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CRT181.01: Introduction to Database Software

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The University of Montana

College of Technology

Fall Semester 2004

CRT181 Introduction to Database Software

Prerequisite: CRT101

Credits 2

Rhonda Tabish

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243-7808

Office hours by appointment

T,R 8:10 –9:30 AD14

T,R 11:10 – 12:30 AD14

COURSE DESCRIPTION:

Basics of using a current database software package. Emphasis on use of a database to solve business problems.

STUDENT PERFORMANCE OBJECTIVES:

1. Students will become familiar with Access 2002 database application.
2. Students will become proficient in creating and using tables.
3. Students will learn how to create relationships between database tables.
4. Students will learn how to create and use forms, reports, mailing labels, and charts.
5. Students will learn how to use database wizards and office links.
6. Students will learn how to perform queries and how to filter records.

TEXT:

Microsoft Access 2002, by Meredith Flynn and Nita Rutkosky, EMC Paradigm

SUPPLIES:

Three 3.5" diskettes, high-density

EVALUATION:

A final grade will be determined by total points received on assignments and quizzes in relationship to total points available.

Assignments must be submitted by 4:00 p.m. on the date due. Late assignments **will not** be accepted.

In-class exercises **cannot** be made up.

Makeup tests **are not** offered. Emergency situations are handled privately on a case by case basis.

A final schedule will be provided

GRADING SCALE:

93 – 100 A

87 – 92 B

80 – 86 C

74 – 79 D

Working together is an excellent way to reinforce new concepts covered in class. However, everyone must turn in their own work.

CRT181 Introduction to Database Software

Course Outline:

- I. Creating a Database Table
 - A. Organizing Data in a Database Table
 - B. Entering Data into a Table
 - C. Printing a Table
 - D. Maintaining a Table
 - E. Modifying a Table

- II. Creating Relationships between Database Tables
 - A. Creating Related Tables
 - B. Primary and Foreign Keys
 - C. Establishing Relationships
 - D. Printing Table Relationships
 - E. Subdatasheets

- III. Creating a Table Using a Wizard and Using Help
 - A. Creating a Table Using the Table Wizard
 - B. Spell Check
 - C. Finding and Replacing Data
 - D. Using Help

- IV. Performing Queries and Filtering Records
 - A. Designing a Query
 - B. Query Criteria
 - C. Sorting Fields
 - D. Using the Simple Query Wizard
 - E. Filtering Data

- V. Creating Forms
 - A. AutoForm
 - B. Using the Form Wizard
 - C. Creating a Form in Design View

- VI. Creating Reports, Mailing Labels, and Charts
 - A. Creating Reports Using AutoReport
 - B. Creating Reports Using Report Wizard
 - C. Creating Reports Using Design View
 - D. Preparing Mailing Labels
 - E. Creating a Chart

- VII. Importing and Exporting Data
 - A. Using Office Links
 - B. Importing and Linking Data to a New Table
 - C. Using the Office Clipboard

- VIII. Creating Web Pages and Using Database Wizards
 - A. Creating a Data Access Page
 - B. Creating a Database with a Wizard

- IX. Creating Macros
 - A. Setting Startup Options
 - B. Switchboards
 - C. Creating Command Buttons to Run Macros