

## Computer Applications I Access

### LAP 1- Project 1: Creating a Database Using Design and Datasheet Views



Name \_\_\_\_\_  
 Period \_\_\_\_\_  
 Date Started \_\_\_\_\_  
 Date Completed \_\_\_\_\_

#### DoDEA Standards

- ◆PT1f Be proficient in the use of technology
- ◆PT3d Use technology tools and resources for managing and communicating personal/professional information, e.g., finances, schedules, addresses, purchases, and correspondence.
- ◆PT4b Evaluate information critically and completely.
- ◆PT5d Manage and direct one's own learning.

#### Objectives

- ◆ Describe databases and database management systems
- ◆ Start Access
- ◆ Describe the features of the Access screen
- ◆ Create a database
- ◆ Create a table
- ◆ Define the fields in a table
- ◆ Open a table
- ◆ Add records to an empty table
- ◆ Close a table
- ◆ Close a database and quit Access
- ◆ Open a database
- ◆ Add records to a nonempty table
- ◆ Print the contents of a table
- ◆ Use a form to view data
- ◆ Create a custom report
- ◆ Use Microsoft Access Help
- ◆ Design a database to eliminate redundancy

#### Resource

Title: Office 2000: Introductory Concepts and Techniques  
 Author(s): Shelly/Cashman/Vermaat  
 Chapter 1: Project 1: Creating a Database Using Design and Datasheet Views

**Time Frame**            6 hours

#### Introduction

In this project, you will gain an understanding of database concepts by creating a database for Bavant Marine Services, a company performing routine boat maintenance and engine repairs for various marinas. After starting Access, you will learn about the Database window and the Access desktop. You will discover how to create tables, how to define data types, and how to determine the primary key for a table. Once the table is created, you will find out how to add records to a table, correct errors in the data, and print the contents of a table. Also, you will learn how to create a form and to use both Datasheet view and Form view to view data. Using Report Wizard, you will create a report for the Marina table, and you will explore the features of Microsoft Access Help, including the Office Assistant. Finally, you will investigate how to design databases to reduce redundancy.

**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 1.3 Objectives for the Microsoft Access 2000 Project 1
- \_\_\_\_\_ **Read:** pp. A 1.4-1.5 About *A Match Made in Computer Heaven*.
- \_\_\_\_\_ **Read:** pp. A 1.6-1.16
- \_\_\_\_\_ **Read and Complete:** pp. A 1.16-1.54 Make sure you do each exercise as you read
- \_\_\_\_\_ **Complete:** p. A 1.55-1.56 *Apply Your Knowledge*
- \_\_\_\_\_ **Complete:** pp. A 1.57-1.62 select 1 of the 3 *In the Lab* problems
- \_\_\_\_\_ **Complete:** pp. A 1.63-1.64 from *Cases and Places* select 1 problem from each difficulty level

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

- \_\_\_\_\_ Describe databases and database management systems
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**Please ask instructor for additional instructions or assessment materials**