

IT AND ME—GRADE 9 CURRICULUM

Standard: Database

Time: Approximately 1 class period

Objectives: Students will:

1. Be able to properly set up a table, create queries and reports
2. Be able to print the table and report created

Setting:

Students will have had prior instruction on how to design a database table, queries and reports using Microsoft Access. Assistance from the instructor will be provided.

Teacher Role: To circulate around the room and assist students when necessary

Directions:

1. Students will bring in a family/friend address book
2. Students will save their database as ADDRESSBOOK
3. Students will set up a table with the following field names:
 - a. FIRST NAME
 - b. LAST NAME
 - c. ST. ADDRESS
 - d. CITY
 - e. STATE
 - f. ZIP
 - g. PHONE NUMBER
4. Students will type in the names and complete all fields for at least 15 family/friends into the table
5. Students will sort their table from A-Z by last name
6. Students will adjust column widths were necessary
7. Students will print the table in landscape view
8. Students will create 1 query which will include the following field names:
 - a. FIRST NAME
 - b. LAST NAME
 - c. ST ADDRESS
 - d. CITY
 - e. STATE
 - f. ZIP
9. Students will set criteria to print only those relatives/friends who live in NH.
10. Students will save this query as State=NH
11. Students will create a report for the query above
12. Students will save their report as State=NH
13. Student will print the above report

School to Career Connection:

Those student who finish may assist other students as needed