

MidTerm

Student emailed MidTerm to you

Should be of sufficient length to demonstrate thoughtfulness and good faith effort.

Paper should address the following:

1. Three skills in Word that you have learned this quarter.
2. Describe the skills of adding, deleting and modifying records in an Access DB.
3. Time management is an important skill of a successful student.

searched for at least one web reference

properly footnoted the reference

included a screen shot of the reference

Document should show "reasonable" editing.

Document demonstrates organization skills that we have talked about this term.

Possible	Actual
10	_____
10	_____
30	_____
15	_____
15	_____
5	_____
5	_____
5	_____
15	_____
25	_____
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135	0