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

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

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**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.

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**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

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

**Total (45)**

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

**Comments**