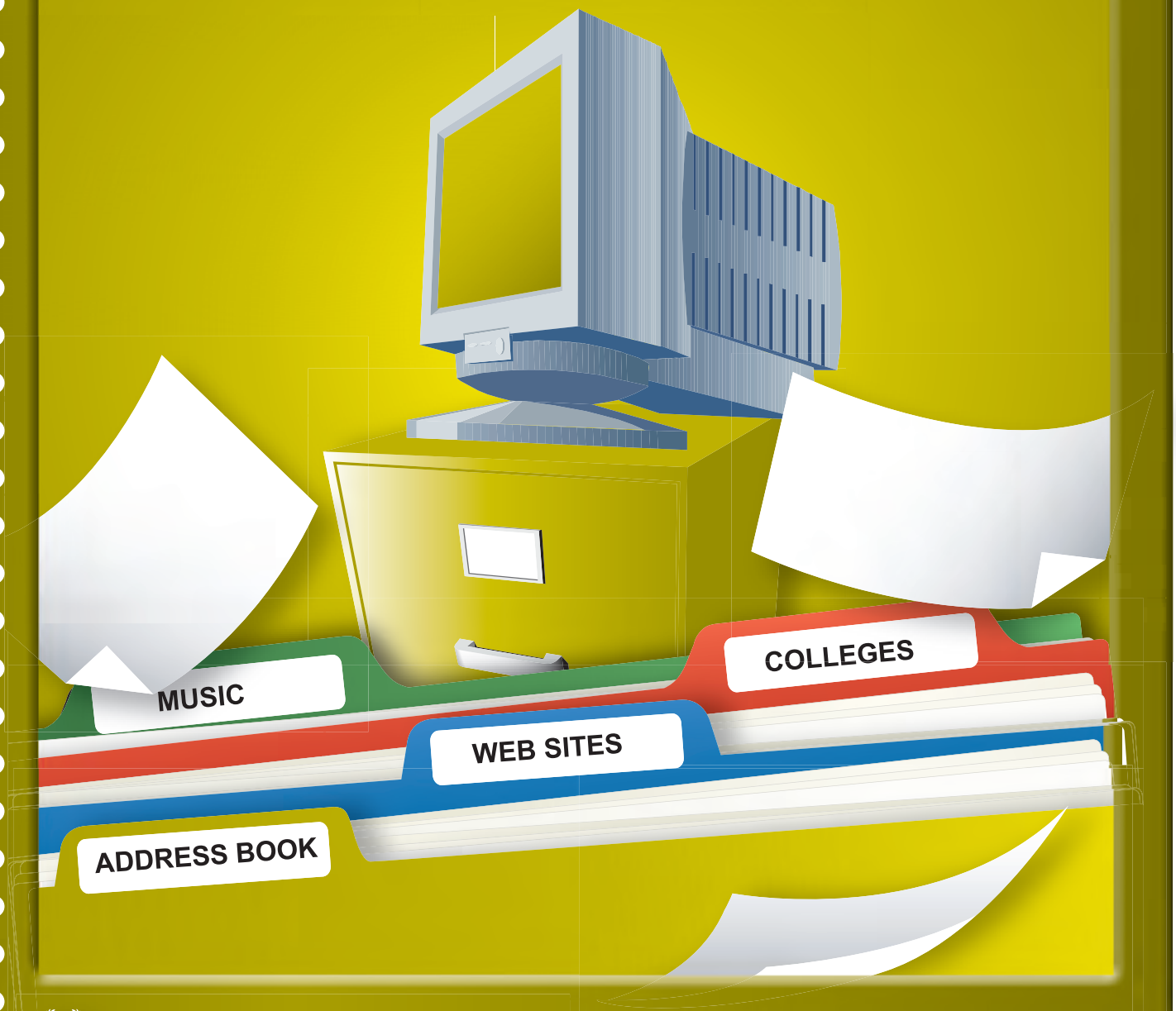
SAMPLE PAGES FROM THE BOOK:

First Edition

Access It!

Teen-based Microsoft Access Activities



BUSINESS EDUCATION PUBLISHING™
From the *It! (Information Technology)* Computer Applications Series

Martha McGuinness

TABLE OF CONTENTS

Introduction i

Access It! Curriculum Guide ii

Activity 1: Celebrity Addresses 1

Activity 2: Rap Albums 3

Activity 3: Movies 5

Activity 4: American Idol® 7

Activity 5: Weather 9

Activity 6: Nascar® 11

Activity 7: Newspapers 15

Activity 8: Jobs 17

Activity 9: States 19

Activity 10: Colleges 22

Activity 11: Class List 26

Activity 12: Baby Names 29

Activity 13: Children's Books 31

Activity 14: Driver Education Class 33

Activity 15: Registry 35

Activity 16: Video Games 37

Activity 17: PGA® Tour 39

Activity 18: James Bond Movies 41

Activity 19: Cars 44

Activity 20: Yearbook 46

Activity 21: Airports 49

Activity 22: Amusement Parks 52

Activity 23: MTV® Video Music Awards 54

Activity 24: Solo Artists 58

Activity 25: Skateboarders 60

Activity 26: Television Shows 63

Activity 27: Graduation Party 68

Activity 28: Mail Merge 71

Activity 29: Mailing Labels 73

Activity 30: Your Birthday Party 74

Activity 31: Internet Users 76

Activity 32: College Football Rankings 79

Activity 33: Concerts 82

Activity 34: Academy Awards® 85

Activity 35: Presidents 87

Activity 36: Super Bowl 95

ACTIVITY 1: CELEBRITY ADDRESSES

New Skills Reinforced:

In this activity, you will practice how to:

1. create a database.
2. name and save a database.
3. create a table.
4. define a database table structure.
5. save a table.
6. adjust column widths.
7. change the page setup to landscape.
8. print a table.

Activity Overview:

For many people, writing to famous people is a hobby. Fans hope to get responses to their letters. *Fanmail.biz* is a Web site that holds more than 50,000 celebrity addresses. The site includes addresses for actors, actresses, singers, dancers, models, authors, and sports figures. People who have successfully used the address on the site to write to and have received a response from a celebrity also give information on the response time.

The following activity illustrates how a database can be used to organize an address book of various celebrities.

Instructions:

NEW SKILL 1. Create a NEW database.

NEW SKILL 2. Name the database ADDRESSES.

NEW SKILL 3. Create a NEW table in Design View.

NEW SKILL 4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
First Name	Text
Last Name	Text
Management Company	Text
Street Address	Text
City	Text
State	Text
Zip	Text

NEW SKILL 5. Save the table as CELEBRITY without defining a primary key.

6. Go to Datasheet View and enter the data for each record as shown.

NEW SKILL 7. Adjust the Field Name column widths as necessary.

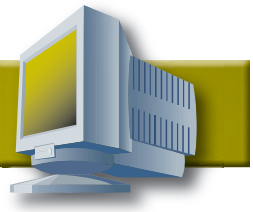
8. Resave the table.

9. Carefully proofread your work for accuracy.

NEW SKILL 10. Change the page setup to landscape orientation.

NEW SKILL 11. Print a copy of the CELEBRITY table if required by your instructor.

ACTIVITY 1: CELEBRITY ADDRESSES DATA TO INPUT



Record # 1

First Name	Hilary
Last Name	Duff
Management Company	Boo Management
Street Address	10061 Riverside Drive, Suite 868
City	Toluca Lake
State	CA
Zip	91602

Record # 2

First Name	Justin
Last Name	Timberlake
Management Company	The Firm
Street Address	9465 Wilshire Blvd., 6th Floor
City	Beverly Hills
State	CA
Zip	90212

Record # 3

First Name	Beyonce
Last Name	Knowles
Management Company	Music World Entertainment
Street Address	1505 Hadley Street
City	Houston
State	TX
Zip	77002

Record # 4

First Name	Nick
Last Name	Lachey
Management Company	Little Nicky Inc.
Street Address	2850 Ocean Park Blvd.
City	Santa Monica
State	CA
Zip	90411

Record # 5

First Name	Mary Kate
Last Name	Olsen
Management Company	Dualstar Entertainment Group
Street Address	3760 Robertson Blvd.
City	Culver City
State	CA
Zip	90232

Record # 6

First Name	Aaron
Last Name	Carter
Management Company	Management 101
Street Address	1680 North Vine Street, Suite 716
City	Hollywood
State	CA
Zip	90028

Record # 7

First Name	Cameron
Last Name	Diaz
Management Company	The Firm
Street Address	9465 Wilshire Blvd., 6th Floor
City	Beverly Hills
State	CA
Zip	90212

Record # 8

First Name	Channing
Last Name	Tatum
Management Company	Management 360
Street Address	9111 Wilshire Blvd.
City	Beverly Hills
State	CA
Zip	90210

Record # 9

First Name	Kate
Last Name	Bosworth
Management Company	One Entertainment
Street Address	9220 Sunset Blvd., Suite 306
City	Los Angeles
State	CA
Zip	90069

Record # 10

First Name	Wilmer
Last Name	Valderrama
Management Company	United Talent Agency
Street Address	9560 Wilshire Blvd., 5th Floor
City	Beverly Hills
State	CA
Zip	90212

ACTIVITY 2: RAP ALBUMS

New Skills Reinforced:

In this activity, you will practice how to:
1. format a number field.
2. sort in ascending order.

Activity Overview:

Billboard.biz tracks almost any musical chart one can imagine. Album sales are listed weekly and yearly for all genres. This site allows people from within the music industry and those who are just music fans to track an artist's or album's progress daily. The following is a list of the top rap albums for the year ending 2006.

The following activity illustrates how a database can be used to hold the top rap albums of the year and how to sort the albums by artist.

Instructions:

1. Create a NEW database.
2. Name the database ALBUMS.
3. Create a NEW table in Design View.
4. Set up the database table by using the database structure provided below.

NEW SKILL

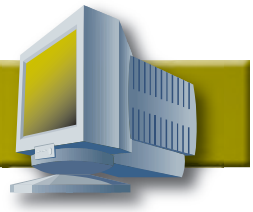
Database Structure:	
Field Name	**Data Type**
Rank	Number
Album Title	Text
Artist	Text

5. Save the table as RAP ALBUMS without defining a primary key.
6. Go to Datasheet View and enter the data for each record as shown.
7. Adjust the Field Name column widths as necessary.

NEW SKILL

8. Sort the Artist field in ascending order (A to Z).
9. Resave the table.
10. Carefully proofread your work for accuracy.
11. Print a copy of the RAP ALBUMS table if required by your instructor.

ACTIVITY 2: RAP ALBUMS DATA TO INPUT



Record # 1

Rank	1
Album Title	King
Artist	T.I.

Record # 2

Rank	2
Album Title	Tha Carter II
Artist	Lil Wayne

Record # 3

Rank	3
Album Title	Curtain Call: The Hits
Artist	Eminem

Record # 4

Rank	4
Album Title	Duets: The Final Chapter
Artist	The Notorious B.I.G.

Record # 5

Rank	5
Album Title	The Sound of Revenge
Artist	Chamillionaire

Record # 6

Rank	6
Album Title	New Joc City
Artist	Yung Joc

Record # 7

Rank	7
Album Title	Port of Miami
Artist	Rick Ross

Record # 8

Rank	8
Album Title	Release Therapy
Artist	Ludacris

Record # 9

Rank	9
Album Title	Get Rich or Die Tryin'
Artist	Soundtrack

Record # 10

Rank	10
Album Title	What the Game's Been Missing!
Artist	Juelz Santana

ACTIVITY 3: MOVIES

New Skills Reinforced:

In this activity, you will practice how to:
1. format a currency field.
2. sort in descending order.

Activity Overview:

Movie studios eagerly anticipate the list of the top ten grossing movies each year. Many new movie budgets are determined by how successful past movies have been. The following information on the top ten grossing movies of 2006 was found at *boxofficemojo.com*.

The following activity illustrates how a database can be used to store the top ten grossing movies of 2006 for comparison purposes.

Instructions:

1. Create a NEW database.
2. Name the database MOVIES.
3. Create a NEW table in Design View.
4. Set up the database table by using the database structure provided below.
5. Save the table as TOP TEN MOVIES without defining a primary key.
6. Go to Datasheet View and enter the data for each record as shown. (Note: It is not necessary to enter any commas or dollar signs.)

Database Structure:

Field Name	Data Type
Rank	Number
Movie Title	Text
Earnings	Currency *(Format for 0 Decimal Places)*

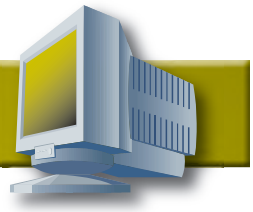
NEW SKILL

7. Adjust the Field Name column widths as necessary.

NEW SKILL

8. Sort the earnings field in descending order (Z to A).
9. Resave the table.
10. Carefully proofread your work for accuracy.
11. Print a copy of the TOP TEN MOVIES table if required by your instructor.

ACTIVITY 3: MOVIES DATA TO INPUT



Record # 1

Rank	10
Movie Title	Casino Royale
Earnings	138950058

Record # 2

Rank	9
Movie Title	Talladega Nights: The Ballad of Ricky Bobby
Earnings	148213377

Record # 3

Rank	8
Movie Title	Happy Feet
Earnings	151217515

Record # 4

Rank	7
Movie Title	Over the Hedge
Earnings	155019340

Record # 5

Rank	6
Movie Title	Ice Age: The Meltdown
Earnings	195330621

Record # 6

Rank	5
Movie Title	Superman Returns
Earnings	200081192

Record # 7

Rank	4
Movie Title	The DaVinci Code
Earnings	217536138

Record # 8

Rank	3
Movie Title	X-Men: The Last Stand
Earnings	234362462

Record # 9

Rank	2
Movie Title	Cars
Earnings	244082982

Record # 10

Rank	1
Movie Title	Pirates of the Caribbean: Dead Man's Chest
Earnings	423315812

ACTIVITY 4: AMERICAN IDOL®

New Skills Reinforced:

In this activity, you will practice how to:

1. format a date field.

Activity Overview:

One TV show that appeals to all age groups is American Idol®. After holding hundreds of auditions nationwide, 24 finalists are selected each season to appear on the show to compete for the title of America's Idol and to receive a recording contract. The show is still going strong after five seasons. As America knows, Taylor Hicks was named the winner of American Idol® for season five. Here is the information for the rest of the top contestants from season five.

The following activity illustrates how a database can be used to track the length of time that contestants remain in a contest.

Instructions:

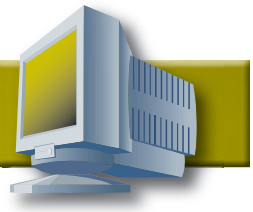
1. Create a NEW database.
2. Name the database AMERICAN IDOL.
3. Create a NEW table in Design View.
4. Set up the database table by using the database structure provided below.

NEW SKILL

Database Structure:	
Field Name	**Data Type**
Name	Text
Age	Number
Hometown	Text
Date Voted Off	Date *(Default format)*

5. Save the table as AI SEASON FIVE without defining a primary key.
6. Go to Datasheet View and enter the data for each record as shown. (Note: Dates will format appropriately once data is entered.)
7. Adjust the Field Name column widths as necessary.
8. Sort the Date Voted Off field in descending order.
9. Resave the table.
10. Carefully proofread your work for accuracy.
11. Print a copy of the AI SEASON FIVE table if required by your instructor.

ACTIVITY 4: AMERICAN IDOL® DATA TO INPUT



Record # 1

Name	Ace Young
Age	25
Hometown	Denver, CO
Date Voted Off	April 19, 2006

Record # 2

Name	Bucky Covington
Age	28
Hometown	Rockingham, NC
Date Voted Off	April 12, 2006

Record # 3

Name	Chris Daughtry
Age	26
Hometown	McLeansville, NC
Date Voted Off	May 10, 2006

Record # 4

Name	Elliott Yamin
Age	27
Hometown	Richmond, VA
Date Voted Off	May 17, 2006

Record # 5

Name	Katharine McPhee
Age	21
Hometown	Los Angeles, CA
Date Voted Off	May 24, 2006

Record # 6

Name	Kellie Pickler
Age	19
Hometown	Albemarle, NC
Date Voted Off	April 26, 2006

Record # 7

Name	Kevin Covais
Age	16
Hometown	Levittown, NY
Date Voted Off	March 22, 2006

Record # 8

Name	Lisa Tucker
Age	16
Hometown	Anaheim, CA
Date Voted Off	March 29, 2006

Record # 9

Name	Mandisa
Age	29
Hometown	Antioch, TN
Date Voted Off	April 5, 2006

Record # 10

Name	Melissa McGhee
Age	21
Hometown	Tampa, FL
Date Voted Off	March 15, 2006

Record # 11

Name	Paris Bennett
Age	17
Hometown	Fayetteville, GA
Date Voted Off	May 3, 2006

ACTIVITY 5: WEATHER

New Skills Reinforced:

In this activity, you will practice how to:

1. format a time field.

Activity Overview:

How many times have you planned a warm weather vacation only to have the weather not cooperate? If you are flexible with your vacation dates, researching the weather forecast can help you to avoid the disappointment of bad weather during your trip. Keep in mind, of course, that Mother Nature is not 100% predictable. The following information on the ten-day Los Angeles forecast was found at *weather.com*.

The following activity illustrates how a database can be used to hold information about temperatures and times of sunrise and sunset for a specific time period for vacation planning purposes.

Instructions:

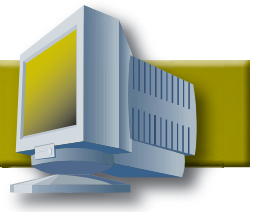
1. Create a NEW database.
2. Name the database WEATHER.
3. Create a NEW table in Design View.
4. Set up the database table by using the database structure provided below.

NEW SKILL

Database Structure:	
Field Name	**Data Type**
Date	Date/Time *(Format for Short Date)*
Forecast	Text
High Temp (F)	Number
Low Temp (F)	Number
Sunrise	Date/Time *(Format for Medium Time)*
Sunset	Date/Time *(Format for Medium Time)*

5. Save the table as TEN DAY LA FORECAST without defining a primary key.
6. Go to Datasheet View and enter the data for each record as shown.
7. Adjust the Field Name column widths as necessary.
8. Sort the High Temp (F) field in descending order.
9. Resave the table.
10. Carefully proofread your work for accuracy.
11. Print a copy of the TEN DAY LA FORECAST table if required by your instructor.

ACTIVITY 5: WEATHER DATA TO INPUT



Record # 1

Date	6/13/07
Forecast	Partly Cloudy
High Temp (F)	81
Low Temp (F)	62
Sunrise	5:41 AM
Sunset	8:05 PM

Record # 2

Date	6/14/07
Forecast	Partly Cloudy
High Temp (F)	79
Low Temp (F)	61
Sunrise	5:41 AM
Sunset	8:05 PM

Record # 3

Date	6/15/07
Forecast	Mostly Sunny
High Temp (F)	76
Low Temp (F)	61
Sunrise	5:41 AM
Sunset	8:06 PM

Record # 4

Date	6/16/07
Forecast	Partly Cloudy
High Temp (F)	72
Low Temp (F)	59
Sunrise	5:41 AM
Sunset	8:06 PM

Record # 5

Date	6/17/07
Forecast	Sunny
High Temp (F)	71
Low Temp (F)	58
Sunrise	5:41 AM
Sunset	8:06 PM

Record # 6

Date	6/18/07
Forecast	Sunny
High Temp (F)	70
Low Temp (F)	58
Sunrise	5:42 AM
Sunset	8:07 PM

Record # 7

Date	6/19/07
Forecast	Sunny
High Temp (F)	72
Low Temp (F)	59
Sunrise	5:42 AM
Sunset	8:07 PM

Record # 8

Date	6/20/07
Forecast	Sunny
High Temp (F)	73
Low Temp (F)	61
Sunrise	5:42 AM
Sunset	8:07 PM

Record # 9

Date	6/21/07
Forecast	Sunny
High Temp (F)	74
Low Temp (F)	61
Sunrise	5:42 AM
Sunset	8:07 PM

Record # 10

Date	6/22/07
Forecast	Partly Cloudy
High Temp (F)	74
Low Temp (F)	61
Sunrise	5:42 AM
Sunset	8:08 PM

ACTIVITY 6: NASCAR®

New Skills Reinforced:

In this activity, you will practice how to:

1. format a yes/no field.
2. sort by multiple fields.
3. create a query.

Activity Overview:

Racecar driving is an exciting sport to watch. It can also be fun to track the points that drivers compile as the season progresses. Drivers earn points based on their order of finish in each race. Drivers can also earn points based on how many times they hold the lead in each race. The NASCAR® Web site compiles statistics and standings from every race throughout the year. The following activity contains the 2006 Official Driver Standings according to *www.nascar.com*.

The following activity illustrates how to use a database to determine which drivers compiled the most points in one season of racing and how to sort by multiple fields.

Instructions:

1. Create a NEW database.
2. Name the database NASCAR.
3. Create a NEW table in Design View.
4. Set up the database table by using the database structure provided below.

Database Structure:

Field Name	Data Type
Rank	Text
First Name	Text
Last Name	Text
Points	Number
Top 10 Finishes	Number
Winnings	Currency *(Format for 0 Decimal Places)*
Rookie	Yes/No

NEW SKILL

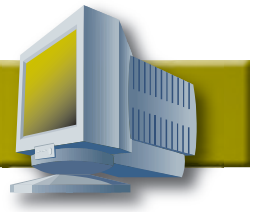
5. Save the table as NASCAR STANDINGS without defining a primary key.
6. Go to Datasheet View and enter the data for each record as shown.
7. Adjust the Field Name column widths as necessary.
8. Resave the table.
9. Carefully proofread your work for accuracy.
10. Print a copy of the NASCAR STANDINGS table if required by your instructor.
11. Close the NASCAR STANDINGS table.

Continued →

NEW SKILL

12. Create a NEW query in Design View that sorts the drivers first by Top 10 Finishes in descending order and then by Winnings in descending order.
13. Save the query as TOP10 WINNINGS.
14. Print the TOP 10 WINNINGS query if required by your instructor.
15. Create a NEW query in Design View that shows only the records of the drivers that are rookies.
16. Save the query as ROOKIE DRIVERS.
17. Print the ROOKIE DRIVERS query if required by your instructor.

ACTIVITY 6: NASCAR® DATA TO INPUT



Record # 1

Rank	1
First Name	Jimmie
Last Name	Johnson
Points	6475
Top 10 Finishes	24
Winnings	8909140
Rookie	N

Record # 2

Rank	2
First Name	Matt
Last Name	Kenseth
Points	6419
Top 10 Finishes	21
Winnings	6608920
Rookie	N

Record # 3

Rank	3
First Name	Denny
Last Name	Hamlin
Points	6407
Top 10 Finishes	20
Winnings	4389220
Rookie	Y

Record # 4

Rank	4
First Name	Kevin
Last Name	Harvick
Points	6397
Top 10 Finishes	20
Winnings	6201580
Rookie	N

Record # 5

Rank	5
First Name	Dale
Last Name	Earnhardt Jr.
Points	6328
Top 10 Finishes	17
Winnings	5466100
Rookie	N

Record # 6

Rank	6
First Name	Jeff
Last Name	Gordon
Points	6256
Top 10 Finishes	18
Winnings	5975870
Rookie	N

Record # 7

Rank	7
First Name	Jeff
Last Name	Burton
Points	6228
Top 10 Finishes	20
Winnings	5008880
Rookie	N

Record # 8

Rank	8
First Name	Kasey
Last Name	Kahne
Points	6183
Top 10 Finishes	19
Winnings	6204220
Rookie	N

Record # 9

Rank	9
First Name	Mark
Last Name	Martin
Points	6168
Top 10 Finishes	15
Winnings	4282550
Rookie	N

Record # 10

Rank	10
First Name	Kyle
Last Name	Busch
Points	6027
Top 10 Finishes	18
Winnings	4821090
Rookie	N

Record # 11

Rank	11
First Name	Tony
Last Name	Stewart
Points	4727
Top 10 Finishes	19
Winnings	7285280
Rookie	N

Record # 12

Rank	12
First Name	Carl
Last Name	Edwards
Points	4428
Top 10 Finishes	20
Winnings	4578930
Rookie	N

Record # 13

Rank	13
First Name	Greg
Last Name	Biffle
Points	4075
Top 10 Finishes	15
Winnings	4602720
Rookie	N

Record # 14

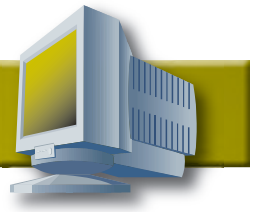
Rank	14
First Name	Casey
Last Name	Mears
Points	3914
Top 10 Finishes	8
Winnings	5413340
Rookie	N

Record # 15

Rank	15
First Name	Brian
Last Name	Vickers
Points	3906
Top 10 Finishes	9
Winnings	3917680
Rookie	N

Continued →

ACTIVITY 6: NASCAR® DATA TO INPUT



Record # 16

Rank	16
First Name	Kurt
Last Name	Busch
Points	3900
Top 10 Finishes	12
Winnings	5026140
Rookie	N

Record # 17

Rank	17
First Name	Clint
Last Name	Bowyer
Points	3833
Top 10 Finishes	11
Winnings	3924410
Rookie	Y

Record # 18

Rank	18
First Name	Ryan
Last Name	Newman
Points	3748
Top 10 Finishes	7
Winnings	5364550
Rookie	N

Record # 19

Rank	19
First Name	Martin
Last Name	Truex Jr.
Points	3673
Top 10 Finishes	5
Winnings	4193120
Rookie	Y

Record # 20

Rank	20
First Name	Scott
Last Name	Riggs
Points	3619
Top 10 Finishes	8
Winnings	3237340
Rookie	N

Record # 21

Rank	21
First Name	Bobby
Last Name	Labonte
Points	3567
Top 10 Finishes	8
Winnings	4651090
Rookie	N

Record # 22

Rank	22
First Name	Elliott
Last Name	Sadler
Points	3469
Top 10 Finishes	7
Winnings	4650290
Rookie	N

Record # 23

Rank	23
First Name	Dale
Last Name	Jarrett
Points	3438
Top 10 Finishes	4
Winnings	4478770
Rookie	N

Record # 24

Rank	24
First Name	Reed
Last Name	Sorenson
Points	3434
Top 10 Finishes	5
Winnings	3456950
Rookie	Y

Record # 25

Rank	25
First Name	Jamie
Last Name	McMurray
Points	3405
Top 10 Finishes	7
Winnings	5010300
Rookie	N