

Lesson Notes for Microsoft Access 2016

Lesson 1: Exploring the Access Environment

Pg	Slide	Topic Heading	Obj	Instructor Notes	Exercise Data Files: Starting File/Saved File	Timing (min)
		The Microsoft Office Specialist Exam Objectives listed at the right are covered in this lesson:	1.1.1 1.1.2 1.1.3 1.1.4 1.3.4 1.5.3 1.5.4 2.2.4	create a blank desktop database create a database from a template create a database by using import objects or data from other sources delete database objects display objects in the Navigation Pane save a database as a template export objects to alternative formats rename tables		
				<p>IMPORTANT NOTE: The Microsoft Office Access 2016 exam is difficult. Students are presented with 4 or 7 databases (depending on the exam version) and are asked to create and manipulate database objects to achieve a desired result.</p> <p>There is not a lot of time (only 50 minutes), and within this time frame students must:</p> <ul style="list-style-type: none"> – familiarize themselves with the data provided in the test database – determine what they are being asked to create/modify – apply their skills to create/modify the required objects efficiently <p>Proficiency is key to passing this exam.</p> <p>Students must be very comfortable with the Access interface, and should know exactly how to create objects, change properties, format objects and create expressions. Students should also be very comfortable with grouping, adding totals, and using expressions.</p> <p>Students should practice the techniques demonstrated in the course book over and over again so that the techniques make sense to them and so that they are comfortable within the</p>		

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				Access interface. The best way to prepare for the exam is to USE these skills and keep practicing them.		
1	3	Lesson Objectives		<ul style="list-style-type: none"> Review the objectives with students so they know what will be covered in the lesson. Post objectives where they are visible in the classroom each day. <ul style="list-style-type: none"> describe the function of a database identify database objects differentiate between Access web app databases and desktop databases identify the main components of the Access user interface identify screen elements start Access and create databases import database objects open and close databases work with the Navigation Pane save a database as a template export objects to alternate formats set Access options 		5-10
2	4	An Introduction to Databases		<ul style="list-style-type: none"> During the class introduction, try to determine the average level of experience with Access. Encourage students to list common forms of databases they have used (for example, a file cabinet, a telephone directory, an online catalog, etc.). 		10-20

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2	5	– Spreadsheet Databases		<ul style="list-style-type: none"> Most users are tempted to store and track data in a spreadsheet. However, when data entities are related to one another in complex ways, a database is the required tool. Point out the repetition of data in Figure 1-1 (Slide 5). Talk through a scenario for which a spreadsheet would be a poor choice for storing data because the data relationships are complex. 		
3-4	6 7	<ul style="list-style-type: none"> Relational Database Management Systems (RDBMS) Structured Query Language (SQL) Multiple, Related Tables 		<ul style="list-style-type: none"> Students should understand the following: <ul style="list-style-type: none"> SQL makes it possible to store, retrieve and manipulate database data Database data is stored in separate, related tables Each record in a database table must be uniquely identifiable Assure students that they do not need to know SQL in order to use Access, but let them know that with one or two mouse clicks they can view the SQL code that is generated for certain tasks. Review Figure 1-3 (Slide 7) with students. Point out the common fields between the related tables and “trace out” the records that comprise a complete order. Encourage students to begin to verbalize how the data in each table is related. Students will explore data relationships in more detail in Lesson 2. 		

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4-5	8	What is Access? – Access Database Files		<ul style="list-style-type: none"> Unlike other applications in the Office Suite, where users interact directly with the file itself, users in Access work with individual objects that are stored within the file. The file is always updated automatically as students save changes to the individual database objects. They cannot simply "close" an Access database and not save the changes. Explain that Access 2016 can open databases created in previous versions, and can save files in a backward-compatible format. Access will automatically recognize the format of a valid Access file and open it accordingly. 		10-15
5	9	– Database Objects		<ul style="list-style-type: none"> Explain that a database can contain the types of objects listed on Slide 9. However, not all types of objects are required. A database may contain one or more tables and may or may not include any of the other types of objects. <ul style="list-style-type: none"> Tables store data. The other types of objects help the user manipulate, view, enter, or analyze the data. The table, therefore, is the basic building block of any database. 		
5-6		– Access Web App Databases and Desktop Databases		<ul style="list-style-type: none"> Access Web Apps provide connectivity to databases stored on a SharePoint server or Office 365 server. Users interact with these databases through a web browser. 		
6-8	10	Components of the Access User Interface – The Ribbon		<ul style="list-style-type: none"> The commands available on the Ribbon depend upon the currently selected object. That is, commands available for 		10-20

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				<p>tables are different than commands available for forms or reports</p> <ul style="list-style-type: none"> Point out the tabs and features of the Ribbon on Slide 10 You can use the Ribbon while it is collapsed – click a tab name to temporarily expand the Ribbon, and then click a command button. Once you have performed the task, the Ribbon will automatically collapse again. If you collapse the Ribbon, you can pin it open once again. To pin a collapsed Ribbon, click a tab name to open the Ribbon, then click the Pin the ribbon icon at the far-right edge of the Ribbon. Assure students that they will see contextual tabs as they begin to work with various database objects. 		
8-9	11	– The Navigation Pane		<ul style="list-style-type: none"> The Navigation Pane allows users to select the various objects within the database. Be sure to review the Navigation Pane components listed on pages 8 and 9. Databases can contain numerous objects. Students should understand the advantage of being able to collapse groups, or sort objects in different ways in the Navigation Pane to facilitate finding the object they want. The advantages of customizing how objects display in the Navigation Pane becomes more obvious when there are a large number of database objects. 		
9-10	12	– Backstage View		<ul style="list-style-type: none"> Backstage view allows you to work with the database file itself as an entity as opposed to working with individual database objects and the data they contain. 		

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				<ul style="list-style-type: none"> The commands available in Backstage view pertain to manipulating and managing files. The types of commands available in Backstage view include backing up, encrypting, or saving a file in a different format. To display quick links, open the Access Options dialog box, click the Client Settings tab, scroll to the Display section, then select the Quickly access this number of recent databases option. Quick links to recently used files will display below the Options tab in Backstage view. 		
10-11	13	Looking at the Screen		<ul style="list-style-type: none"> Review the components on the screen shown in Slide 13 and listed on page 11 in the coursebook. Reassure students that they will become familiar with the components as they begin to use them. 		15-20
11	14	– Viewing Screen Tips		<ul style="list-style-type: none"> Briefly review the concept of screen tips 		
12		– Using the Quick Access Toolbar		<ul style="list-style-type: none"> Time permitting, demonstrate how to add or remove buttons from the Quick Access Toolbar. <ul style="list-style-type: none"> The toolbar functions in Access the same way it functions in other applications in the Office suite. 		
12	15	Starting Access and Working with Database Files		<ul style="list-style-type: none"> Access is different from other applications in the Office suite. It does not open with a blank database; instead the startup screen asks what the user wants to do – open an existing file or create a new one. As students begin to work with databases, these files will appear in the Open tab in Backstage view, or in the quick link list below the Options tab in Backstage view. Point out the links in the left pane of the startup screen on Slide 15. 		35-45

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13-16	16 17	<ul style="list-style-type: none"> Creating New Databases Creating a New Blank Database 	1.1.1 1.1.2	<ul style="list-style-type: none"> Students should understand that all databases are created from a template. The database template gallery displays on the Access startup screen and on the New tab of the Backstage view. Students should understand that a blank database is an empty container. It contains a name and nothing else. Point out the Browse button and the file path in the dialog box on Slide 17. Ensure students pay attention to the path when creating a database. Briefly review the naming rules listed on page 15. 		
16-17	18	<ul style="list-style-type: none"> Creating a Database from a Template 		<ul style="list-style-type: none"> Slide 18 shows the default template gallery. Explain that once students have created a database based on a template, they can customize the database objects to meet their specific requirements. Encourage students to click on the various templates and view the available information. Ask them for what type of scenario each might be well-suited. If time permits, demonstrate how to search for specific template types. 		
18-20	19	<ul style="list-style-type: none"> Importing Objects into a Database 	1.1.3	<ul style="list-style-type: none"> Students should understand that you need to finish selecting objects for the import operation before Access will import them. The wizard can save the import steps so you don't have to repeat the process again later. 		
20		<ul style="list-style-type: none"> Closing Databases 		<ul style="list-style-type: none"> Students should understand that only one database can be open at any given time within a single session of Access. You 		

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				can open multiple databases only by starting additional sessions of Access.		
20-22		Learn to create databases		Students launch the program, create a blank new database, create a database from a template, and close databases.	Create blank and create from template Contractor-Tracking.accdb ----- MyEmptyDatabase.accdb MyTemplateDataBase.accdb MyContractors.accdb	15-20
22-23		– Opening Databases		<ul style="list-style-type: none"> The Quick Access list and the Recent tab will become populated with database names as students work with files. If students are confused by the various methods for opening files, reassure them that the options will make more sense as they begin to work with a few databases. 		10-15
23-24		Learn to open databases		Students explore methods of locating and opening database files.	MyTemplateDataBase.accdb HomeGrownSample.accdb	10-15
24	20	Using the Navigation Pane		<ul style="list-style-type: none"> The Navigation Pane is central to the Access Ribbon view. All database objects appear in the Navigation Pane. Students must become comfortable manipulating, hiding and displaying the Navigation Pane. 		25-30
24-25		– Viewing Objects	1.3.4	<ul style="list-style-type: none"> You can control which objects appear and the way in which those objects appear in the Navigation Pane. 		
25		– Sorting and Filtering Objects	1.3.4	<ul style="list-style-type: none"> The sorting options allow you to organize objects by name, type, creation date or modification date. Sorting and filtering allow you to find what you want quickly. 		

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				<ul style="list-style-type: none"> The usefulness of these features will become more apparent as students begin to work with databases that contain numerous objects. 		
25-26	22	– Setting Navigation Options	1.3.4	<ul style="list-style-type: none"> It may be difficult for students to envision the usefulness of creating custom categories in the Navigation Pane, especially if they have worked only with databases that contain relatively few objects. Assure them that some databases contain a large number of objects, and that creating custom categories can help the user find an object quickly. 		
26	23	– Copying Objects		<ul style="list-style-type: none"> The copy and paste commands offer a very simple and convenient way to copy database objects. Make sure students understand that each object within a group (for example, within the Tables group) must have a unique name. 		
26	24	– Renaming Objects	2.2.4	<ul style="list-style-type: none"> Explain that database objects can include references to other objects in the database. Objects are referenced by their names. If the Name AutoCorrect feature is turned on (this is the default setting), then references to renamed objects are automatically updated in queries, forms and reports. Object references are not automatically updated in macros or modules. Students will explore the Name AutoCorrect feature in Lesson 6. 		
26-27	25	– Deleting Objects	1.1.4	<ul style="list-style-type: none"> Explain that database objects are often dependent on other objects. For example, a form, report or query may be dependent on a table. If you delete an object, then any 		

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				<p>objects dependent upon the deleted object will be “broken” and will cease to function.</p> <ul style="list-style-type: none"> Students will view object dependencies and learn how to safely delete database objects in Lesson 6. 		
27-29		Learn to use the Navigation Pane		Students view, open, hide, display, copy and paste objects in the Navigation Pane.	HomeGrownSample.accdb	15-20
29-31	26	Saving and Exporting Options		<ul style="list-style-type: none"> Review and briefly describe the available options on the Save As tab and point out the options on Slide 26. Remind students that commands in Backstage view affect the database file as whole. 		15-20
31-32	27	– Saving a Database as a Template	1.5.3	<ul style="list-style-type: none"> The ability to save a database as a template (with or without data) can be a huge time-saver. Even the simple database designed for the garden supply store can be saved as a template and then distributed to other garden supply shops within the franchise. Point out the Application Part and Include Data in Template check boxes on Slide 27. 		
33-34		Learn to save a database as a template		<p>Students save the GS-Generic database as a template called NewGardenShop, and then use the NewGardenShop template to create a new (MyGarden) database.</p> <p>Make sure that students understand the nature and function of an instantiation form.</p>	GS-Generic.accdb ----- NewGardenShop.accdt MyGarden-Student.accdb	15-20
34-35	28	– Exporting Data to Alternate Formats	1.5.4	<ul style="list-style-type: none"> This exam objective applies to individual database objects. Review the options in the Export group on the External Data tab of the Ribbon shown in Slide 28. 		5-10
35		Learn to export data		Students export a table to an Excel workbook. They also export a report to a PDF.	HomeGrownSample.accdb	10-15

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36	29 30	Setting Access Options		<ul style="list-style-type: none"> Access options control how the application behaves under various circumstances. You can set these options to suit your working style and preferences. Briefly review the tabs in the Access Options dialog box listed on Slides 29 and 30. Most new users will not change Access options until they become very accustomed to working with databases and have developed a preference for a particular working style. 		10-15
36-37		Learn to set Access options		Students view and set options on the various tabs of the Access Options dialog box and open a database from a trusted location.	HomeGrownSample.accdb TrustMe.accdb	5-10
38	31	Lesson Summary		<p>Review the objectives with students to remind them of what was covered in the lesson and to help them recognize the skills they are building.</p> <p>Provide a short summary of the features and give students a chance to complete exercises if they did not complete them earlier.</p>		5-10
38-40		Review Questions		<p>Answers to the Review questions are found in the Teacher Resources.</p> <p>Questions can be used as a quiz, or assigned as homework, or as the basis of a class discussion.</p>		15-30
					Total (Hours)	4.0-6.0