

A.I.S. Class 17: Outline

- Group Projects Stage 4
- Learning Objectives for Chapter 1
- Chapter 1 Quiz
- Learning Objectives for Chapter 2
- Chapter 2 Quiz
- CLASSROOM PRESENTATION 3

Group Projects Stage 4

- Use the documentation discussed in class
- Add additional copies of pages as needed
- Application Controls only will be needed this year - for the *acquisition* cycle only
- Complete the documentation firstly for the *existing* Internal Control Structure
- Add *additional* controls that you would recommend be included in **red** or in *italics*

Group Projects

- Now would be a good time to convert projects from paper-clips and staples to project binders, organizing the material from all the various stages
- Do not forget to turn in the three Group Logs with each submission
- We recommend the simplified format for REA diagrams, but the choice is yours
- Recall our conventions for keys on tables: underline primary keys, [] for foreign keys

Learning Objectives for Chapter 1

- Give an overview of the Windows environment
- Present key Windows features
 - ◆ Understand what objects are found on the desktop
 - ◆ Open, close, maximize, and minimize windows
 - ◆ Launch an application using the Start button
 - ◆ Use a dialog box
 - ◆ Exit an application
 - ◆ Use Explorer to manage files and programs and to launch a program

Learning Objectives for Chapter 1

- ◆ Create folders in Explorer
- ◆ Get help on the current application
- ◆ Launch multiple applications and switch between them
- ◆ Pass data between Windows programs
- ◆ Create and use desktop shortcuts
- ◆ Modify the Start menu
- ◆ Relocate the Taskbar
- ◆ Exit Windows.

Chapter 1 Quiz

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Learning Objectives for Chapter 2

- Describe the Access database management system in detail
- Use predefined databases
- Important topics include the following:
 - * Starting and exiting Access
 - * Understanding the Access work surface icons
 - * Using the Access objects, including tables, forms, queries, and reports

Learning Objectives for Chapter 2

- * Opening and displaying database tables
- * Retrieving information with queries
- * Modifying tables' contents with action queries
- * Creating and using forms to display and query tables and databases
- * Designing and using database reports

Chapter 2 Quiz

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Microsoft ACCESS 2000

- Tables, Forms, Queries, Reports, *Macros, Modules*
- Dynasets
- 3 ways to sort data
- Selection criteria
 - * OR, AND, NOT
 - * #
 - * < > = <= >= <>

CLASSROOM PRESENTATION

■ Group Project Stage 3