



51.	<p>Access disk/file maintenance.</p> <ol style="list-style-type: none"> 1. Launch <i>Windows Explorer</i>. 2. If necessary, create a folder H:\Access 3. Go to F:\Faculty\Trolten\BPC110\DemoFiles and copy the two files \Issue25.mdb and Issue25.bmp to H:\Access. 	5
52.	<p>Read/Study/Do <i>Access Unit A: Getting Started with Access</i>, pages 345 through ACCESS 363. Make these changes:</p> <ul style="list-style-type: none"> • Page 360, step 7: Don't print. • Page 362, add new step 7: Use <i>Windows Explorer</i> to backup <i>MediaLoftA.mdb</i>. <p>Answer <i>Concepts Review</i>, pages 364 through 365. Type or write out your answers.</p>	30
53.	<p>Login to SAM and do training for <i>Access 2003: Unit A</i>.</p>	15
54.	<p>Do <i>Independent Challenge 3</i> on page 367. Make the following changes:</p> <ul style="list-style-type: none"> • Do steps a-g only. Skip the Advanced Challenge Exercise • In step g: After you exit Access, use <i>Windows Explorer</i> to backup <i>RealEstate-A.mdb</i> file by copying it from your USB Flash drive's Access\UnitA folder to the same folder on drive C: or H:. 	15
55.	<p>Read/Study/Do <i>Access Unit B: Using Tables and Queries</i>, pages 369 through 389. Make the following changes:</p> <ul style="list-style-type: none"> • Page 374, step 2: create the new file in your \Access\Unit B folder. • Page 374, step 6: Add your name at the end of the table name (e.g.: <i>Inventory-Tom Trolten</i>). • Page 376, step 7: Close the table but don't close the database yet. Click Tools Analyze Documenter click the Tables tab click the check box to the left of <i>Inventory</i> click OK click the Print button on the Print Preview toolbar click Close. The report will probably be about 4 pages. • Page 386, step 7: The author should tell you to click the Run button  (in the middle of the toolbar) to run the query. Do so instead of clicking the Datasheet View button. • Page 386, step 8: Add your name at the end of the query name (e.g.: <i>Justice Titles-Tom Trolten</i>). • Page 388, add new step 9: Use <i>Windows Explorer</i> to backup <i>MediaLoftB.mdb</i>. <p>Answer <i>Concepts Review</i>, pages 390 through 391. Type or write out your answers.</p>	30
56.	<p>Login to SAM and do training for <i>Access 2003: Unit B</i>.</p>	30
57.	<p>Do <i>Skills Review</i> steps 7-10 on page 392. Make the following changes:</p> <ul style="list-style-type: none"> • Step 9b: Add your name at the end of the query name (e.g.: <i>Author Price List-Tom Trolten</i>). • Step 9d: Print in landscape orientation. • Step 10b: Add your name at the end of the query name (e.g.: <i>Inexpensive Books-Tom Trolten</i>). • Step 10e: Print in landscape orientation. • Add new step 10g: Use <i>Windows Explorer</i> to backup your <i>Books-B.mdb</i> file by copying it from your USB Flash drive's Access\UnitB folder to the same folder on drive C: or H:. 	30
58.	<p>Read/Study/Do <i>Access Unit C: Using Forms</i>, pages 397 through ACCESS 413. Make the following changes:</p> <ul style="list-style-type: none"> • Page 402, step 1: Once you've opened the form in Design View, drag its lower right corner to enlarge the window so its controls are visible. • Page 412, add new step 8: Use <i>Windows Explorer</i> to backup <i>MediaLoft-C.mdb</i>. <p>Answer <i>Concepts Review</i>, pages 414 through 415. Type or write out your answers.</p>	30
59.	<p>Login to SAM and do training for <i>Access 2003: Unit C</i>.</p>	15

60.	<p><i>Do Skills Review</i> steps 2-8 on pages 416-417. Make the following changes:</p> <ul style="list-style-type: none"> Step 6, Add new part c: Once you've adjusted and tested the tab order, return to Design View and click View Tab Order... drag the Tab Order dialog box to the lower-left portion of the window so the Commission controls on the right-hand side of the form are visible now press the [Print Screen] key to take a screenshot launch Word type your full name in the new document press [Enter] a few times paste the screenshot into the new document save and print the screen shot document. Exit Word and return to Access. Add new step 8h: Exit <i>Access</i> and use <i>Windows Explorer</i> to backup <i>Real Estate-C.mdb</i> file by copying it from your USB Flash drive's Access\UnitC folder to the same folder on drive C: or H:. 	60
61.	<p>Read/Study/Do <i>Access Unit E: Modifying the Database Structure</i>, pages ACCESS E-1 through ACCESS E-17. Make the following changes:</p> <ul style="list-style-type: none"> Page ACCESS E 4, step 7: Add your name at the end of the table name (e.g.: <i>Enrollments - Tom Trolten</i>). Page ACCESS E-16, step 7: Close your <i>Enrollments</i> table but don't close the database yet. Click Tools Analyze Documenter click the Tables tab click the check box to the left of <i>Enrollments</i> click OK click the Print button on the Print Preview toolbar click Close. It will be about 4 pages. Page ACCESS E-16, add new step 8: Use <i>Windows Explorer</i> to backup <i>TrainingE.mdb</i> by copying it from your USB Flash drive's Access\UnitE folder to the same folder on drive C: or H:. <p>Answer <i>Concepts Review</i>, pages ACCESS E-18 through ACCESS E-19. Type or write out your answers.</p>	30
62.	Login to SAM and do training for <i>Access 2003: Unit E</i> .	15
63.	<p><i>Do Skills Review</i> steps 2-8 on pages ACCESS E-19 through ACCESS E-21. Make the following changes:</p> <ul style="list-style-type: none"> Step 2: Add your name at the end of the database name (e.g.: <i>Membership-E - Tom Trolten</i>). Step 8f: Before closing the database, click Tools Analyze Documenter click the Tables tab click the check box to the left of <i>Members</i> and <i>ZipCodes</i> tables click OK click the Print button on the Print Preview toolbar click Close. It will be multiple pages. Add new step 8g: Use <i>Windows Explorer</i> to backup <i>Membership-E.mdb</i>. 	60
64.	<p>Read/Study/Do <i>Access Unit F: Creating Multiple Table Queries</i>, pages ACCESS F-1 through ACCESS F-11. Make the following changes:</p> <ul style="list-style-type: none"> Page ACCESS F-4, step 3: The author should tell you to click the Run button  (in the middle of the toolbar) to run the query instead of clicking the Datasheet View button. Page ACCESS F-10, add new step 9. Exit <i>Access</i>, and then use <i>Windows Explorer</i> to backup <i>TrainingF.mdb</i>. <p>Answer <i>Concepts Review</i>, pages ACCESS F-18 through ACCESS F-19. Omit 6, 7, 16, 18, 19, 20. Type or write out your answers.</p>	30
65.	Login to SAM and do training for <i>Access 2003: Unit F</i> .	15
66.	<p><i>Skills Review</i> steps 1-5 on page ACCESS F-20. Make the following changes:</p> <ul style="list-style-type: none"> Step 1e: Add your own name at the end (e.g., :<i>Address List - Tom Trolten</i>) Step 2d: Add your own name at the end (e.g., :<i>Sorted Address List - Tom Trolten</i>) Step 3e: Omit. Step 3f: Add your own name at the end. Step 4d: Add your own name at the end. Step 5f: Add your own name at the end. Add new step 5g: Use <i>Windows Explorer</i> to backup your <i>Membership-F.mdb</i> file by copying it from your USB Flash drive's Access\UnitF folder to the same folder on drive C: or H: Omit steps 6-8. 	45