



## Database Management Access

### LAP 11-Unit K: Creating Advanced Queries

Name \_\_\_\_\_

Period \_\_\_\_\_

Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_

#### DoDEA Standards

◆ Previously used standards from Database Management LAP's 1-10 apply plus the following standards

- ◆PT4b Evaluate information critically and completely.
- ◆PT4c Use information accurately and creatively.
- ◆PT4d Use information technology to analyze, organize, and present information.

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

- ◆ Query for Top Values
- ◆ Create an Advanced Parameter Query
- ◆ Modify Query Properties
- ◆ Create an Update Query
- ◆ Create a Make-Table Query
- ◆ Create an Append Query
- ◆ Create a Delete Query
- ◆ Specify Join Properties

#### Resource

Title: Illustrated Series: Microsoft Access 2000--Complete  
 Author(s): Lisa Friedrichsen  
 Unit K: Creating Advanced Queries

**Time Frame**                      5 Hours

### Introduction

This unit covers many important advanced query skills including querying for top values, advanced parameter queries, and action queries (update, make-table, append, and delete). Query, field, and join line properties are examined, and referential integrity is reviewed.

### Assignments

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

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

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

- Query for Top Values
- Create an Advanced Parameter Query
- Modify Query Properties
- Create an Update Query
- Create a Make-Table Query
- Create an Append Query
- Create a Delete Query
- Specify Join Properties

**Please ask instructor for additional instructions or assessment materials**