



## Database Management Access

### LAP 16-Unit P: Managing the Database

Name \_\_\_\_\_

Period \_\_\_\_\_

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

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

**DoDEA Standards**

- ◆ Previously used standards from Database Management LAP's 1-15 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—this relates to the certification training)**

- ◆ Convert databases
- ◆ Set Passwords
- ◆ Change Startup Options
- ◆ Encrypt and Decrypt a database
- ◆ Analyze Performance
- ◆ Split a Database
- ◆ Replicate Using the Briefcase
- ◆ Synchronize Using the Briefcase

**Resource**

Title: Illustrated Series: Microsoft Access 2000--Complete  
 Author(s): Lisa Friedrichsen  
 Unit P: Managing the Database

**Time Frame**                      5 Hours

### Introduction

This unit covers various database management administration skills such as converting, securing, splitting, and replicating a database. The functions in this unit are used to protect company data assets as well as to increase performance and availability of the database. Powerful concepts such as client-server computing and features such as the Briefcase are discussed.

### Assignments

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

- \_\_\_\_\_ **Read:** p. P-1 Notice that MOUS marked objectives are included in the certification training/testing
- \_\_\_\_\_ **Read:** pp. P-2 to P-4
- \_\_\_\_\_ **Read and Complete:** pp. P-4 to P-17
- \_\_\_\_\_ **Complete:** pp. P-18-19 Practice: Concepts Review questions 1-17
- \_\_\_\_\_ **Complete:** pp. P-20-21 Practice: Skills Review questions 1-8
- \_\_\_\_\_ **Complete:** pp. P-22-23 Practice: Independent Challenges--select 1 of the first 3 and do
- \_\_\_\_\_ **Complete:** pp. P-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- \_\_\_\_\_ **Complete:** pp. P-24 Practice: Visual Workshop

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

- Convert databases
- Set Passwords
- Change Startup Options
- Encrypt and Decrypt a database
- Analyze Performance
- Split a Database
- Replicate Using the Briefcase
- Synchronize Using the Briefcase

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