



Lesson Plan

Sequential Lesson Plans

*Access Database Part I

Access Database Part II

Access Database Part III

Supports MOS Certification for Access
and Living Online IC3 Certification

Course: Office Occupations CC/CCTE
 Unit: Microsoft Office Specialist Certification
 for ACCESS 2002
 AND/OR
 IC³ Certification: Living Online
 Topic: Introduction to ACCESS and
 Database Navigation
 Timeframe: 7.0 hours

<p>ROP ESLRs</p>	<p>X #1 Communicating Effectively #2 Accessing and Managing Job Related Resources X #3 Setting Career and Life Goals #4 Accepting Personal Responsibility</p>	<p>California Career Technical Education Model Curriculum Standards: Information Support and Services Pathway A7.1 Know common industry-standard software and its applications</p> <p>Academic Standards: Grades Ten, Eleven and Twelve Reading Comprehension E2.1, 2.6, 2.7 Critique the function of logical documents by examining sequence of information and procedures in anticipation of possible reader misunderstandings.</p> <p>MOS Certification Standard – Microsoft Access Creating and Using Databases: ■Create Access databases</p> <p>All Aspects of the Industry: Technical and Production Skills: Develop skills that help students begin to analyze data to create a meaningful format for data representation.</p>
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Procedure	TIME	CONTENT	MATERIALS/ EQUIPMENT
Introduction Objectives Key Terms	15 Mins	<p>This discussion will begin an initial look into the methods of information collection, accessing resources, organization, modification and effective use of those resources.</p> <ul style="list-style-type: none"> ◆ Students will understand and demonstrate competency in the use of a database through the exploration of various toolbars, windows, and views in the ACCESS Program. ◆ Students will begin to develop the ability to analyze information, how to structure that information into a useable format, and how to collect searchable data. ◆ Students will develop the tools necessary to create windows and views of an existing database <p>Students will apply a variety of terms to help them discover the basic use of ACCESS. Additionally, students will revisit the common FUNCTIONS Menu Keys used to edit data:</p> <ul style="list-style-type: none"> - Database Window - Database File - Ascending Order - Datasheet View - Sort - Descending Order <p>FUNCTION Menu/keys:</p> <ul style="list-style-type: none"> ◆ Windows ◆ Help ◆ Redo ◆ Undo ◆ View ◆ Insert ◆ Copy ◆ Paste ◆ Delete ◆ Edit ◆ View ◆ Tools 	Computer with ACCESS Program Software Overhead Video Projector Student Handout Database Worksheet
Presentation	10 mins 10 Mins 10 Mins 10 Mins 15 mins	<p><i>INSTRUCTOR</i></p> <p>Demonstrate the procedure for the opening, navigation, and closing of the program.</p> <p>Instruct students on how to open Objects with database windows, move through a database, and sort records.</p> <p>Do a practical demonstration on one of the Sample Databases that comes with the ACCESS Software Program illustrating the difference between ascending and descending order and how sorting records changes the data presentation. Also show other sort views using specific fields in that Database</p> <p>Demonstrate the use of table layouts, structures, field navigation, and navigation shortcuts as they are used in the ACCESS Program.</p>	Instructor Computer with demonstration mode OR Data projector Internet access

	15 Mins	<ul style="list-style-type: none">◆ This view allows you to view several records of data at a time on the screen◆ Moving through the database is done by using the navigation buttons at the bottom of the window◆ Additionally the navigation buttons provide the following information:<ol style="list-style-type: none">1. Current record, the number of records or, type a specific record number in the box and press enter to go to a specific record◆ When you enter a field, you are in one of two modes:<ol style="list-style-type: none">1. Field Edit Mode – When you are in field edit mode, an insertion cursor displays2. Navigation Mode – When you are in navigation mode the field will be highlighted. F2 allows you to switch back and forth between the two modes <p>(The arrow keys can be used to move around in the datasheet. There are also a number of shortcuts that can be used to move to a specific point in the datasheet.)</p> <p>SORT:</p> <ul style="list-style-type: none">◆ Sorting is a method by which data can be changed and viewed with different field controlling the sort order.◆ You can sort fields in ascending order (A – Z) or (1 - 9)◆ You can sort fields in descending order (Z – A) or (9 – 1). <p>(Example: If you want to sort a table by the zip code, place the cursor in the zip code field and use the sort symbol on the tool bar.)</p>	
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Closure	10 mins	<p><i>INSTRUCTOR</i></p> <p>Review key terms with students selecting students randomly to define these terms.</p> <p>Allow students to ask questions on any areas of the lesson that need discussion and reinforcement.</p>	
Assessment/ Evaluation	20 mins 30 Mins	<p><i>INSTRUCTOR/STUDENTS</i></p> <p>Review students work to be sure that all students have their Data Sheets completed accurately.</p> <p>DISCUSSION:</p> <p>State a problem that involves a need for a Database and require the students to develop a questionnaire to collect the necessary data for the Database File.</p>	
Homework	30 Mins	<p><i>STUDENTS</i></p> <p>Students will review the discussion notes and write some additional ideas for solving the problem we discussed in class.</p>	<p>College-ruled paper</p> <p>Personal creativity</p>

RUBRIC SCORING GUIDE

Business Core	Introductory	Developing	Proficient	Exceptional
Using ACCESS to create and build databases	Learning basic functions of a database; developing the ability to analyze and structure information into a useable format and collecting searchable data; developing methods for information collection and organization; able to create simple databases; able to move among records in ACCESS.	Shows some ability in creating and using databases in ACCESS; demonstrates ability in database modification; shows some ability in formatting datasheet; able to preview and print database report.	Proficient in showing content knowledge and application related to the development of planning and creating of Datasheets and Tables using the ACCESS; able to analyze and structure information into a useable format, and to apply the techniques developed in editing datasheets, adding records, and deleting unwanted information.	Shows superior content knowledge and application of knowledge and skills related to the production of highly effective databases in ACCESS; developing relationships with other databases; create and modify input masks; and create queries.

Based on your examination of the resume and the dimensional scores, please review the overall (holistic) score levels described above, and give the resume a final, overall score. Please provide a justification for the overall score.

Overall Score: _____

Justification: _____

Student Name and/or ID Number: _____

School: _____ Evaluator: _____

ACCESS DATABASE WORKSHEET

WEBSITES TO VISIT:

- ◆ www.gentree.com
- ◆ <http://www.stat.ohio-state.edu/>
- ◆ www.carfax.com
- ◆ www.careerbuilder.com

INSTRUCTIONS FOR DATABASE NAVIGATION

OPEN: ACCESS

Instruct students on how to open the ACCESS Program and navigate through an existing database. From the **START** button:

- ◆ Press **START**
- ◆ Press **PROGRAMS**
- ◆ Select the **ACCESS** Program from the menu drop down
- ◆ A Window will open with several files to choose from and an opportunity to create a new database
- ◆ Click open an existing file, and double-click one of the existing files displayed in the Dialog Box.

NAVIGATION:

- ◆ After the **database file** opens you will see the **database window** that has a list of buttons for the various objects in the database
- ◆ Use the **database window** to select the type of object you will work with in **ACCESS**. When you click one of the objects on the left, the right window pane will display the options that are available with that specific object
- ◆ Double-click an object to select and open it to begin working with that object
- ◆ When the table is open, data displays in a **rows** and **columns** format similar to a spreadsheet. Each column displays the title or field name for that field, and each row contains all of the information for single record. The row/column display of a table is called the **Datasheet view**.
- ◆ This view allows you to view several records of data at a time on the screen
- ◆ Moving through the database is done by using the **navigation buttons** at the bottom of the window
- ◆ Additionally the navigation buttons give information about:
 1. Current record the number of records, or type a specific record number in the box and press enter to go to a specific record
- ◆ When you enter a field, you are in one of two modes:
 1. Field Edit Mode – When you are in field edit mode, an insertion cursor displays

P. 2 Database Navigation

- Navigation Mode – When you are in navigation mode the field will be highlighted. **F2** allows you to switch back and forth between the two modes

NOTE: The arrow keys can be used to move around in the datasheet. There are also a number of shortcuts that can be used to move to a specific point in the datasheet

SORT:

- ◆ Sorting is a method by which data can be changed and viewed with different field controlling the sort order.
 - ◆ You can sort fields in **ascending order** (A – Z) or (1-9)
 - ◆ You can sort fields in **descending order** (Z – A) or (9 – 1)
- Example: If you want to sort a table by the zip code, place the cursor in the zip code field and use the sort symbol on the tool bar

