



Database Management Access

LAP 9-Unit I: Sharing Access Information with Other Office Programs

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ Previously used standards from Database Management LAP's 1-8 apply plus the following standards
- ◆PT4d Use information technology to analyze, organize, and present information.

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

- ◆ Examine Access Objects
- ◆ Examine Relationships Between Tables
- ◆ Importing Data from Excel
- ◆ Link Data to an Excel worksheet
- ◆ Create Hyperlinks
- ◆ Analyze Data with Excel
- ◆ Copy Records to Word
- ◆ Export Data to Excel

Resource

Title: Illustrated Series: Microsoft Access 2000--Complete
 Author(s): Lisa Friedrichsen
 Unit I: Sharing Access Information with Other Office Programs

Time Frame 5 Hours

Introduction

This unit starts with a review of the key Access terminology as well as an examination of table relationships. It then dives into ways that Access data can be shared with other programs including how to import Excel data into an Access database, how to link Access data to an Excel worksheet, how to create hyperlinks, and how to use the OfficeLinks buttons.

Assignments

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

- _____ **Read:** p. I-1 notice that MOUS marked objectives are included in the certification training/testing
- _____ **Read:** pp. I-2 to I-4
- _____ **Read and Complete:** pp. I-4 to I-17
- _____ **Complete:** pp. I-18-19 Practice: Concepts Review questions 1-16
- _____ **Complete:** pp. I-19-21 Practice: Skills Review questions 1-8
- _____ **Complete:** pp. I-21-23 Practice: Independent Challenges--select 1 of the first 3 and do
- _____ **Complete:** pp. I-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- _____ **Complete:** pp. I-24 Practice: Visual Workshop

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

- Examine Access Objects
- Examine Relationships Between Tables
- Importing Data from Excel
- Link Data to an Excel worksheet
- Create Hyperlinks
- Analyze Data with Excel
- Copy Records to Word
- Export Data to Excel

Please ask instructor for additional instructions or assessment materials