***A picture containing text, clock

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**Activity**

Create a Database Table

MODULE 14: Database Applications

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 14: Database Applications

## Activity: Create a Database Table

The student creates and edits a database table.

## Standards Assessed

* **07.01** Create different forms for inputting data into a database application.
* **07.02** Interpret queries for specialized reports using a database application.
* **07.03** Create and modify a database by importing data from other sources.
* **07.04** Create and manage database tables by hiding fields, importing data, adding total rows.

## Teacher Notes

Students will create a database table using Microsoft Access.

## Estimated Student Completion Time

* 45 minutes x 2-3 classes to complete the activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

Use the table below to make sure students cover all required elements in the assignment.

| **Required Elements** | **Possible Points** | **Points Earned** |
| --- | --- | --- |
| **Appearance**   * 5 fields in the database * 5 records * Field widths display all information in each field * Table named according to type of dat * Form created |  |  |
| **Total** |  |  |

# Activity: Create a Database Table

**Students Instructions**: Follow the instructions for Part 1 and Part 2.

**Part 1: Create a database table in Microsoft Access with information of your choice (family members, books, TV shows, etc.)**

1. Add at least 5 fields.
2. Add at least 5 records.
3. Adjust field widths to display all the information in each field.
4. Rename the table according to type of data you entered.
5. Save your database as instructed by your teacher.

**Part 2: Create a Form from your database table.**

1. Create the Form from your database table.
2. Adjust the width of the entry fields.

**Sample**

A screenshot of a computer

Description automatically generated with medium confidence

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