













Quick View

There are 3 parts to this lesson:

1	Introduction: Recap of searching from last lesson and introduction to reports	   
2	Viewing and creating reports based on queries	     
3	Plenary: Lesson review and homework	 
	Homework: Questions based around lessons 1,2 & 3	

Delivery

1. Introduction: Recap of searching from last lesson and introduction to reports

Relevant tutorials for demonstrating the skills for this lesson can be found in the preparation section.

Recap the important teaching points from last lesson:

- Simple searching using single keywords
- Queries and advanced searching.

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

Show pupils the language cards **language3** for this lesson.

2. Viewing and creating reports based on queries

Explain that although the **form** is a better way to view the data than the **table** it is not the best method for printing and distribution to other people.
For this we use the **report**.

Show the database report called '**report1**' in the example database.

Develop this activity by:

- Discussing what a report does
- Running the report and discussing how it displays the information

Demonstrate how to run a report and view its results.

Give out **worksheet3a** - looking at reports

Group activity Demonstrate the necessary skills

Individual Pupils view their own version in **activity 3 / start**

Demonstrate how to create a report based on the query that was saved last lesson.

Give out **worksheet3b** - creating a report.

Group activity Demonstrate the necessary skills

Individual Pupils view their own version in **activity 3 / task**

3. Plenary: Lesson review and homework

Review the lesson, asking questions about:

- Reports and their uses
- The advantages of using reports rather than printing from a table or form

Introduce and set the homework, which asks questions about the last three lessons.

Homework:

Hand out **homework3**.

The worksheet asks questions about databases. It is designed to reinforce the knowledge and understanding of the last three lessons.

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, Communicating & Evaluating

Pupils should be able to:

- check whether the ICT tools they use are appropriate for the task.
- recognise the limitations and opportunities of different layout formats and use these appropriately
- match the content and style of their work to the audience and purpose
- select ICT tools which will support the development and accuracy of their work, and learn the benefits of checking, correcting and refining their work as it progresses

Pupils should be taught to:

- Understand how data should be 'fit for purpose'. Create a report based on a table or query (Microsoft Access). Present information, based on a search, in a way that is easily viewed and printed.
- Edit a report to change its layout (some pupils only).

Preparation

Have you:

- Identified the key elements of this lesson
- Copied any worksheets or homework sheets
- 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
- Ensured that the example database 'homes' has the correct access rights
- Prepared any work that teaching assistants may require
- 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

Viewing and using reports in Microsoft Access

Differentiation & Extension

Consider the following for some pupils:

- Wall display (large screen captures) showing the process for creating a report
- Guidelines for editing a report and changing its layout
- Guidelines for viewing and printing the report
- Examples of poorly laid out reports

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:

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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:

wizard

format

Resources

For this lesson:

You will need:

- Large screen display or whiteboard
- Access for pupils to **Unit 7.5 > Activity 3**
- Suitable database software, e.g. Microsoft Access

Teacher Resources:

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

Resource Description	Filename	Format
Language Cards	language3	Word PDF
Worksheet on reports	worksheet3a	Word PDF
Worksheet answers	answers3a	Word PDF
Worksheet on creating reports	worksheet3b	Word PDF
Worksheet answers	answers3b	Word PDF
Activity sheet	task3	Word PDF
Summary sheet	summary3	Word PDF
Homework sheet	homework3	Word PDF
Homework answers	answers3	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	task3	Word PDF
Summary sheet	summary3	Word PDF
Worksheet on reports	worksheet3a	Word PDF
Worksheet on creating reports	worksheet3b	Word PDF
Homework sheet	homework3	Word PDF