It's Been 10 Years!
Time for Your Class Reunion

1st Place Share-An-Idea Award, MPBEA, 2004
Submitted by Mona Schoenrock, Columbus High School

Idea:	*Reinforce database and merging skills through a "fun" activity.*
Materials and Resources:	*Database and word processing software; instruction sheet*
Concepts/Skills:	*Reinforce database, composition, English, and merge skills.*
Course/Grade Level:	*High school or post-secondary*

Students in Information Processing (Excel and Access) complete this project to reinforce database skills and knowledge. The project is assigned after initial instruction and independent practice with databases and merges.

Students plan their ten-year class reunion. They are given the task of designing a database and entering data. The data is merged with a form letter (composed by them) announcing the reunion.

The real-life project generates a high-interest level. The students enjoy predicting the future of their classmate's professions, addresses, and spouses or special friends.

After completion of the project, students will demonstrate the following competencies:

- Designing a database table
- Determining fields and assign data types
- Entering data in a database table
- Using the Input Mask Wizard
- Creating a report using Report Wizard
- Composing a form letter
- Merging the database table with a form letter
- Creating mailing labels using the Label Wizard

NOTE: **This project can easily be expanded for advanced applications.**

- Students scan two pictures, elementary and secondary. These pictures would be incorporated into a subform in the database.
- Students can apply desk-top publishing skills and create a flyer announcing the class reunion.
- Students can create a reminder postcard.
- Students can create a spreadsheet budget for the class reunion.

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Wow! Ten years ago you graduated from high school. Now, you must plan your class reunion. You have been given the task of composing and sending the letter.

During this project, you will:

- Design a database table
- Determine fields and assign data types
- Enter data in a database table
- Use the Input Mask Wizard
- Create a report using Report Wizard
- Compose a form letter
- Merge database table with a form letter
- Create mailing labels using the Label Wizard

Step 1–Create the Database and Enter Data

1. Create Reunion Database
   Create a database saved as Reunion. Create a table saved as Classmates. Enter in the appropriate fields (think about the fields you will need), data types, and field sizes. You may want to include a field for spouse/guest/friend. Use Input Mask Wizard for phone or zip code field.
2. Enter in Data
   Add a minimum of 10 records to your table, Classmates. You may use truthful or fictitious names for your records. Enter in your name as a record for paper identification.
3. Print a Report
   Use the Wizard, create and print a report displaying all your data.

Step 2–Create the Form Letter, Merged Document, and Mailing Labels

1. Creating the Form Letter
   Create a form letter inviting your classmates to their ten-year class reunion. Use correct letter format. Your letter should include the basic information of who, what, when, where, why, and cost. Make the letter as personal as possible (example–use the Insert Merge Field to insert the first name throughout your letter). Use your creativity and business communication skills.

   Letter suggestions:
   Paragraph 1–Introduction: welcome classmates to their ten-year class reunion
   Paragraph 2–Information: date, time, and location of the reunion; cost; casual or formal dress; etc
   Paragraph 3–Closing: look forward to seeing them and hope they attend; Contact info.

2. Merge Database with Form Letter.
   Print your letters.
3. Create Mailing Labels
   Print your mailing labels

Class Reunion

Name				
Criteria	**Score**	**Commendable (3)**	**Acceptable (2)**	**Unacceptable (1)**
Design		Logical fields and criteria created with descriptions	Logical fields created without criteria and descriptions	Proper fields not identified; no criteria or descriptions
Data Records		Entered with 100% accuracy	Minor errors	Major errors; information omitted
Report		Attractive; easy to read; all required information printed	Clear and easy to read; minor information omitted	Difficult to read; major information omitted
Letter/Format		All letter parts are included and in correct position	All letter parts are included but minor placement errors	Letter parts are missing or numerous errors in placement of parts
Letter/Message		Opening paragraph catches reader's attention; good supporting information in logical order; conclusion is excellent; entire message is concise	Opening paragraph is standard; good supporting information but logical order needs work; standard conclusion	Missing details; poorly composed paragraphs
Letter/Grammar and English Usage		Excellent; no grammar or English errors	Good; easily corrected grammar or English errors	Poor; major grammar or English errors
Letter/Proofreading Spelling		No errors	1 error	More than 1 error
Merge		Database table merged with form letter		No merge
Mailing Labels		Correct fields included for mailing label; correct mailing format; labels printed		Major fields missing from mailing label; not correct mailing format; labels not printed
Total (45)				

27 points = 100% 24-26 points = 97% 23 points = 93%	22 points = 92% 19-21 points = 90% 18 points = 86%	17 points = 85% 14-16points = 81% 13 points = 77%	12 points = 76% 11 points = 74% 10 points = 70%

Comments