

Report Marking Sheet

Report Design and Layout	
The information on the report is grouped by category.	/1
Each item in the group is sorted alphabetically.	/1
The field ID is deleted from the report.	/1
The report has an attractive style.	/1
The page orientation is set to landscape.	/1
The controls on the report fit between the page margins.	/1
The controls on the report have an appealing layout.	/1
Report Content	
There are at least six records on the report.	/6
Each record has the item name listed correctly.	/6
The records are correctly categorized.	/6
Each record contains interesting facts.	/12
Each record has a suitable picture.	/6
Each record has a date that clearly labels the type (collected, released, birthday)	/6
At least one record is marked as <i>Favorite</i> .	/1
TOTAL	/50