

Summary of Skills

Examine the completed projects. Indicate the skills in which students have mastered by placing a check mark beside the learning objective.

Content Knowledge:	<input checked="" type="checkbox"/>
organize information using a database	
evaluate the design of a table and form	
examine the benefits of sorting data	
explain why an event planner would want to sort, find, and filter data	

Operating Environment:	<input checked="" type="checkbox"/>
open and close a program	
label the parts of the program window	
use commands to complete a task	
save a database object	
print a database object	

Applied Technology:	<input checked="" type="checkbox"/>
critically evaluate the effectiveness of a database	
create a database to organize information for an event planning business	
create a table in a database to store data about objects	
create data entry forms using AutoForm and Design View	
organize customer and event information using a data entry form	
sort, find, and filter records to locate information quickly in a database	
create a calling list to contact customers to confirm event	
create a summary of upcoming events	

Database Skills:	<input checked="" type="checkbox"/>
Database Basics	
define database terminology	
describe the purpose of a database	
open and close a database	
open and close a database object	
change the view depending on the task	
create a blank database	
About Records	
use the navigation buttons to change records	
view, add, and delete records	
sort records in ascending and descending order	
find a record using the Search Box	
locate a record using the <i>Find</i> command	
filter records in a database using the <i>Selection</i> command	
About Tables	
add fields to a table in datasheet and design view	
rename a field in a table	
set the field properties such as default value, field size, and input mask	
set the primary key for a table	
set the data type for fields in a table	
set the values in a lookup column for a field	
set the format of the date for a Date/Time field	

Database Skills:	<input checked="" type="checkbox"/>
add data to a table in datasheet view	
About Relationships	
create a relationship between tables and enforce referential integrity	
About Forms	
create a form using the Form Wizard	
apply a pre-set style to a form using <i>AutoFormat</i>	
select, resize, and move controls on a form	
remove the layout applied to a form	
add data to a form in Form View	
create a form in Design View	
display the Field List pane	
drag fields onto a blank form in Design View to create a data entry form	
format the line thickness, type, color, and effects of a line	
format the font, size, style, alignment, and color of text	
draw a box on a form	
add a label to describe information on the form	
modify the size of a form	
adjust the tab order	
add a subform to the main form	
print preview a form	
About Queries	
create a query using the Query Wizard	
select fields to include in a query	
view a query in Datasheet View and Design View	
set the criteria to filter data in a query	
run a query to view the results	
sort the query results in ascending order	
About Reports	
automatically create a report from a query using <i>AutoReport</i>	
sort the records in a report alphabetically by <i>Last Name</i>	
apply a pre-set style to a report using <i>AutoFormat</i>	
rename the report title	
select, resize, and move controls on a report	
print preview a report	
add a title to the Report Header	
include the date and time in the Report Footer	
add a page number to the Page Footer	
add a label with <i>Student Name</i> in the Page Header	
select the query to set the record source	
drag fields onto a blank report in Design View to create a report	
group the records by <i>Event Date</i>	
format the line thickness, type, color, and effects of a line	
format the font, size, style, alignment, and color of text	