Module 1

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Materials Required for Module 1

r   Microsoft Access self-study Participant's Workbook.

r   Setup Disks.

r   Retail package.

Special Notes
This module does not contain a lab.
Ideally, it would be completed as a brief class. The instructor would first explain the objectives and organization of the course. Participants then complete the Self-Study reading and exercises. The instructor is immediately made aware of any problems.

Objectives for Module 1

Lesson 1 - Introduction to the Self-Study

Upon completion of this lesson, you will be able to:
r   Understand the structure of the Self-Study.

r   Complete the correct assignments and exercises.

Lesson 2 - Concepts and Terms

Upon completion of this lesson, you will be able to:
r   Explain how a relational database differs from other types of databases.

r   Explain the difference between data and information.

r   Define the terms: RDBMS, database, table, record, field, query, and dynaset.

Lesson 3 - Microsoft Access Basics

Upon completion of this lesson, you will be able to:
r   Create a database.

r   Enter new records in datasheet view.

r   Change and save datasheet layout.

r   Explain the role of properties.

Lesson 1

Introduction to the Self-Study

Introduction

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 database application.

The file OVERVIEW.DOC has information on printing and using the Self-Study documents.

Exercises

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 Microsoft Access. The assignments in most modules will contain one chapter from the manual Getting Started and one from the 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 you 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. If you are not working with a Self-Study coordinator you can have a co-worker check your answers.

❑ 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 to 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 beta customers.

Lesson 2

Concepts and Terms

r   *Getting Started*
   Introducing Cirrus

r   *Getting Started*
   Chapter One: *Concepts and Terms*

As You Read

r   What is the difference between a range on a Microsoft
   Excel spreadsheet defined as "database" and a database in
   MS Access? What object in MS Access is equivalent to a
   table in Word for Windows?

Exercises

1) Where can you find details on the structure of the tables in the example database Northwind Traders?
See page 2 - User's Guide Appendix B

2) Define the term *database.*
See page 6 - A collection of data that is related to a particular topic or purpose.

3) What is the difference between a relational database and a flat file database?
See page 6-7.

4) What is the difference between a query and a dynaset?
See page 9 - A question that you ask about the data in your database.

Lesson 3

Microsoft Access Basics

Reading Assignment

r   *Microsoft Access Getting Started*
    Chapter 2: *Microsoft Access Basics*

r   Windows applications are designed so that you first select
    an object and then apply formatting, enter changes, or press
    F1 for context sensitive help on the item you have selected.

    Example: Suppose you wished to look up the keystrokes for
    moving a column in On-Line Help. Choose Contents from
    the Help menu. Is "keyboard" an option? Now click on the
    Queries topic. Now the option "keyboard" is available.

    What types of objects are there in a database?
    See page 13 - tables, queries, forms, reports, controls, macros,
    and modules.

Exercises

1) What is a property?
   See page 27 - A property is a characteristic of an object.

2) Is a PC based on the 80286 processor sufficient to run Microsoft Access version 1.0?
   See page 16 - No, an 80386 is required.

3) Do you need a mouse to run Microsoft Access?
   See page 16 - Yes

4) How many Databases can you have open in a single instance of Access?
   One

5) If you start a task within Cue Cards, can you interrupt it, perform other tasks, and then resume your work in Cue Cards?
   Yes. You may stop and start in Cue Cards at any step you like.

6) How do you make a copy of a database?
   Hint: You cannot make a backup while it is open.
   By making a copy of the .MDB file.

7) What menu commands are not available in Microsoft Access while you have a database open?
   Compact Database, Encryp/Decrypt Database, and Repair Database.

Instructor-Led Module Review

1)   Ask participants if they have any questions. If none are asked, ask students some of the questions from the exercise sections:

> *When would you use a Wizard?*
> *What is an example of a property?*
> *How do you open multiple databases within Cirrus?*

2) Review As You Read and Points to Ponder answers.

3) This module does not contain a lab. Make sure that all participants have had a chance to install Cirrus.