



Database Management Access

LAP 6-Unit F: Creating Multiple Table Queries

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

◆ Previously used standards from Database Management LAP's 1-5 apply plus the following standards

◆**PT2a** Engage in higher order thinking and will apply problem-solving strategies in purposeful ways, both in situations where the problem and desirable solutions are clearly evident and in situations requiring a creative approach to achieve an outcome.

Objectives (Notice objectives marked with MOUS— relates to the certification training)

- ◆ Create select Queries
- ◆ Sort a query on multiple fields
- ◆ Develop AND queries
- ◆ Develop OR queries
- ◆ Create calculated fields
- ◆ Build summary queries
- ◆ Create crosstab queries
- ◆ Modify crosstab queries

Resource

Title: Illustrated Series: Microsoft Access 2000--Complete
 Author(s): Lisa Friedrichsen
 Unit F: Creating Multiple Table Queries

Time Frame 5 Hours

Introduction

This unit covers many important query skills including complex criteria entries, calculated fields, summary queries, and crosstab queries. These query skills represent many of the competencies required to change raw data into useful information, and are the hallmark skills of any proficient Access database user.

Assignments

**Where appropriate and possible, written answers must be in complete sentences and keyed.
 Turn in completed activities as directed by instructor.**

- _____ **Read:** p. F-1 —notice that MOUS marked objectives are included in the certification training/testing
- _____ **Read and Complete:** pp. F-2 to F-17
- _____ **Complete:** pp. F-18-19 Practice: Concepts Review questions 1-17
- _____ **Complete:** pp. F-19-20 Practice: Skills Review questions 1-8
- _____ **Complete:** pp. F-21-22 Practice: Independent Challenges--select 1 of the first 3 and do
- _____ **Complete:** pp. F-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- _____ **Complete:** pp. F-24 Practice: Visual Workshop

Self Assessment - "I/I can . . . "

- Create select Queries
- Sort a query on multiple fields
- Develop AND queries
- Develop OR queries
- Create calculated fields
- Build summary queries
- Create crosstab queries
- Modify crosstab queries

Please ask instructor for additional instructions or assessment materials