

Teacher Notes

Database Management Overview



Note: After the completion of Database Management (one semester) a student should be prepared to attempt the MOUS for certification. Check with your district or DoDEA for more information. The first eight units of this book prepare students for the Access 2000 MOUS Exam, and the complete book covers the skills needed to pass the Access 2000 Expert MOUS Exam.

Course Description:

This course is a comprehensive introduction to Microsoft Access 2000. In the sixteen Access units, a student will learn basic to advanced skills. A student will learn how to work with tables, forms and reports, how to create advanced forms, subforms, and reports, data access pages, and modules. You will also learn how to share information with other programs and how to maintain a database.

Course Objectives:

After completing this course, the student should be able to:

1. Describe the purpose and advantages of using relational database software to real-world information management problems.
2. Create field names, define field data types, identify the primary key, and edit the appropriate field properties in building and modifying tables.
3. Use Access wizards to create databases, tables, queries, forms, and reports.
4. Navigate, enter, delete, copy, and edit records in a datasheet and form.
5. Sort, filter, and find data in a datasheet and form.
6. Build select queries to display fields and records using complex AND and OR criteria.
7. Build parameter queries, crosstab, and summary queries.
8. Format table and query datasheets.
9. Format forms and reports using the Format Painter, AutoFormats, and other advanced formatting features.
10. Build and modify forms with advanced controls such as subforms, combo boxes, command buttons, lines, images, and conditional formatting.
11. Build and modify reports using advanced features such as grouped records, images, and parameter prompts.
12. Create and modify calculated expressions in queries, forms, and reports.
13. Create mailing labels using Access reports.
14. Use the Access Help system to find information about Access.
15. Create and modify one-to-many relationships between tables.
16. Import data into an Access database.
17. Secure an Access database.

Resources:

Text: Friedrichsen, Microsoft Access 2000 - Illustrated Complete, Course Technology, 2000.

Project files: Available through the www.course.com Web site, or from the instructor.

Student Online Companion - MediaLoft Intranet Web site: www.course.com/illustrated/medialoft

This site is used for the WebWorks exercise (Independent Challenge 4) at the end of each unit, and builds upon the MediaLoft case study used throughout the book. The site presents a fictional intranet for MediaLoft. See NOTE under SOLUTION section of this page.

Software: Microsoft Office 2000 and Microsoft Office Access 2000

Handouts: Additional handouts may be provided during the course.

Assessment:

Projects and Quizzes after the following Units/Laps

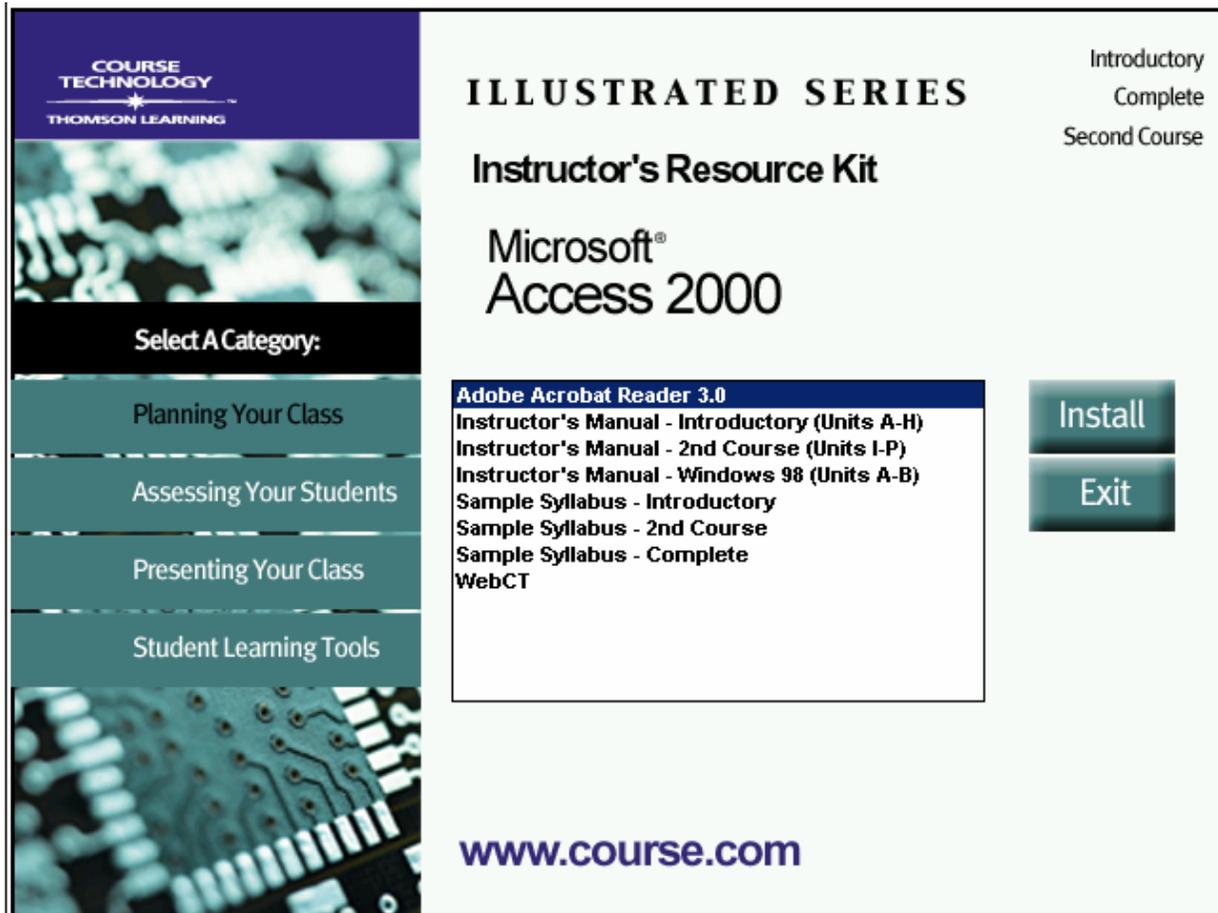
Week	Unit	Assessment	Suggestions
1	Lap 1-Unit A	Introduction	Quiz 4 and Project 8 should be completed by first quarter. Projects and quizzes are located on the Teacher's Tools CD Rom. The first eight units of this book prepare students for the Access 2000 MOUS (Specialist) Exam
2	Lap 2-Unit B	Project 1	
3	Lap 3-Unit C	Quiz 1 and Project 2	
4	Lap 4-Unit D	Project 3	
5	Lap 5-Unit E	Quiz 2 and Project 4	
6	Lap 6-Unit F	Project 5	
7	Lap 7-Unit G	Quiz 3 and Project 6	
8	Lap 8-Unit H	Project 7	
9	Lap 9-Unit I	Quiz 4 and Project 8	Quiz 8 and Project 16 should be completed by second quarter. The second eight units of this book prepare students for the Access 2000 Expert MOUS Exam
10	Lap 10-Unit J	Project 9	
11	Lap 11-Unit K	Quiz 5 and Project 10	
12	Lap 12-Unit L	Project 11	
13	Lap 13-Unit M	Quiz 6 and Project 12	
14	Lap 14-Unit N	Project 13	
15	Lap 15-Unit O	Quiz 7 and Project 14	
16	Lap 16-Unit P	Project 15	
17	Final Class	Quiz 8 and Project 16	
MOUS: Microsoft Office User Specialist			

General Notes:

Please note: if you are using Complete text, you need all Introductory, 2nd Course, and Windows 98 Project files.

Teaching Tools CD:

You first screen should be similar to the one below:



Start with “Planning Your Class” and install all areas in window onto your hard drive. Continue this process all the way down to and including “Student Learning Tools”. When you click on *START* and list *PROGRAMS* you should find your files under “*Course Test Manager*” and “*Exam View PRO*”. If you wish to install additional materials for students, then follow steps below:

Install Files to Hard Drive:

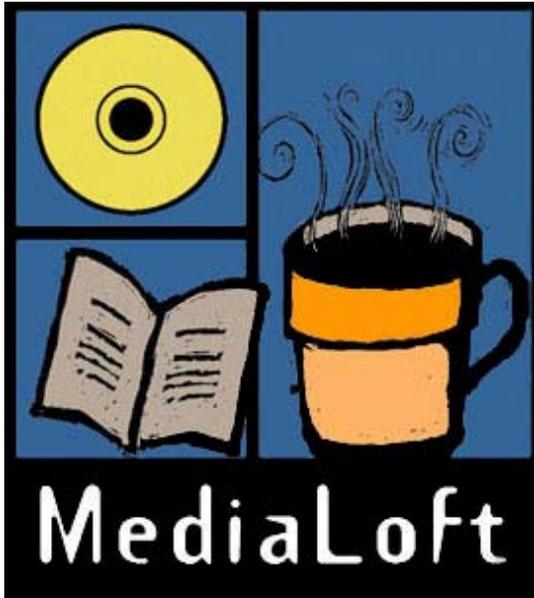
Use this option to copy the files to a local or network hard drive. The files have been compressed into a WinZip self-extracting executable file. To uncompress these files, do the following.

1. Select the set of files you want to work with from the list box, and then click the Install button.
2. The WinZip self-extractor will pop up. To uncompress the files to the default directory, click Unzip. You may choose a different drive and directory.
3. When the WinZip dialog appears showing how many files have unzipped successfully, click OK, then click Close.

Solutions to assignments at the end of each Lap or Unit are located on the Teacher’s Tools CD Rom.

MediaLoft:

Note: MediaLoft: This is the area where students will do the WEB WORK assignments at the end of each Unit/Lap.



This MediaLoft intranet site accompanies Microsoft Office 2000 titles published by the Illustrated Series at Course Technology.

The Illustrated Series has created this simulated MediaLoft intranet to reinforce the real-world application of the skills learned throughout the Illustrated Microsoft Office 2000 Series texts. The site parallels the real-world case scenario used throughout the books by creating a simulated intranet that the fictional employees of MediaLoft would use for communication and collaboration on projects.

Intranets are becoming important tools in the business world. Companies are discovering that these internal Webs are a powerful and easy means of communication. By providing a central source of information available only to employees of the organization, employees can access and share information and work together. Overcoming geographical distance, computer systems differences, and contrary schedules are all assets of a strong intranet.

The Media Loft site is designed to be a learning tool for students, to complete exercises in the book and to help them to become familiar with the uses of an intranet and the various applications within Microsoft Office 2000. For more information on the Illustrated Series, go to the Illustrated home page at www.course.com/illustrated.