



## Unit 4: Access Basics

20  
Days

Students will understand how to create, save, and close a database. Students will learn the parts of the database window. Students will understand how to create a form, and the various views of a database. (Design view, Datasheet view)



## Unit 5: Modifying databases

15  
Days

Students will understand how to edit tables in datasheet view as well as in design view. They will understand how to maintain a database. Students will understand how to modify a database by adding, deleting, moving, and renaming fields in a table using design view.



## Unit 6: Working with databases

10  
Days

Students will understand how to search for and find records to update them. Students will understand how to manipulate information from within the database. Students will understand that integration is the sharing or combining of data among programs. Students will gain a general understanding of how all Microsoft Office Suite programs are designed to work together and enhance one another.



