



Database Management Access

LAP 1-Unit A: Getting Started With Microsoft Access 2000

Name _____
 Period _____
 Date Started _____
 Date Completed _____

DoDEA Standards

- ♦PT4a Access information efficiently and effectively.
- ♦PT5d Manage and direct one's own learning.

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

- ♦ Define database software
- ♦ Learn database terminology
- ♦ Start Access and open a database
- ♦ View the database window
- ♦ Navigate records
- ♦ Enter records
- ♦ Edit records
- ♦ Preview and print a datasheet
- ♦ Get Help and exit Access

Resource

Title: Illustrated Series: Microsoft Access 2000--Complete
 Author(s): Lisa Friedrichsen
 Unit A: Getting Started With Microsoft Access 2000

Time Frame 5 hours

Introduction

In Unit A you will learn about databases and the opening elements of the Access and database windows. You will learn basic terminology such as field, record, and datasheet, as well as how to use, navigate, enter, and edit records in a datasheet. Also you will be exposed to the Help system and learn how to properly enter and exit Access. It is important to stress or know that a database application is generally more complex than word processing or spreadsheets. One database file will include all of the objects (tables, queries, forms, reports, pages, macros, and modules) that you will create throughout the life of the database. Therefore, it is extremely important that the database file be constructed properly from the beginning. In addition, you will generally have less experience with databases than you do with word processors or spreadsheets. The power of a relational database to quickly retrieve, sort, filter, and analyze data, however, makes Access an incredibly rewarding product to teach and exciting to learn.

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-1 read the objectives—notice that MOUS marked objectives are included in the certification training/testing
- _____ **Read:** pp. A-2 to A-6
- _____ **Read and Complete:** pp. A-6 to A-19
- _____ **Complete:** pp. A-20 Practice: Concepts Review questions 1-16
- _____ **Complete:** pp. A-21 Practice: Skills Review questions 1-9
- _____ **Complete:** pp. A-22 Practice: Independent Challenges--select 1 of the first 3 and do
- _____ **Complete:** pp. A-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- _____ **Complete:** pp. A-24 Practice: Visual Workshop

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

- _____ Define database software
- _____ Learn database terminology
- _____ Start Access and open a database
- _____ View the database window
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- _____ Edit records
- _____ Preview and print a datasheet
- _____ Get Help and exit Access

Please ask instructor for additional instructions or assessment materials