreadsheet
	Items copied from DB into a new spreadsheet
	Column created for Total
	Formula created in the Total Column to calculate Total
	Row created for average
	Formula created in the Average Row to calculate Average
	Row created for percentage
	Formula created in the Percentage Row to calculate Percentage
	Cells formatted for percent
	Create a chart to represent the percentage of colors. Chart must include:
	➤ Title
	➤ Label for each axis (series is not acceptable)
	➤ Legend
	Save the file as [yoursectionnumber][your lastname]ss.cwk into your [yoursectionnumber][your lastname]ps folder.

I certify that the Problem-Solving portfolio is complete and correctly created.

Reviewer: _____

Date: _____

Quality	3	2	1	pts
Completed	All criteria met	Most criteria met	Little criteria met	
Aesthetics	Pleasing to eye, appropriate graphics	Pleasing to eye	Not pleasing to eye; too many graphics	