

# Module 0

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## Instructor's Guide

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# Microsoft Access Self-Study

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## *Introduction*

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During this Self-Study you will be introduced to the basic concepts and functionality of Microsoft Access. When you have completed it, you will have designed a Microsoft Access database application.

As you work through the course, please note any exercises or questions that you have trouble completing. I am especially interested in exercises which do not work with Control Panel setting other than those commonly used in the United States.

Please direct all questions and comment about this course to Kim Hightower 70761,655.

## *Exercises*

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There are several types of exercises in this Self-Study.

### Reading Assignment

This is a listing of the chapters that you will read to learn about one area of MS Access. The assignments in most modules will contain one chapter from the manual Getting Started and one from the Microsoft Access User's Guide.

### As You Read

These questions are designed to give you a hint of how you might apply the information in the following lessons to your job. Read the question and try to answer it without referring to the documentation. Once you have finished the lesson return to the question and see if your answer needs to be corrected.

### Exercises

The questions are designed to verify that you understood the terms and concepts presented in the Reading Assignment.

### On Your Own

Throughout the Self-Study you will be designing a database application. The application is a personal address book. As you complete each section of the Self-Study you will build another piece of your application.

### The PSS Challenge

Answers to the exercises and questions in this section cannot be found directly in the materials. The goal of this challenge is to test your ability to apply the material you have just covered to actual questions that were submitted by MS Access customers.

## *Course Design*

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This course is designed to allow participants to efficiently study Microsoft Access. A combination of self-study modules and instructor-led classes allows each participant to be efficient.

### **Course Structure**

Most modules in the Participant's Workbook contain reading assignments, exercises, and a lab. Each participant completes the self-study work at his or her own workspace and at the best time of day or night for each individual. Ideally, an instructor-facilitated class for all participants is scheduled between self-study modules.

If the participants and/or the instructor are from different sites, an alternative to instructor-facilitated classes must be planned. During the instructor-facilitated classes, participants have an opportunity to ask questions, review difficult exercises, demonstrate recommended solutions to the lab, and review alternative participant solutions.

Completion of each lab is a step toward the building a final database application involving an address book. After completing each lab, participants are asked to copy the latest version of their database application to a network share so that participants can demonstrate their solutions and refer to the application to ask questions during the instructor-facilitated class. Those who could not complete a lab are asked to make a copy of the instructor's version for use in the next lab.

### **Self-Study Assignment**

Each module in the Self-Study workbook consists of the following components:

- r Reading assignments: From the Microsoft Access manuals.
- r As You Read : Support related questions to consider while reading the chapters.
- r Exercises: Verify that participants understood the terms and concepts presented in the Reading Assignment.
- r On Your Own: Applying the material to their own application.
- r The PSS Challenge: Practice support questions to answer.

### **Instructor-Facilitated Classes**

During each facilitated class, the following activities are planned:

- r Instructor answers general questions.
- r The class discusses recommended and alternative answers to questions in the *As You Read* and *Points To Ponder* sections.
- r The class reviews solutions to the lab and discusses different approaches.

## Materials

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There are nine documents; one for each module in the course. The following list displays the documents in the order they are used in the course.

0\_INSTR.DOC  
1\_INTRO.DOC  
2\_DESIGN.DOC  
3\_TABLES.DOC  
4\_FORMS.DOC  
5\_QUERY.DOC  
6\_REPORT.DOC  
7\_MACROS.DOC  
8\_MODULE.DOC

### Instructor's Materials

- r Computer system meeting the minimum requirements to run Microsoft MS Access version 1.0. Computers must be 80386-based with at least 4 MB of RAM. Video displays must be EGA or VGA compatible. A Microsoft mouse is required. The machine must have 5.25 and 3.5 inch drives or network access.
- r The Instructor's Guide consists of modules 0 through 8. The Participant's Workbook and Instructor's Guide are identical modules 1 through 8 except that the Instructor's Guide includes answers to the exercises and labs. The Participant's Workbook does not contain module 0 that contains course design information. All materials are formatted to print to a PostScript printer.
- r A large-screen monitor attached to the instructor's computer.
- r Overhead or white board.
- r Applications completed to the point covered by each lab.

### Participant Materials

- r Computer system meeting the minimum requirements to run Microsoft MS Access version 1.0. Computers must be 80386-based with at least 4 MB of RAM. Video displays must be EGA or VGA compatible. A Microsoft mouse is

required. This system is required for Self-Study modules and is not required for the instructor-led classes.

- r Participant's Workbook, Copies with reading assignments, exercises, and labs.
  - r *Microsoft Access Getting Started.*
  - r *Microsoft Access User's Guide.*
  - r Supplemental Reading: *Moving from dBase to Microsoft Access* by Dan Madoni.
  - r Setup Disks.
  - r Retail package.
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## *Printing Instructions*

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The materials were designed in Word for Windows 2.0 for a Postscript printer. Page setup should be 8.5"x11", Portrait mode, Duplex printing. The fonts used are mainly Helv, Helvetica-Narrow, and Times. The bullets are formatted with Zapf-Dingbats. The documents were designed using a custom page size which will print 8.5" x 11" regardless of your page size. If you are using an international printer driver and this does not work correctly please let us know.