

Curriculum Guide

LESSON

NEW SKILLS

Databases

Part 1: Introduction to Databases

Part 2: Creating Tables Using Datasheet View

1	Address Book	<i>Creating Your First Database</i>	Creating a Blank Database • Naming and Saving a Database • Defining the Structure of a Database • Selecting Data Types • Naming and Creating Fields • Naming and Saving a Table • Adjusting Column Widths • Printing a Table • Closing a Database
2	Coloring Book Sales	<i>Working with Different Data Types</i>	Using New Data Types • Formatting a Date/Time Field • Formatting a Yes/No Field
3	Address Book 2	<i>Working with an Existing Database</i>	Opening an Existing Database • Renaming a Table • Adding New Fields
4	Best Companies to Work For	<i>Working with Interactive Data Types</i>	Using Hyperlinks • Adding a Lookup Value List
5	Spectacular Stuff to Buy	<i>Working with Numeric Data Types</i>	Formatting Number Fields • Increasing/Decreasing Decimal Places
6	Colleges	<i>Working with Interactive Data Types</i>	Formatting Currency Fields
7	Favorite U.S. Roller Coasters	<i>Changing Data Types and Formatting Fields</i>	Deleting Fields
8	Soccer Team	<i>Using Field Validation</i>	Creating a Field Validation Rule • Inserting Field Validation Text
9	Household Expenses	<i>Searching and Sorting Records</i>	Using Find and Replace • Sorting Ascending and Descending
10	Address Book 3	<i>Working with Text and Formats</i>	Applying Bold and Italics • Changing Font and Font Size • Changing Font Color • Changing Alignment
11	Shopping Center	<i>Managing Records</i>	Adding/Deleting Records in Datasheet View
12	Bill Pay	<i>Using Lookups from Tables</i>	Creating a Lookup Field from a Table
13	Summer Reading	<i>Practicing Using Datasheet View</i>	There are no new skills being introduced in this reinforcement lesson.

Part 3: Creating Tables Using Design View

14	Sales at the School Store	<i>Working in Design View</i>	Creating Tables Using Design View • Naming and Creating Fields in Design View
15	Minimum Wage by State	<i>Editing Field Properties</i>	Adding a Field Description • Setting a Field Size • Inserting/Deleting Fields • Using Input Masks
16	Income	<i>Exporting a Table</i>	Moving Fields • Exporting a Table from a Database
17	Concerts	<i>Applying Filters</i>	Applying a Selection Filter • Using Toggle Filter
18	Multiple Oscar Winners	<i>Editing Records</i>	Using Cut, Copy, and Paste
19	Small Business Customers	<i>Managing Table Relationships</i>	Using Multiple Tables • Changing the Primary Key • Managing Cascade Updates • Editing Relationships
20	College Majors and Careers	<i>Designing with Multiple Tables</i>	There are no new skills being introduced in this reinforcement lesson.

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Part 4: Working with Queries

21	Top Podcasts Chart	<i>Using the Query Wizard</i>	Using the Query Wizard • Using the All Access Objects Drop-down
22	Winter Olympics and Paralympics	<i>Working with Queries</i>	Running a Query • Sorting Query Results
23	James Bond Movies	<i>Specifying Criteria in Query Design</i>	Using Query Design View • Using Criteria to Filter Records • Viewing Queries
24	Cafeteria Menu Choices	<i>Specifying Multiple Criteria in Query Design</i>	Using the AND Logical Operator • Using the OR Logical Operator
25	Furniture Shopping	<i>Using Numbers in Query Design</i>	Using the Between ... AND ... Logical Operator

Part 5: Creating Forms & Reports

26	Cars	<i>Creating a Form</i>	Using the Form Wizard
27	Entertainment Data Warehouse	<i>Creating a Report</i>	Using the External Data Wizard • Using Find Duplicates Query • Using the Report Wizard
28	Graduation Announcements	<i>Creating Mailing Labels</i>	Using the Label Wizard
29	Fundraisers	<i>Creating Charts</i>	Formatting a Pie Chart in a Report Form
30	National Parks	<i>Creating Column Charts</i>	Formatting a Column Chart in a Report Form
31	TechieTs.com	<i>Determining the Database Requirements for a Business</i>	Designing and Creating a Database Based on a Business's Requirements