Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Period: \_\_\_\_\_\_\_\_\_\_\_\_\_

Introduction to Access: Video Worksheet

**Instructions:** Answer the questions below by watching the Microsoft Access Introduction videos found on our class website or the Data Drive on your school computer. If for some reason you cannot locate the videos, you can read the material at gcflearnfree.org. Click on Microsoft Office, then Access 2013, then “Introduction to Databases” and “Introduction to Objects”.

**Video #1 – “Introduction to Databases” (3:44)**

1. What is a database? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Databases are basically a collection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on your computer. Programs like \_\_\_\_\_\_\_\_\_\_\_\_\_ make it possible to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ your data and make it searchable, plus much more.
3. Access uses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ like those in Excel to list things in detail.
4. So what’s the difference between Excel and Access? Excel is great at \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ numbers, but Access is better at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ data.
5. One thing that sets Access apart from Excel is its ability to understand how different lists and their content relate to one another. This is known as a \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_. It has the ability to understand \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Video #2 – “Introduction to Objects” (4:56)**

1. In Microsoft Access, databases are made up of four \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. They are:
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1. A database is basically a collection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, organized into many \_\_\_\_\_\_\_\_\_\_\_ lists or tables.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are the place where your information is stored.
3. In Access, a row is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Each record begins with a unique \_\_\_\_\_\_\_\_\_.
4. Columns are referred to as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Access.
5. Tables are responsible for storing the data. Forms, Queries and Reports let you \_\_\_\_\_\_\_ with the data.

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1. Forms are used for \_\_\_\_\_\_\_\_\_\_\_\_\_\_, modifying and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ records.
2. Queries give you a way to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ data. Running a query is like \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Reports help you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your data in print. In Access, you can customize reports with \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ so they are easier to read.
4. In the box below, draw a representation of how the four Access objects (Tables, Forms, Queries and Reports) work together.

**Apply your Knowledge**

1. Now that you know a little more about databases, give an example of a database you have seen or used recently. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. If we created a database for American Fork High School, it would most likely include several tables. One would probably be called “students”, another might be called “classes”. What are two more tables that could be part of a database for American Fork High School?
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1. Queries allow you to “ask a specific question” to your database. Access will search your tables and give you the results of your question (query). In the pretend American Fork High School database we created above, write one question (query) the database could answer, based on the four tables it includes. (Example: How many students at AFHS are taking a foreign language class this year?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_