Checklist for Data Management

Checklists can help you keep track of your work. Use the following checklist to make sure you complete the task for each activity. If you have access to a printer, you may want to print the checklist for reference as your work through the activities. Ask your teacher for help if you have any questions about the checklist.

Activity 1: Data Collection

Task: Survey Questionnaire

☐ Open a new word processing document and type your name, date, and a title
☐ Write *close-ended* questions for your survey and be sure each question:
  ☐ Collects numerical data that is easy to analyze
  ☐ Includes three or four possible responses that are not too long
  ☐ Is not too long
☐ Write one or two *open-ended* questions and be sure each question:
  ☐ Provides detailed information or quotes
  ☐ Is limited to an idea or concept that cannot be adequately addressed with a close-ended question
☐ Be sure that *all* your survey questions:
  ☐ Collect data to help solve a problem
  ☐ Do not favor any point of view
  ☐ Are easy to understand
  ☐ Ask one idea per question
  ☐ Do not influence the answers
☐ Make sure your questionnaire:
  ☐ Is as short as possible
  ☐ Lists questions in a logical order
  ☐ Does not list questions in an order that influences answers
  ☐ Includes basic demographic questions
☐ Check the spelling and grammar of your survey questions
☐ Save your document
☐ Exchange and review a peer's questionnaire, provide specific feedback, and consider your peer's feedback
☐ With a peer, open a new word processing document and type your names, date, and a title
☐ Determine your population and select a representative sample
☐ Determine how you will deliver the questionnaire—printed copies, e-mail, or the Web
☐ Deliver the survey to your sample
☐ Be sure to explain the purpose of your survey
☐ Collect the questionnaire from your sample
☐ Save your completed questionnaire

Activity 2: Database Planning

Task: Database Design

☐ With your team, open a new word processing document and type your names, date, and a title
☐ Design a database in your word processing application, with at least two tables to store and manage the data you collected together
☐ Follow these steps to plan your database:
  ☐ Consider your purpose
  ☐ Group data into tables
  ☐ Define fields for each table
  ☐ Identify primary keys for each table

          ☐ Test your tables with sample data
          ☐ Revise the design
  ☐ Discuss the questions:
          ☐ How will the data help solve the problem you defined?
          ☐ What *information* from this data would be useful to problem solvers?
  ☐ Save your document

Activity 3: Database Creation
Task: Database Table and Form

- ☐ With your partner, start a new database
- ☐ Use your database design to:
  - ☐ Create tables and define the fields:
    - ☐ Give a descriptive name to the field
    - ☐ Select the type of data for the field
    - ☐ Describe the data
  - ☐ Set the primary key for each table
  - ☐ Use an automatically generated number to identify each respondent
  - ☐ Enter answers of up to five respondents
  - ☐ Check that all data is entered and visible in the tables
- ☐ Save your tables
- ☐ Create a form to enter all of the fields in your tables
- ☐ Choose the types of controls you plan to use:
  - ☐ Text Box
  - ☐ Option (Radio) Button
  - ☐ Checkbox
  - ☐ List Box
  - ☐ Combo Box
  - ☐ Command Button
- ☐ Set the properties of all labels and controls (in design view)
- ☐ Open your form and enter the remaining records of your survey data
- ☐ Check that all data is entered and visible when you open the form
- ☐ Save your form

Activity 4: Database Queries
Task: Database Query

- ☐ Open a new word processing document and type your name, date, and a title
- ☐ Design at least two queries that provide information to help you solve your problem and consider the following questions:
  - ☐ What do you want to know?
  - ☐ Which tables and fields contain the information you need?
  - ☐ What keywords or criteria can you use to retrieve the information?
- ☐ Follow the steps to create queries:
  - ☐ Select tables
  - ☐ Select fields
  - ☐ Show and sort
  - ☐ Set criteria
  - ☐ Save the query
- ☐ Open your survey database
- ☐ Create at least one query in design view and one using the wizard, and save each with a descriptive name
- ☐ Run your queries and see the results in datasheet view
- ☐ Refine the query in order to get the results you expected
- ☐ Make sure all your data is visible in the results of each query

☐ Save your database

Activity 5: Database Reports
Task: Database Report
☐ Open your survey database
☐ Decide what information might be relevant to solving your problem
☐ Create reports of the data, following these steps:
   ☐ Decide what information you want to share
   ☐ Select the tables and queries that contain the information that you need
   ☐ Choose appropriate styles to display your data
   ☐ Make sure to create at least one report that provides information to help you solve your problem
☐ Run your reports and review the information in Print Preview to make sure it is displayed correctly
☐ Save your reports