**To-do–list**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Printouts** | **Marks Available** | **Completed**  √ |
| 1 | Letter | 12 |  |
| 2 | Database Form | 4 |  |
| 3 | Poster | 6 |  |
| 4 | Spreadsheet:   * value view * formulae view | 2  8 |  |
| 5a | E-mail with evidence of sending | 4 |  |
| 5b | Completed e-file | 7 |  |
| 6a | Database:   * Table | 4 |  |
| 6b | Database   * Query | 4 |  |
| 7 | Itinerary | 7 |  |
| 8a | Spreadsheet:   * value view * formulae view | 5 |  |
| 8b | Graph | 4 |  |
| 9 | Presentation in handout view | 7 |  |
| 10 | E-diary weekly view | 4 |  |
| 11 | Database Report | 5 |  |
| 12 | Feedback Form | 8 |  |
| 13 | Certificate | 5 |  |
| 14 | Completed e-file | 4 |  |