



Database Management Access

LAP 13-Unit M: Managing Database Objects

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ Previously used standards from Database Management LAP's 1-12 apply plus the following standards
- ◆PT4b Evaluate information critically and completely.
- ◆PT4c Use information accurately and creatively.
- ◆PT4d Use information technology to analyze, organize, and present information.

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

- ◆ Work with Objects
- ◆ Use the Documenter
- ◆ Group Objects
- ◆ Modify Groups
- ◆ Create a Dialog Box
- ◆ Create a Pop-up Form
- ◆ Create a Switchboard
- ◆ Modify a Switchboard

Resource

Title: Illustrated Series: Microsoft Access 2000--Complete
 Author(s): Lisa Friedrichsen
 Unit M: Managing Database Objects

Time Frame 5 Hours

Introduction

This unit covers many object management skills such as how to view, delete, rename, and access the properties of objects themselves. The new Group feature, a way to organize objects into logical clusters, is covered. Form objects used solely to develop GUI interfaces (dialog boxes, pop-up forms, and switchboards) are explained.

Assignments

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

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

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

- Work with Objects
- Use the Documenter
- Group Objects
- Modify Groups
- Create a Dialog Box
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- Modify a Switchboard

Please ask instructor for additional instructions or assessment materials