



Digital Literacy II: Office Productivity

Unit 5 Databases

STUDY GUIDE

Complete this Unit and you will be able to perform the following skills in Microsoft Access 2013

- Identify and describe tables, queries, forms, and reports
- Navigate the database environment
- Open and close databases
- Open, save, rename, and close database objects
- Navigate and modify tables
- Enter data, create, and save records
- Find and replace data, edit and delete records
- Use forms to enter, view, and edit records
- Sort and filter records
- Design a multi-table query
- Create reports

Read the lessons outlined below at <http://www.gcfilearnfree.org/access2013>. Each lesson consists of multiple web pages; click the page-number links at the bottom of each page to navigate the entire lesson.

For each lesson:

- Download the sample database (link at the top of page 1)
- Watch the videos (where applicable)
- Practice database skills by following along on your PC
- Complete the Challenge questions on the last page

NOTE: The web pages that you read may include links to further references or other websites. You are not required to follow the links and read the additional information.

For each chapter, read all pages and complete the associated Challenge questions unless noted otherwise





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ACCESS FUNDAMENTALS

1. Chapter 3: Introduction to Databases
2. Chapter 4: Introduction to Objects
3. Chapter 5: Getting Started with Access
4. Chapter 6: Managing Databases and Objects
5. Chapter 7: Working with Tables
6. Chapter 8: Working with Forms
7. Chapter 9: Sorting and Filtering Records (pages 1, 2)
8. Complete Lab 1: Access Fundamentals

QUERIES and REPORTS

9. Chapter 10: Designing a Simple Query
10. Chapter 13: Creating Reports
11. Complete Lab 2: Queries and Reports





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