V	Database – Productivity Tool														
REF#	BENCHMARK:	P	K	1	2	3	4	5	6	7	8	9	10	11	12
1	Identify and use database vocabulary terms.				I	I	D	D	D	M	A		→		
2	Search databases created by others (card catalogs, search engines).				I	I	D	D	M	A		→			
3	Design a data collection sheet to organize information.					I	D	D	M	A		→			
4	Identify the parts of a database (table, form, record, field).				I	I	D	D	M	A		→			
5	Enter, store, retrieve and edit data in a database.						I	D	D	M	A	→			
6	Classify, order, sort and search data by criteria for a database.							I	D	D	M	A	→		
7	Create a simple database.							I	D	D	M	A	→		
8	Add, change and delete field names.							I	D	D	M	A	→		
9	Import and export text, data, tables and graphics.							I	D	D	M	A	→		
10	Produce and compare different report views.								I	D	D	M	A	→	
11	Recognize different types of databases and their uses (flat file, relational)								I	D	D	M	A	→	

April 2004   I = Introduce   D= Developing   M = Mastery   A = Apply – Independent use