



Digital Literacy II: Office Productivity

Unit 5 Databases

LAB 1 Access Fundamentals (Instructor)

Explanation

In this lab, students will demonstrate their ability to navigate Microsoft Access and perform fundamental skills working with tables and forms to enter, edit, or find data.

Prompts

There are no prompts for this lab.

Assessment Rubric

CRITERIA	POOR 0-2	FAIR 3-5	GOOD 6-8	EXCELLENT 8-10	Score
Tables	Unable to locate and/or open a table object	Opens a table but has difficulty entering data and adding records	Able to enter and/or edit records manually, as well as using Find and Replace	Enters and edits records, utilizes Find and Replace, and is able to format a table	
Forms	Unable to locate and/or open a form object	Doesn't grasp how tables and forms are connected nor how to create a new record using a form	Use a form well to enter data and add records, but unable to find and edit data using a form	Completes steps 21 through 25 of the procedure	
Sorting and Filtering Records	Unable to locate or open the query object specified in step 26 of the procedure	Correctly applies at least one of the filters as instructed in steps 27 and 28 of the procedure	Correctly applies both filters as instructed in steps 27 and 28 of the procedure	Completes steps 26 through 30 of the lab procedure	





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