













Quick View

There are 4 parts to this lesson:

1	Introduction: Recap of tables and forms	 
2	Creating tables and entering data	  
3	Creating forms and entering data	   
4	Plenary: Lesson review	  
	Homework: Preparing queries for next lesson	

Delivery

1. Introduction: Recap of tables and forms

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

This lesson is about pupils creating their own tables and forms and entering the data gathered on their data capture form.

It may be helpful to recap tables and forms and if necessary show the appropriate slides from **presentation1b**.

Show pupils the language cards **language5** for this lesson.

2. Creating tables and entering data

Demonstrate how to create a table (design view or wizard) and how to enter a record.

Show pupils how to use a wizard to create a table and explain how these can help maintain consistency and style, especially if several people are creating a resource.

Group activity	Demonstrate the appropriate skills for creating tables
Individual	Pupils access the skills from activity 5 / start

Pupils then create their own table and enter **half** of the records.

3. Creating forms and entering data

Demonstrate how to create a form based on the table just created and how to enter a record.

You may wish to show pupils how to use a wizard to create a form.

Group activity	Demonstrate the appropriate skills for creating forms
Individual	Pupils access the skills from activity 5 / task

Pupils then create their own form and enter the **remaining** records.

4. Plenary: Lesson review

Show some examples and discuss the effectiveness of them.

Highlight any common problems or errors and discuss how these could be avoided in the future.

Introduce the homework and explain that it is based on preparing the queries for the next lesson.

Homework: Revision

Give out **homework5** - this prepares pupils for the next lesson when they will create their queries and reports.

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 & Developing Ideas

Pupils should be able to:

- identify the significant data required to solve a problem
- use automated processes to support consistency of style and presentation

Pupils should be taught to:

- Create a table and input collected data (Microsoft Access).
- Create a form based on the table (Microsoft Access).
- Use appropriate tools and techniques within the software to edit and change the layout of the form.

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
- Practised the skills required that need demonstrating
- Prepared any key word displays

Required IT skills for this lesson:

Using a large screen / whiteboard
Creating tables and forms in Microsoft Access or similar
Inputting data using tables and forms

Differentiation & Extension

Consider the following for some pupils:

- Wall display of example completed table and form
- Partly completed database
- Completed data capture forms
- Guidelines for editing the form layout
- Individual help when entering data either by the table or form

The following resources are available to pupils. Printable versions can be accessed in 'all resources' within each lesson and may be used for reinforcement, extension or support.

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

Homework & Language

Homework:

Give out **homework5** - this prepares pupils for next lesson when they will create their queries and reports.

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:

primary key

interface

record selector

Resources

For this lesson:

You will need

- Large screen display or whiteboard
- Access for pupils to **Unit 7.5 > Activity 5**
- Suitable database software, e.g. Microsoft Access
- Headphones / speakers

Teacher Resources:

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

Resource Description	Filename	Format
Language Cards	language5	Word PDF
Activity sheet	task5	Word PDF
Summary sheet	summary5	Word PDF
Homework sheet	homework5	Word PDF

Pupil Resources:

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

Pupil Resources	Filename	Format
Activity sheet	task5	Word PDF
Summary sheet	summary5	Word PDF
Homework sheet	homework5	Word PDF