



Database Management Access

LAP 2-Unit B: Using Tables and Queries

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

◆ Previously used standards from Database Management LAP 1 plus the following standards

◆PT4c Use information accurately and creatively.

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

- ◆ Plan a database
- ◆ Create a table
- ◆ Use Table Design view
- ◆ Format a datasheet
- ◆ Understand sorting, filtering, and finding
- ◆ Sort records and find data
- ◆ Filter records
- ◆ Create a query
- ◆ Use Query Design view

Resource

Title: Illustrated Series: Microsoft Access 2000--Complete
 Author(s): Lisa Friedrichsen
 Unit B: Using Tables and Queries

Time Frame 5 Hours

Introduction

In Unit B you will learn about the basic construction of databases, tables, and queries. Table and Query Design view are emphasized, as well as key concepts such as choosing the right data type when building tables. Datasheets are formatted, sorted, filtered, and used to find data. Queries are created and compared to filters. Criteria are used within queries to limit the recordset.

Assignments

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

- _____ **Read:** p. B-1 —notice that MOUS marked objectives are included in the certification training/testing
- _____ **Read:** pp. B-2 to B-4
- _____ **Read and Complete:** pp. B-4 to B-19
- _____ **Complete:** pp. B-20 Practice: Concepts Review questions 1-18
- _____ **Complete:** pp. B-21 Practice: Skills Review questions 1-9
- _____ **Complete:** pp. B-22 Practice: Independent Challenges--select 1 of the first 3 and do
- _____ **Complete:** pp. B-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- _____ **Complete:** pp. B-24 Practice: Visual Workshop

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

- Plan a database
- Create a table
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- Sort records and find data
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- Create a query
- Use Query Design view

Please ask instructor for additional instructions or assessment materials