













Quick View

There are 4 parts to this lesson:

1	Introduction: Recap of last lesson - parts of a database	 
2	Looking at the prepared database and demonstrating simple searching	   
3	Running and editing queries	   
4	Plenary: Lesson review and introduction to homework	 
	Homework: Looking at tables and queries	

Delivery

1. Introduction: Recap of last lesson - parts of a database

Relevant tutorials for demonstrating skills for this lesson can be found under **Preparation**.

Recap the important teaching points from last lesson:

- Databases, their use and application
- How databases organise their data
- Tables, forms, queries and reports
- Discuss the homework and Data Protection Act

Remind pupils that they can revisit **presentation1a**.

Show pupils where to find the school database software and explain that the unit demonstrates and uses Microsoft Access. If this is different to the school software, the teacher will demonstrate any major differences and skills.

Pupils will need to make a copy of the example database '**homes**' into their shared work area to make sure that it has **read and write** access.

Show pupils the language cards **language2** for this lesson.

2. Looking at the example database and demonstrating simple searching

Load the prepared database - '**homes**'. Ensure that this has read and write access so that changes can be made and saved.

Group activity

Show **example2a** on a large screen

Individual

Pupils view their own version in **activity 2 / start**

Show pupils the various database objects, in particular, **table1** and **form1**.

Develop this activity by:

- Discussing with pupils how a database may be searched, e.g. by searching fields and that this can be achieved by using keywords similar to searching the Internet
- Showing the differences between tables and forms

Demonstrate how to use the **FIND** command - it is best to do this when using the form called '**form1**' in the example database.

Give out **worksheet2b** - simple searching.

Group activity Demonstrate the necessary skills

Individual Pupils view their own version in **activity 2 / start**

3. Running and editing queries

Show the database query called '**query1**' in the example database. This uses the **AND** search operator.

Develop this activity by:

- Discussing what a query does
- Running the query and discussing what it finds

Pupils will need to be shown how to switch between design and data sheet views

Demonstrate how to edit this query so that it will search for different criteria. Save this new query using a different name.

Show the query called '**query2**'. This uses the **OR** search operator.

Demonstrate how to edit this query so that it will search for different criteria. Save this new query using a different name.

Give out **worksheet2c** - using queries for advanced searching.

Group activity Demonstrate the necessary skills

Individual Pupils view their own version in **activity 2 / task**

4. Plenary: Lesson review and introduction to homework

Review the lesson, asking questions about:

- Simple searches and using queries
- The advantages of using queries rather than other methods

Introduce and set the homework, which reinforces this lesson.

Homework:

Provide pupils with **homework2** worksheet. This asks pupils questions about searching a database.

You may feel it appropriate to provide the homework sheet in electronic format for those pupils with computer access at home. Consideration should then be given to:

- How they would return the work and the style - electronic or printed
- Virus protection
- Authenticity of the work

Objectives

Finding Information & Evaluating

Pupils should be able to:

- frame searches in an appropriate and considered way in relation to the required results
- search for information, altering and developing the search as appropriate, checking findings for plausibility
- use search terms correctly
- generate simple queries using AND/OR operators applied to data items within fields
- understand when to use ICT to solve a problem

Pupils should be taught to:

- Use keywords when searching a database.
- Use single criterion find /search tools.
- Use advanced search tools using multiple criteria.
- Understand how to edit a query (Microsoft Access).

Preparation

Have you:

- Identified the key elements of this lesson
- Understood the school ICT policy in the areas that may affect this lesson
- Thought about the seating arrangements for any large group demonstration
- Checked that the whiteboard or large screen has been set up
- Prepared any extra work to be used for differentiation
- Prepared any work that teaching assistants may require
- Ensured that the example database 'homes' has the correct access rights
- Looked at the sample demonstrations and are familiar with their content
- Reviewed / copied any handouts for the lesson
- Practised the skills required that need demonstrating
- Prepared any key word displays

Required IT skills for this lesson: Demonstrations are available in the unit

Using a large screen / whiteboard

Using Microsoft Access to view data, search using **FIND** and **QUERIES**

Edit queries to find new information

Differentiation & Extension

Consider the following for some pupils:

- Wall display about keywords and searching
- Individual help for using the **FIND** tool (Microsoft Access)
- Individual help for using and editing queries (Microsoft Access)
- Advanced query methods (more than **AND** and **OR**)

The following resources are available to pupils. Printable versions are available by accessing the 'all resources' within each lesson. These may be useful for reinforcement, extension or general support.

- 2 Wordsets with audio support
- 2 Wordsearch activities
- 2 Interactive crosswords

Homework & Language

Homework:

Provide pupils with **homework2** worksheet. This asks pupils about searching a database.

You may feel it appropriate to provide the homework sheet in electronic format for those pupils with computer access at home. Consideration should then be given to:

- How they would return the work and the style - electronic or printed
- Virus protection
- Authenticity of the work

Language for learning:

criteria
design view

multiple

specific

sort

Resources

For this lesson:

You will need:

- Large screen display or whiteboard
- Access for pupils to **Unit 7.5 > Activity 2**
- Handouts
- Suitable database software, e.g. Microsoft Access
- Pupil access to a read/write version of **example2a**

Teacher Resources:

These are accessed by opening the **Teacher Resources File** on the CD (or network).

Resource Description	Filename	Format
Language Cards	language2	Word PDF
Example database - Homes	example2a	Access CSV
Worksheet on using FIND	worksheet2b	Word PDF
Worksheet answers	answers2b	Word PDF
Worksheet on Queries	worksheet2c	Word PDF
Worksheet answers	answers2c	Word PDF
Activity sheet	task2	Word PDF
Summary sheet	summary2	Word PDF
Homework sheet	homework2	Word PDF
Homework answers	answers2	Word PDF

Pupil Resources:

These are accessed by opening the **Pupil Resources File** on the CD (or network).

Resource Description	Filename	Format
Pupil activity sheet	task2	Word PDF
Summary sheet	summary2	Word PDF
Worksheet on using FIND	worksheet2b	Word PDF
Worksheet on Queries	worksheet2c	Word PDF
Homework sheet	homework2	Word PDF