

Office Software-3 Access (30-assignment)



This is an integrated instructional module designed specifically to operate within a Modular Program environment. It is ideal for use with our Scantek Technology or IT2020 Information Technology programs. It provides a 30-assignment study program designed to be used for supplemental learning or extension activities. The module package includes software and curriculum materials sufficient to complete the learning activities as specified.

The curriculum incorporates continuous assessment through questions. When used in conjunction with a ClassAct networked management system, this provides instant feedback of student performance. The assessment begins with a comprehensive pre-test that includes questions for each subsequent assignment.

Each assignment includes at least one hands-on activity. The hands-on activities are designed to teach the use of Microsoft Access 2003.

Assessment questions are incorporated into each of the activities contained within the curriculum. These are designed to track the student's progress and are used to compile a detailed competence report when the module has been completed.

A post-test is provided at the end of the module. This allows the instructor to assess the amount of information retained by the student.

Included with this module is a set of Sample Files, which represent the files that the student is expected to save as they work through the assignments of the module. The Sample Files may be used by the Instructor to verify that the student has carried out the expected work.

Topics:

- Features of a Microsoft Access database
- Creating and opening a database
- Creating a table
- Printing a database
- Modifying and maintaining a table

Topics (continued):

- Designing and editing tables
- Working with fields and records
- Data types
- Adding objects and hyperlinks
- Relationships between multiple tables
- Creating and editing forms
- Designing a form
- Using text, colors and images with forms
- Generating and using queries
- Using criteria in queries
- Calculating and summarizing data
- Creating reports
- Access and the Internet

Activities:

- Identifying database features and uses.
- Starting Microsoft Access.
- Creating a database using the database Wizard.
- Opening and displaying a database with Microsoft Access.
- Using the Help facilities.
- Creating and opening tables.
- Preparing datasheets for printing.
- Editing fields and tables.
- Repairing, compacting and backing up files.
- Editing data in tables.
- Changing the appearance of a table.
- Hiding and freezing fields in a table.
- Editing fields and identifying field properties.
- Selecting data types.
- Restricting the form of input data.
- Selecting suitable methods for adding pictures and other objects to a record.
- Adding a hyperlink to a record.
- Setting a primary key.
- Establishing relationships between tables.
- Creating forms.
- Exploring how to navigate through records and edit data.
- Renaming and changing the number of records and forms.

Activities (continued):

- Formatting and adding objects to forms.
- Examining ways to find, replace and sort data in a table.
- Filtering data from a table.
- Creating and using queries.
- Using fields within a query.
- Using criteria to improve a query.
- Working with multiple criteria.
- Performing calculations on records and reviewing the results.
- Summarizing data.
- Creating reports.
- Navigating and modifying a report.
- Creating and viewing a Data Access Page.
- Editing and navigating Data Access Pages.

Each assignment is designed around a list of performance objectives. These lists include academic, technical and occupational objectives. The assignments are written in such a way as to enable a student to attain the performance objectives, with the assessment questions linked to these in order to provide a measure of true competency.

The performance objectives are used by the ClassAct management system to generate a comprehensive portfolio of student competency reports. Default reports supplied with this module include:

- Entry report
- Technical/Occupational Exit report

The items supplied with this instructional module include:

- Student Assignment Guide
- Access 2003 Reference Guide
- Access 2003 Sample Files CDROM
- Microsoft Office XP Professional
- Instructor's Guide

Additional items required:

- Computer

Module Facts

For Technology Program, order as: ST740/30 Office Software-3 Access

For IT Program, order as: ITC4 Office Software-3 Access

	No.	Average time
Assignments	30	45 minutes
Extension Activities	-	-
Total		22½ hours



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