

# Curriculum Guide

Lesson		New Skills	
<b>Unit 1: Creating Databases in Table View</b>			
1.1	<b>Getting Started</b>	<i>Navigating Access</i>	Opening a Blank Database ■ Identifying Ribbons, Tabs, & Groups ■ Understanding Backstage View ■ Closing Access ■ Using the Record Navigation Controls
1.2	<b>Address Book</b>	<i>Creating Your First Database</i>	Creating a Blank Desktop Database ■ Naming and Saving a Database ■ Defining the Structure of a Database ■ Selecting Data Types Using Click to Add ■ Naming and Creating Fields ■ Naming a Table ■ Adjusting Column Widths ■ Printing/Previewing a Table ■ Closing a Database
1.3	<b>Address Book 2</b>	<i>Working with an Existing Database</i>	Opening an Existing Database ■ Adding New Fields ■ Using New Data Types
1.4	<b>Yearbook Sales</b>	<i>Working with Different Data Types</i>	Formatting Currency Fields ■ Formatting Yes/No Fields
1.5	<b>Top College Football Schools</b>	<i>Working with Interactive Data Types</i>	Using Hyperlinks
<b>Unit 1 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 2: Formatting Databases</b>			
2.1	<b>Top College Football Schools 2</b>	<i>Changing Data Types &amp; Formatting Fields</i>	Changing Data Types ■ Formatting Number Fields ■ Increasing/Decreasing Decimal Places
2.2	<b>Driver Education Class</b>	<i>Using Field Validation</i>	Creating a Field Validation Rule ■ Inserting Field Validation Text
2.3	<b>Online Retailers</b>	<i>Adding/Deleting Fields and Records</i>	Adding/Deleting Fields ■ Adding/Deleting Records
2.4	<b>Movies</b>	<i>Formatting Text Within a Database</i>	Applying Bold and Italics ■ Changing Font ■ Changing Font Size
2.5	<b>Baby Names</b>	<i>Changing the Appearance of a Database</i>	Changing Alignment ■ Changing Font Color ■ Using Alternate Row Color ■ Using Find & Replace
2.6	<b>Video Games</b>	<i>Sorting in Ascending Order</i>	Sorting in Ascending Order
2.7	<b>eBooks</b>	<i>Sorting in Descending Order</i>	Sorting in Descending Order
<b>Unit 2 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	
<b>Unit 3: Creating Databases in Design View</b>			
3.1	<b>Cars</b>	<i>Working in Design View</i>	Using Design View to Create a Database
3.2	<b>Income</b>	<i>Editing Field Properties</i>	Adding a Description ■ Setting a Field Size ■ Inserting/Deleting Fields (Rows) ■ Moving Fields
3.3	<b>Saturday Night Live Hosts</b>	<i>Editing Records</i>	Using Cut/Copy/Paste
3.4	<b>Concerts</b>	<i>Applying a Selection Filter</i>	Applying a Selection Filter ■ Using Toggle Filter ■ Formatting Number View
3.5	<b>Concerts 2</b>	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.
<b>Unit 3 Assessments</b>		Performance and Written Assessments are located on the Instructor's Resource CD.	

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## Lesson

## New Skills

### Unit 4: Working with Queries

<b>4.1 Menu</b>	<i>Creating Multiple Tables</i>	Using Multiple Tables ■ Using the All Access Objects Drop-down
<b>4.2 Winter Olympics</b>	<i>Sorting in Query Wizard</i>	Using the Query Wizard ■ Running a Query
<b>4.3 PGA Tour</b>	<i>Specifying Criteria in Query Design</i>	Using Query Design ■ Viewing Queries in All Access Objects
<b>4.4 Presidents</b>	<i>Reinforcement Lesson</i>	There are no new skills being introduced in this lesson.

**Unit 4 Assessments** Performance and Written Assessments are located on the Instructor's Resource CD.

### Unit 5: Creating Forms & Reports

<b>5.1 Roller Coasters</b>	<i>Creating a Form</i>	Using the Form Wizard
<b>5.2 Longest Running TV Series</b>	<i>Creating a Report</i>	Using the Report Wizard
<b>5.3 Graduation Party</b>	<i>Creating Labels</i>	Using the Label Wizard

**Unit 5 Assessments** Performance and Written Assessments are located on the Instructor's Resource CD.