

To become familiar with Excel Data Management Software that you inevitably need to use when you are a music teacher. The purpose of this project is to create one administrative database to rule them all. The database includes rosters with student info, student accounts, instrument inventories, music library, and an auditions sheet. The intent is to give students a framework for how to organize files when they have a program of their own.

Within Microsoft excel, create a database with the following tabs:

1. Student Information
2. Budget
3. Student Accounts
4. Attendance
5. Grades

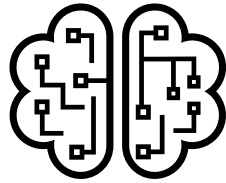
Within each tab, please create a template with the following information that is formatted in a way is both clear and flexible. In other words, you or anyone else could enter or find information into this database because it is laid out in a way that is both logical and helpful. The details of those tabs are:

**Student Information:**

- Last Name
- First Name
- Student ID #
- Graduation Year
- Primary Instrument
- Street Address
- City
- Zip
- Home Phone
- Student's Cell Phone
- Parent Name
- Daytime Phone
- Secondary Instrument
- Medical Conditions/Medications

**STUDENT ACCOUNTS**

- Last Name
- First Name
- Student ID #
- Student Fees
- Payments
- Scholarship
- Fundraisers
- Account Balance



MUSIC TECH FOR TEACHERS

MT4T

### **BUDGET SUMMARY** (categories)

- Music
- Instruments and Equipment
- Repair
- Marching Band
- Clinicians and Staff
- Office Supplies
- Entry Fees. (Misc.)
- Total

#### **Under each category**

- Reference Number
- P.O. Number
- Description
- Date Received
- Quantity
- Price Per Unit
- Subtotal
- Total

### **ATTENDANCE**

- Last Name
- First Name
- Student ID #
- Instrument
- Late (Rehearsal)
- Unexcused (Rehearsal)
- Excused (Rehearsal)
- Late (Performance)
- Unexcused (Performance)
- Excused (Performance)
- Attendance Total

### **GRADES**

- Last Name
- First Name
- Instrument
- Attendance Grade
- Scales Test
- Playing Test
- Final Grade