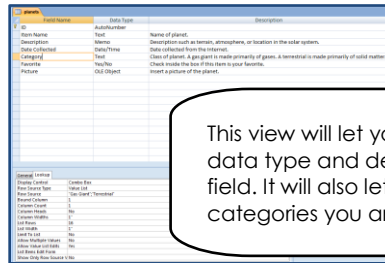


Table Marking Sheet

Follow the instructions to print out information about the table design.

1. Open the table in *Design View*.
2. Click inside the *Category* field. In the *Field Properties* area, click the *Lookup* tab.



This view will let your teacher see the data type and description for each field. It will also let your teacher see the categories you are using to sort data.



3. To copy the table, press the *Print Screen* key on the keyboard.
4. Open Microsoft Paint and from the *Edit* menu, select *Paste*.
5. Prepare to print the table:
 - a. From the *File* menu, select *Page Setup*.
 - b. Select *Landscape* in the *Orientation* area.
 - c. Set the *Scaling* area to *Fit to 1 by 1 page(s)*.
 - d. Click *OK*.
6. From the *File* menu, select *Print*. Click *Print*.
7. Exit Microsoft Paint. **Hand the printout to your teacher.**

ID	
<input type="checkbox"/> ID is an <i>AutoNumber</i> .	/1
Item Name	
<input type="checkbox"/> The field <i>Item Name</i> is a <i>Text</i> data type.	
<input type="checkbox"/> The <i>Description</i> area reads <i>Name of item</i> .	/2
Description	
<input type="checkbox"/> The field <i>Description</i> is a <i>Memo</i> data type.	
<input type="checkbox"/> The field has a brief explanation of the facts to enter in the <i>Description</i> area.	/2
Date	
<input type="checkbox"/> The label for the date field includes the type of date. (Date Collected, Birth Date)	
<input type="checkbox"/> The field <i>Date</i> is a <i>Date/Time</i> data type.	
<input type="checkbox"/> The field has an explanation of format to use in the <i>Description</i> area.	/3
Category	
<input type="checkbox"/> Category is a field that has a list of choices. (look in the Row Source area on the printout)	
<input type="checkbox"/> The categories are suitable for sorting the objects in the database.	
<input type="checkbox"/> The field has a brief explanation of the categories in the <i>Description</i> area.	/3
Favorite	
<input type="checkbox"/> The field <i>Favorite</i> is a <i>Yes/No</i> data type.	
<input type="checkbox"/> The <i>Description</i> area reads <i>Check inside the box if this item is your favorite</i> .	/2
Picture	
<input type="checkbox"/> The field <i>Picture</i> is an <i>OLE Object</i> data type.	
<input type="checkbox"/> The <i>Description</i> area reads <i>Insert a picture of "item name."</i>	/2
TOTAL /15	