



## Database Management Access

### LAP 5-Unit E: Modifying a Database Structure

Name \_\_\_\_\_

Period \_\_\_\_\_

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

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

#### DoDEA Standards

- ◆ Previously used standards from Database Management LAP's 1 -4 apply plus the following standards
- ◆PT1i Use mathematical ideas and techniques, algorithmic thinking, and programming.

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

- ◆ Examine relational databases
- ◆ Plan related tables
- ◆ Create related tables
- ◆ Define Text field properties
- ◆ Define Number and Currency fields
- ◆ Define Date/Time and Yes/No Fields
- ◆ Define field validation properties
- ◆ Create one-to-many relationships

#### Resource

Title: Illustrated Series: Microsoft Access 2000--Complete  
 Author(s): Lisa Friedrichsen  
 Unit E: Modifying a Database Structure

**Time Frame**                      5 Hours

### Introduction

*Note:* This unit is very significant to the database designer. The concepts and steps of how to design and create multiple tables in one-to-many relationships is covered. Field data types are discussed, and common properties for each are explored. If you will be developing a database from scratch or troubleshooting an existing database that doesn't work properly, this unit is most important.

### Assignments

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

- \_\_\_\_\_ **Read:** p. E-1 —notice that MOUS marked objectives are included in the certification training/testing
- \_\_\_\_\_ **Read:** pp. E-2 to E-6
- \_\_\_\_\_ **Read and Complete:** pp. E-6 to E-17
- \_\_\_\_\_ **Complete:** pp. E-18-19 Practice: Concepts Review questions 1-19
- \_\_\_\_\_ **Complete:** pp. E-19-20 Practice: Skills Review questions 1-8
- \_\_\_\_\_ **Complete:** pp. E-21-22 Practice: Independent Challenges--select 1 of the first 3 and do
- \_\_\_\_\_ **Complete:** pp. E-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- \_\_\_\_\_ **Complete:** pp. E-24 Practice: Visual Workshop

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

- Examine relational databases
- Plan related tables
- Create related tables
- Define Text field properties
- Define Number and Currency fields
- Define Date/Time and Yes/No Fields
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- Create one-to-many relationships

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