













### Quick View

There are 4 parts to this lesson:

1	Introduction: Recap of queries and reports	 
2	Creating and running queries	   
3	Creating and viewing reports	   
4	Plenary: Unit review	 
	Homework: Revision sheet based around aspects of this unit	

## Delivery

### 1. Introduction: Recap of queries and reports

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

This lesson is about pupils creating their own queries and reports and if time allows adding images and graphs.

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

Show pupils the language cards **language6** for this lesson.

### 2. Creating and running queries

Demonstrate how to create a query and how to enter the search criteria.

The use or understanding of wizards is again important for the same reasons as in lesson 5.

**Group activity** Demonstrate the appropriate skills for creating queries

**Individual** Pupils access the skills from **activity 6 / start**

Pupils then create their own queries based on the preparation completed for homework.

### 3. Creating and viewing reports

Remind pupils that they have already created a report in lesson 3 but it may be necessary to demonstrate this again and in particular how to add an image.

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

**Group activity** Demonstrate the appropriate skills for creating reports

**Individual** Pupils access the skills from **activity 6 / task**

Pupils then create their own reports and if appropriate add images.

Some pupils may extend the report by adding in a chart/graph. This should be demonstrated but not all pupils will be ready or able to do it.

**Group activity** Demonstrate the appropriate skills for adding graphs/charts

**Individual** Pupils access the skills from **activity 6 / task**

**4. Plenary:** Unit review

Use this time to reflect on the whole unit, discussing the key points and reinforcing key language.

Develop this activity by:

- Asking for definitions for parts of a database, e.g. record, field.
- Asking pupils to describe the various objects within a Microsoft Access database, e.g. table, form, query, and report.
- Reminding pupils about the Data Protection Act.
- Discussing ways to collect data so that it is in a useful format for inputting into a database.

Some pupils may require this time to complete their databases.

**Homework:** Revision

As this is the final lesson, ask pupils to produce a revision sheet for this unit of work. Use **homework6** to provide help.

You may also wish to prepare pupils for any assessment or the 'end of unit test'.

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, Communicating & Evaluating

#### Pupils should be able to:

- combine and refine information and data sources to answer and pose questions.
- 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
- identify the significant data required to solve a problem
- generate simple queries using AND/OR operators applied to data items within fields
- use automated processes to support consistency of style and presentation
- recognise the limitations and opportunities of different layout formats and use these appropriately
- explain the reasons for choices they have made

#### Pupils should be taught to:

- Create a query based on a table or form (Microsoft Access).
- Create report based on a query (Microsoft Access).
- Search the database for specific information using keywords.
- Present the information so that it can be viewed and printed easily.
- Understand that reports can include images and graphs (Microsoft Access).
- Understand that information can be exported from a database for use with another program.

## 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 queries and reports in Microsoft Access or similar
Viewing and printing reports
Adding images and graphs to reports

## Differentiation & Extension

Consider the following for some pupils:

- Wall display of example completed query and report
- Partly completed database that includes queries and reports
- Guidelines for using more advanced query criteria
- Guidelines for editing the report layout
- Guidelines for viewing and printing the report

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:**

As this is the final lesson, ask pupils to produce a revision sheet for this unit of work. Use **homework6** to provide help.

You may also wish to prepare pupils for any assessment or the 'end of unit test'.

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:**

information

## Resources

### For this lesson:

### You will need

- Large screen display or whiteboard
- Access for pupils to **Unit 7.5 > Activity 6**
- 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	language6	Word PDF
Activity sheet	task6	Word PDF
Summary sheet	summary6	Word PDF
Homework sheet	homework6	Word PDF

### Pupil Resources:

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

Pupil Resources	Filename	Format
Activity sheet	task6	Word PDF
Summary sheet	summary6	Word PDF
Homework sheet	homework6	Word PDF