

## Computer Applications I Access

### LAP 2- Project 2: Querying a Database Using the Select Query Window



Name \_\_\_\_\_

Period \_\_\_\_\_

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

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

**DoDEA Standards**

- ◆ Previously used standards from Access Project 1 apply plus the following standards
- ◆PT2a Engage in higher order thinking and will apply problem-solving strategies in purposeful ways, both in situations where the problem and desirable solutions are clearly evident and in situations requiring a creative approach to achieve an outcome.
- ◆PT2b Employ technology in the development of strategies for solving problems in the real world.
- ◆PT3a Communicate ideas to justify position, persuade and convince others, and responsibly challenge existing procedures and policies.
- ◆PT3b Use technology to communicate information and ideas in ways that are appropriate to the purpose and audience through spoken, written, and graphic or visual means of expression.
- ◆PT4a Access information efficiently and effectively.
- ◆PT4c Use information accurately and creatively.

**Objectives**

- ◆ State the purpose of queries
- ◆ Create a new query
- ◆ Use a query to display all records and all fields
- ◆ Run a query
- ◆ Print the answer to a query
- ◆ Close a query
- ◆ Clear a query
- ◆ Use a query to display selected fields
- ◆ Use text data in criteria in a query
- ◆ Use wildcards in criteria
- ◆ Use numeric data in criteria
- ◆ Use comparison operators
- ◆ Use compound criteria involving AND
- ◆ Use compound criteria involving OR
- ◆ Sort the answer to a query
- ◆ Join tables in a query
- ◆ Restrict the records in a join
- ◆ Use calculated fields in a query
- ◆ Calculate statistics in a query
- ◆ Use grouping with statistics
- ◆ Save a query
- ◆ Use a saved query

**Resource**

Title: Office 2000: Introductory Concepts and Techniques  
 Author(s): Shelly/Cashman/Vermaat  
 Chapter 2: Project 2: Querying a Database Using the Select Query Window

**Time Frame** 9 hours

### Introduction

In this project, you will learn to query a database using Access. You will learn how to create and run queries, use wildcards, and enter conditions using comparison operators. You will also create queries using AND criterion and OR criterion. In some of the queries, you will be required to join tables. Finally, you learn how to use calculated fields and statistics as well as how to save a query.

### 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 2.3 Objectives for the Microsoft Access 2000 Project 2
- \_\_\_\_\_ **Read:** pp. A 2.2-2.3 About *Where Have All the Children Gone?*
- \_\_\_\_\_ **Read:** pp. A 2.4-1.10
- \_\_\_\_\_ **Read and Complete:** pp. A 2.10-2.43 Make sure you do each exercise as you read
- \_\_\_\_\_ **Complete:** p. A 2.44 *Apply Your Knowledge*
- \_\_\_\_\_ **Complete:** pp. A 2.44-2.47 select 1 of the 3 *In the Lab* problems
- \_\_\_\_\_ **Complete:** pp. A 2.48 from *Cases and Places* select 1 problem from each difficulty level

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

- \_\_\_\_\_ State the purpose of queries
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**Please ask instructor for additional instructions or assessment materials**