



Database Management Access

LAP 8-Unit H: Building Complex Reports

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ Previously used standards from Database Management LAP's 1-7 apply plus the following standards
- ◆PT3d Use technology tools and resources for managing and communicating personal/professional information, e.g., finances, schedules, addresses, purchases, and correspondence.

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

- ◆ Use the Database Wizard
- ◆ Import data
- ◆ Create a report from a parameter query
- ◆ Enhance reports
- ◆ Add lines and rectangles
- ◆ Use the Format Painter and AutoFormats
- ◆ Insert an image
- ◆ Secure the database

Resource

Title: Illustrated Series: Microsoft Access 2000--Complete
 Author(s): Lisa Friedrichsen
 Unit H Building Complex Reports

Time Frame 5 Hours

Introduction

This unit covers a tremendous number of reporting features including applying conditional formatting, grouping controls, hiding duplicate values, adding lines and images, using the Format Painter, and using AutoFormats. Building reports on parameter queries is covered. It also covers some electronic reporting issues including using the Database Wizard to quickly create a database and several objects and importing data.

Assignments

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

- _____ **Read:** p. H-1 notice that MOUS marked objectives are included in the certification training/testing
- _____ **Read and Complete:** pp. H-4 to H-17
- _____ **Complete:** pp. H-18-19 Practice: Concepts Review questions 1-16
- _____ **Complete:** pp. H-19-21 Practice: Skills Review questions 1-8
- _____ **Complete:** pp. H-22-23 Practice: Independent Challenges--select 1 of the first 3 and do
- _____ **Complete:** pp. H-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- _____ **Complete:** pp. H-24 Practice: Visual Workshop

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

- Use the Database Wizard
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- Secure the database

Please ask instructor for additional instructions or assessment materials