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## Digital Literacy II: Office Productivity

### Unit 5 Database

### LAB 2 Queries and Reports (Instructor)

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#### Explanation

In this lab, students will retrieve specific information from a database using a multi-table query, then create and format a print-friendly report to present the information.

#### Prompts

There are no prompts for this lab.

#### Assessment Rubric

CRITERIA	POOR 0-2	FAIR 3-5	GOOD 6-8	EXCELLENT 8-10	Score
Queries	Unable to create a new query object, name the object or access the QBE grid	Access the QBE grid but unable to add tables or set query criteria per the instruction	Constructs a query in the QBE grid but generates an error or produces the wrong results	Constructs and runs a query that generates the correct results and saves the query as instructed	
Reports	Not familiar with reports and unaware of how to create a report from existing objects	Able to create a new report based on a query object, but has difficulty in formatting the report	Creates and formats a report as instructed in steps 9-11 of the lab procedure	Completes steps 9 through 12 of the procedure	





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