

Access It!

Teen-based Activities for Microsoft Access

Student Workbook

2nd Edition

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Curriculum Guide

ACTIVITY	NEW SKILLS
1 Celebrity Addresses	<p>Create a database.</p> <p>Name and save a database.</p> <p>Create a table.</p> <p>Define a database table structure.</p> <p>Save a table.</p> <p>Adjust column widths.</p> <p>Change the page setup to landscape.</p> <p>Print a table.</p>
2 Pop Albums	<p>Format a number field.</p> <p>Sort in ascending order.</p>
3 Search Engine Ads	<p>Format a currency field.</p> <p>Sort in descending order.</p>
4 Man on the Moon	<p>Format a date field.</p>
5 Flight Schedule	<p>Format a time field.</p>
6 NASCAR®	<p>Format a yes/no field.</p> <p>Sort by multiple fields.</p> <p>Create a query.</p>
7 Colleges	<p>Format a hyperlink field.</p> <p>Use a hyperlink.</p>
8 Jobs	<p>Add a description property.</p> <p>Set field properties.</p> <p>Set a field size.</p> <p>Set a field format.</p> <p>Set a caption property.</p>
9 States	<p>Specify a primary key.</p>
10 Online Retail Stores	<p>Create an Input Mask.</p>
11 Twitter	<p>Use the Find and Replace command.</p>
12 Baby Names	<p>Find records using a wildcard character.</p>
13 eBOOKS	<p>Format the font and point size within a table.</p> <p>Rename a field.</p>
14 Hip-Hop	<p>Create a Validation Rule.</p> <p>Create Validation Text.</p>

Curriculum Guide

ACTIVITY	NEW SKILLS
15 Holiday Wish List	Use filter by selection.
16 Video Games	Compact and repair a database. Back up a database. Delete records.
17 Major League Baseball®	Create a select query. Sort in a query. Specify criteria in a query.
18 James Patterson Books	Create a query by using the wizard. Sort a query in descending order. Use the = comparison operator.
19 Cars	Create a form using the Form Wizard. Use the Columnar form layout. Use the Standard form style.
20 Prom	Use the New Record button. Enter data in Form View. Print a single form record.
21 Airlines	Use the Tabular form layout. Use the Expedition form style. Create a form based on a query. Edit a form design.
22 Roller Coasters	Use the Justified form layout. Use the Stone form style. Change the alignment of column headings.
23 Country Music Awards	Create a report using the wizard. Use the Columnar layout. Use the Casual style.
24 Solo Artists	Save a word processing file as plain text. Use the Get External Data option. Import a text file into Access
25 Competitive Swimming	Export a table to Microsoft Excel. Use the SUM formula in Microsoft Excel.
26 Television Shows	Create a report using groupings. Modify a report in Design View.

Curriculum Guide

ACTIVITY	NEW SKILLS
27 Sweet 16 Party	<i>Set up a database to be used for a mail merge.</i>
28 Mail Merge	<i>Create a main document. Locate a database file for merge purposes. Complete a mail merge using the Mail Merge Wizard in Microsoft Word.</i>
29 Mailing Labels	<i>Create mailing labels using the label Wizard. Design and format mailing labels. Print mailing labels.</i>
30 Graduation Party	<i>Provides additional reinforcement in the area of querying a database.</i>
31 Cell Phone Users	<i>Create a pie chart using the Chart Wizard.</i>
32 World Cup Soccer	<i>Use the OR logical operator. Display only selected fields in query results.</i>
33 Concerts	<i>Use the Between...And...comparison operator.</i>
34 Teen Choice Awards	<i>Provides additional reinforcement in the areas of querying a database and creating a form.</i>
35 Presidents	<i>Provides additional reinforcement in the area of querying a database.</i>
36 UConn Women's Basketball Team	<i>Provides additional reinforcement in the area of querying a database.</i>