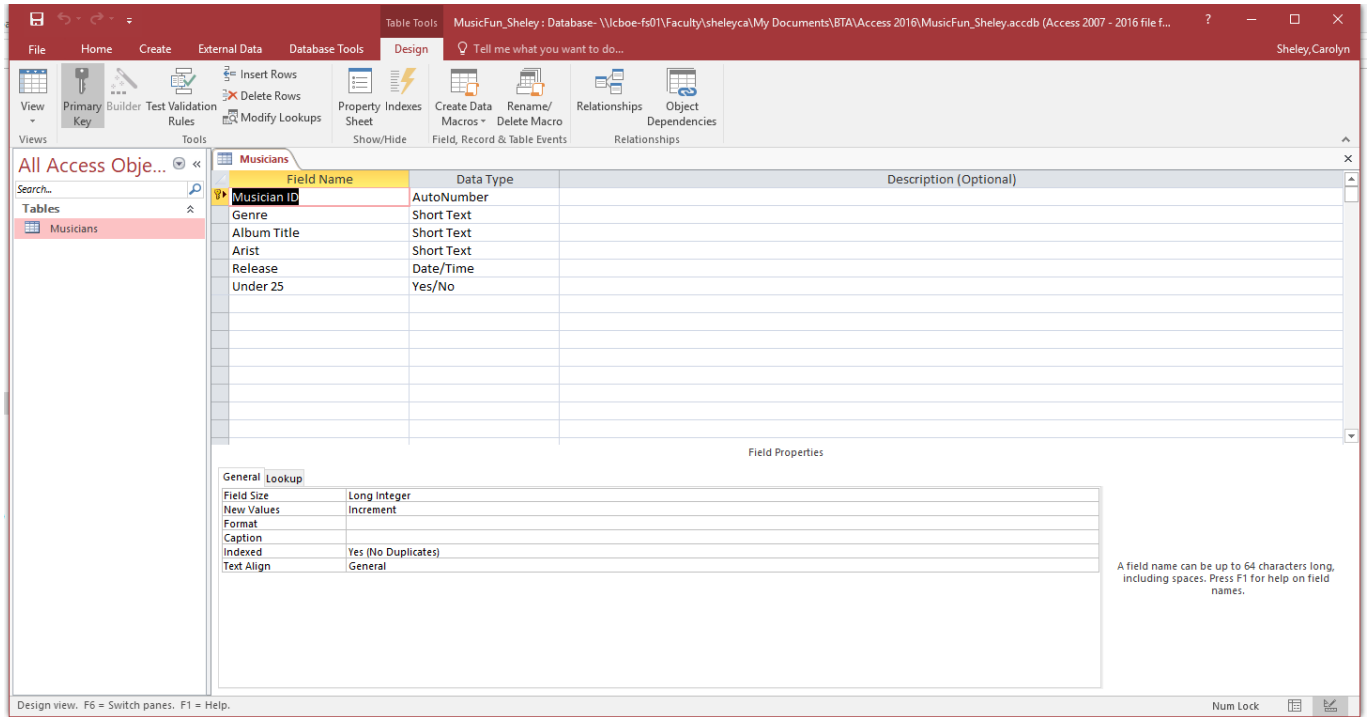# BTA Lesson Plans

This lesson will cover Microsoft Access just as you have learned in class. You will create your own database with two tables, report, and query. Instead of using the program, you will first create your plans for the database on paper. Once we return to class, you will put your plan into Access.

Directions:

- Come up with your idea for database
    - o What is the name of your database?
- **Table 1**
    - o What is the name of Table 1?
    - o Field names (4 or more)
    - o List the data type (ex. Short Text, Number, Lookup Wizard, etc.)
        - Which field is the primary key?
        - List any other Field Properties for each data type (ex. Field Size, Format, etc.)
- **Table 2**
    - o Repeat process
- **Records for each table**
    - o Draw each table with field names and create at least 10 records for each
- **Report**
    - o List what you would like to include on the report:
        - Fields
        - Sorting
        - Title (be sure to include "Last Name" within title)
- **Query #1**
    - o List what you would like to include on the query:
        - Fields (2 or more)
        - Show/Not Show
        - Criteria
        - Save as: Name of database_Last Name
- **Query #2**
    - o Repeat process

I have included screenshots of Access in Design and Datasheet View. Text me via Remind for any questions. If you have Internet access, email me pictures of your work. Otherwise, send me pictures through Remind.

Design View (create Field Names)

Datasheet View (type records)