Chapter 16 Database

Chapter Objectives

Discuss the Chapter 16 objectives with students:
- Learn the purpose of a database and database objects.
- Create a database file.
- Create a database table.
- Add records to a database table.
- Create a database form.
- Enter data using a database form.
- Add fields and delete fields in a database table.
- Edit, add, and delete records in a database.
- Use a database to answer questions.
- Create queries.
- Filter data by selection.
- Sort data in database tables and reports.
- Create and print database reports.

Web Resources

Review the activities for Chapter 16 that are found on the Web site. Decide whether you wish to have students complete the games and activities.

- Data Files
- Vocabulary Flash Cards
- Beat the Clock, Database
- *PowerPoint* Reviews
- More Activities
  - Chapter 16 Supplementary Activity, Move Insertion Point in Tables and Forms
  - Chapter 16 Supplementary Activity, Create a Database Report

Slides

Preview the *PowerPoint* slides for Chapter 16 found on the IRCD. Decide which ones you will use for your presentations and demonstrations.

Assessment

Exam*View* test for Chapter 16

Lesson 97 Creating a Database

Lesson Objectives

Discuss the Lesson 97 objectives with students:

- Create a database.
- Create and save a database table.
- Add records to a database table.
- Print a database table.

Data Files
None

Software Features
The following software features are introduced in Lesson 97:

- Save a database file
- Create a database table
- Set a primary key in a database table
- Add records to a database table using Datasheet View
- Print a database table

Document Formats
The following document format is introduced in Lesson 97:

- Database table

Vocabulary Terms
The vocabulary terms from Lesson 97 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

data	Facts and figures
database	An organized collection of facts and figures
objects	Elements of a database such as a form or table
table	A database object used for organizing and storing data
record	Contains all the information about one person or item in a database
field	Contains one piece of information about a person or item in a database
data type	Determines the kind of data a field in a database can hold
primary key	A field that uniquely identifies each record in a database table

Teaching Strategies
Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 97.

2. Discuss the *Database Objects* section with students. Have them complete activity *97A Learn: Create a Database.*

3. Discuss the *Database Design* section with students. Have students complete the activities in this order:

    97B Learn: Create a Table in Design View

    97C Learn: Add Records to a Table

    97D Practice: Add Records to a Table

    97E Practice: Create Table and Add Records

Lesson 98 Creating a Database Form

Lesson Objectives

Discuss the Lesson 98 objectives with students:

*   Learn about database design issues.
*   Create a database file.
*   Create a database table.
*   Create a database form.
*   Add records to a database.

Data Files

None

Software Features

The following software features are introduced in Lesson 98:

*   Create an AutoForm
*   Create a form using the Form Wizard
*   Enter data using a form
*   Print a form

Document Formats

The following document format is introduced in Lesson 98:

*   Database form

Vocabulary Terms

The vocabulary terms from Lesson 98 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

form	An object used to enter or display data in a database
AutoForm	An *Access* feature that creates a form based on an open table and includes all the fields from the table

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 98.
2. Discuss the *Planning Database Design* section with students. Have students complete activity *98A Apply: Create a Database for Student Schedules.*
3. Discuss the *Database Forms* section with students. Have students complete the activities in this order:

    98B Learn: Create a Form

    98C Learn: Create a Form Using a Wizard

    98D Practice: Create a Form

Lesson 99 Adding and Deleting Fields

Lesson Objectives

Discuss the Lesson 99 objectives with students:
- Add fields to a database table.
- Delete a field in a database table.
- Update database records.

Data Files
- *DF 99 Lincoln*
- *DF 99 Composers*

Software Features

The following software features are introduced in Lesson 99:

- Add fields to a database table
- Delete fields in a database table

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

No new vocabulary terms are introduced in this lesson.

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 99.

2. Discuss the *Adding Fields to a Database Table* section with students. Have them complete activity *99A Learn: Add Fields to a Database Table*. Make the data files needed for this activity available to students.

3. Then have them complete activity *99B Practice: Add Fields to the Composers Database*. Make the data files and the Internet needed for this activity available to students. Students are to work in a team. Assign or let them choose teammates.

4. Discuss the *Deleting Fields in a Database Table* section with students. Have them complete activity *99C Learn: Delete Fields in a Database Table.*

Lesson 100 Editing Records

Lesson Objectives

Discuss the Lesson 100 objectives with students:
*   Edit records and enter new records.
*   Use the Find feature to locate records.
*   Delete records.
*   Add a field to a table.
*   Use the Replace feature to update records.

Data Files
*   *DF 100 Lincoln*
*   *DF 100 Names*

Software Features

The following software feature is introduced in Lesson 100:

*   Edit records in a database
*   Use the Find feature to locate records
*   Use the Replace feature to update records

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary term from Lesson 100 and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections of the lesson.

edits	Changes and corrections made to a database or other document

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 100.

2. Discuss the *Reasons for Editing Records* and *Methods for Editing Records* sections with students. Have students complete the activities in this order:

   100A Learn: Edit Records in a Database

   100B Practice: Update Records in a Database

   100C Apply: Add a New Field to a Table

   Make the data files needed for activities 100A and 100B available to students. Students are to check a classmate's work in activity 100B.

Lesson 101 Working with Database Queries, Filters, and Sorts

Lesson Objectives

Discuss the Lesson 101 objectives with students:
- Create a query in Design view.
- Create a filter by selection.
- Sort a table.

Data Files
- *DF 101Lincoln*
- *DF 101 Newspaper*
- *DF 101 Memo*

Software Features

The following software features are introduced in Lesson 101:

- Create a query in Design view
- Run a query
- Use Filter by Selection to filter records in a table
- Copy data from an *Access* database to a *Word* document
- Sort data in a database table

Document Formats

No document formats are taught in this lesson.

Vocabulary Terms

The vocabulary terms from Lesson 101 and their definitions are listed below. Explain the meaning of these words to students as you discuss the appropriate sections of the lesson.

query	A database object that displays certain data that the user describes
filter	A database feature that hides records in a table that do

	not match the set criteria
Sort	An *Access* feature that is used to arrange the information in a table or query in a certain order

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 101.
2. Discuss the *Database Queries, Database Filters,* and *Sorting in a Database* sections with students. Have them complete the activities in this order:

    101A Learn: Create a Query in Design View

    101B Learn: Use Filter by Selection

    101C Learn: Sort Records

    101D Practice: Query, Filter, and Sort Records

    Make the data files needed for these activities available to students.

Lesson 102 Working with Database Reports

Lesson Objectives

Discuss the Lesson 102 objectives with students:
*   Create reports using the Report Wizard.
*   Print database reports.

Data Files
*   *DF 102Lincoln*

Software Features

The following software features are introduced in Lesson 102:

*   Create database reports
*   Print database reports

Document Formats

The following document format is introduced in Lesson 102:

*   Database report

Vocabulary Terms

The vocabulary term from Lesson 102 and its definition is listed below. Explain the meaning of this word to students as you discuss the appropriate sections of the lesson.

report	A database object used to format and display data from tables or queries

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students read Lesson 102.
2. Discuss the *Reports* and *The Report Wizard* sections with students. Have students complete activity *102A Learn: Create a Report with the Report Wizard.* Make the data files needed for this activity available to students. Then have them complete activity *102B Practice: Create a Query and a Report.*

Chapter Review

Data Files

- *DF C16 Composers*
- *DF C16-Bias*
- *DF C16 Business*
- *DF C16 Skills*

Vocabulary Terms

The vocabulary term from the Chapter Review and its definition is listed below. Explain the meaning of this term to students as you discuss the appropriate sections of the lesson.

outsourcing	The practice of a company hiring another business or person to do work rather than having the work performed by company employees

Teaching Strategies

Refer to the teaching notes in the *Century 21 Jr., Annotated Teacher's Edition* for each section and activity listed below.

1. Have students complete the *Reviewing What You Have Learned* questions.
2. Have students complete the activity *Edit a Database*. Make the data files needed for this activity available to students.
3. Have students complete the activity *Design and Create a Database*. Students are to work in a team. Assign or let them choose teammates.
4. Have students complete the activities in *Keyboarding Skillbuilding*.

5. Discuss the *Academic Connections, Communications: Avoiding Gender Bias* section with students. Have them follow the steps provided to complete the activity. Make the data files needed for this activity available to students.

6. Discuss the *About Business, Outsourcing* section with students. Have students follow the steps provided to complete the activity. Make the data files needed for this activity available to students.

7. Discuss the *Life Success Builder, Model Employability Skills* section with students. Have them follow the steps provided to complete the activity. Make the data files needed for this activity available to students. Students are to work in a team. Assign or let them choose teammates.

8. Discuss the *Career Exploration Portfolio* activity with students. Have students follow the steps provided to complete the activity. They will need Internet access for this activity. Students will work with a classmate to complete this activity.