

Computer Applications I Access

LAP 3- Project 3: Maintaining a Database/Update Features of Access



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ Previously used standards from Access Project 1 and 2 apply plus the following standards
- ◆PT4d Use information technology to analyze, organize, and present information.

Objectives

- ◆ Open a database
- ◆ Add, change, and delete records in a table
- ◆ Locate records
- ◆ Filter records
- ◆ Change the structure of a database
- ◆ Restructure a table
- ◆ Change field characteristics
- ◆ Add a field
- ◆ Save the changes to the structure
- ◆ Update the contents of a single field
- ◆ Make changes to groups of records
- ◆ Delete groups of records
- ◆ Specify a required field
- ◆ Specify a range
- ◆ Specify a default value
- ◆ Specify legal values
- ◆ Specify a format
- ◆ Save rules, values, and formats
- ◆ Update a table with validation rules
- ◆ Specify referential integrity
- ◆ Use subdata-sheets
- ◆ Order records
- ◆ Create single-field and multiple-field indexes
- ◆ Close a database

Resource

Title: Office 2000: Introductory Concepts and Techniques
 Author(s): Shelly/Cashman/Vermaat
 Chapter 3: Project 3: Maintaining a Database/Update Features of Access

Time Frame 10 hours

Introduction

This project covers the issues involved in maintaining a database. You will learn how to use Form view to add a record. Also, you will learn how to locate and filter records and to change and delete records. Another thing you will learn is to change the structure of a table, create validation rules, and specify referential integrity by creating relationships. Finally, you will learn to make mass changes using update queries and learn how to create indexes to improve performance.

Assignments

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

- _____ **Read:** p. A 3.1 Objectives for the Microsoft Access 2000 Project 3
- _____ **Read:** pp. A 3.2-3.3 About *Database Upkeep*
- _____ **Read and Complete:** pp. A 3.6-3.51 Make sure you do each exercise as you read
- _____ **Complete:** p. A 3.52 *Apply Your Knowledge*
- _____ **Complete:** pp. A 3.53-3.58 select 1 of the 3 *In the Lab* problems
- _____ **Complete:** pp. A 3.59-3.60 from *Cases and Places* select 1 problem from each difficulty level

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

- _____ Open a database
- _____ Add, change, and delete records in a table
- _____ Locate records
- _____ Filter records
- _____ Change the structure of a database
- _____ Restructure a table
- _____ Change field characteristics
- _____ Add a field
- _____ Save the changes to the structure
- _____ Update the contents of a single field
- _____ Make changes to groups of records
- _____ Delete groups of records
- _____ Specify a required field
- _____ Specify a range
- _____ Specify a default value
- _____ Specify legal values
- _____ Specify a format
- _____ Save rules, values, and formats
- _____ Update a table with validation rules
- _____ Specify referential integrity
- _____ Use subdata-sheets
- _____ Order records
- _____ Create single-field and multiple-field indexes
- _____ Close a database

Please ask instructor for additional instructions or assessment materials