

Task Nine – Visually checking for accuracy.

This next task is a bit of a “cheat”. You need to provide evidence that you have checked the data in your database to make sure that it is accurate. In order to do this, you need to make 4 or 5 DELIBERATE spelling/typing mistakes in the table. Re-print the database, use a highlighter pen or similar to show up the mistakes on the print-out and hand-annotate the sheet to say something like “*I checked my table and found these mistakes.*”