



Extension

Extension 1: Create a student certificate

Create a certificate for a **member** of your group (**ONLY** your group) using the database created in the Practice portion of this module. Look up “mail merge” in **Help**. Use these instructions to assist you in creating a “personalized” certificate. Change the text on the award to reflect his/her having done a “Good Job” in accomplishing your unit. Remember, we do not print everything, therefore, you will save this certificate on disk. Name it, **CERTIFICATE.CWK**

Extension 2: Create a mail -merged letter

Create a merged letter for the members of your group (**ONLY** your group) using the database created in the Practice portion of this module. Look up “mail merge” in **Help**. Use these instructions to assist you in creating a “personalized” letter for a category. Add an additional field to reflect the members of your group. Name them **SCIENCELETTER.CWK**

Extension 3: Produce a database test

Create a database to be used as a test for your unit. The database should contain at least 3 fields: Question, Drop-down answer field(see Value List fields in **Help**), and a category field to determine which questions to choose. Add at least two additional fields you deem necessary (such as question number - see Serial number field in **Help**). In addition to the standard layout, create a layout for entering questions and a test layout. The test layout must contain a heading that holds directions, student name, and needed class information. For data entry, the test should have at least 10 questions - 2 for each category of Bloom’s taxonomy below that fit your unit topic. Save database as **TEST.CWK**

BLOOM'S MODEL OF THE COGNITIVE DOMAIN

Benjamin Bloom (1956)

KNOWLEDGE	involves recall or recognition of specific information.
COMPREHENSION	emphasizes the understanding and organization of previously learned information.
APPLICATION	requires the use of previously learned information in a new context.
ANALYSIS	refers to thinking critically about information by breaking it into parts.
SYNTHESIS	involves original and creative thinking about information by combining ideas to create a new whole.
EVALUATION	requires making judgments about information based on identified criteria.