

## ***Introduction to Software Applications Microsoft Access 2010 Vol 1/e***

***Chapter 1: Introduction to Access:*** Finding Your Way through a Database

Reading assignment: **White pages**, Chapter 1, pages; 531-542, 549-554, 560-562

***For Access, it is IMPORTANT to do Yellow page exercises***

In-class: **Yellow page** Hands-On Exercises (3); 543-548, 555-559, 563-567

### **Homework**

1. Practice Exercise 1, Member Rewards (a01p1rewards) p571-572
2. Practice Exercise 2, Custom Coffee (a01p2coffee), p572-574
3. Mid-Level Exercise 1, Real Estate (a01m1property), p575
4. Review Summary and Multiple Choice, p570

***Chapter 2: Relational Databases and Queries:*** Designing Databases and Extracting Data

Reading assignment: **White pages**, Chapter 2, pages; 579-589, 596-604, 613-621, 625-629

***For Access, it is IMPORTANT to do Yellow page exercises***

In-class: **Yellow page** Hands-On Exercises (4): 590-595, 605-612, 622-624, 630-633.

### **Homework**

1. START with a BLANK Database, Practice Exercise 1, Tom & Erin's Bookstore (a02p1books), p637-639
2. Practice Exercise 2, Davis Insurance Company (a02p2insurance), p639-641
3. Mid-Level Exercise 1, Real Estate Firm (a02m1property), p642
4. Summary and Review Multiple Choice, pages 636

***Chapter 3: Customize, Analyze, and Summarize Query Data:*** Creating and Using Queries to Make Decisions

Reading assignment: **White pages**, Chapter 3, pages 649-653, 660-666, 675-678

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In-class: **Yellow page** Hands-On Exercises (3); 654-659, 667-674, 679-682

### **Homework**

1. Practice Exercise 1, Comfort Insurance (a03p1insurance), p685
2. Practice Exercise 2, Northwind Traders (a03p2traders), p686-687
3. Mid-Level Exercise 1, The National Bank (a03m1bank), p688
4. Summary and Review Multiple Choice, pages 684

**Prof. Ron Leask**  
**rleask@trcc.commnet.edu**

**860-885-2391**

**Thames Valley Campus Room C170 (Across from Cyber Cafe) – Office Hours M**  
**0900-1200, F 1100-1300**

***Chapter 4: Creating and Using Professional Forms and Reports: Moving Beyond***  
***Tables and Queries***

Reading assignment: **White pages**, Chapter 1; pages 693-701, 709-714, 721-730,  
737-742

***For Access, it is IMPORTANT to do Yellow page exercises***

In-class: **Yellow page** Hands-On Exercises (4) 702-708, 715-720, 731-736, 743-747

**Homework**

1. Practice Exercise1, National Conference (a04p1natconf), p751
2. Practice Exercise 2, Comfort Insurance (a04p2insurance), p 752-753
3. Mid-Level Exercise 1, Hotel Chain (a04m1rewards), p754-755
4. Summary and Review Multiple Choice, pages 750

**NOTE: Help with Access available in Library**

***Exam on Access in 2 weeks - Exam Scheduled for Friday 11 may***  
***and Monday, 14 May 2012***