**Intro to Databases Worksheet**

I. Terms/concepts associated with the lesson:

a. Data –

b. Database –

c. Template –

d. Table –

e. Related Table –

f. Record –

g. Field –

h. Form –

i. Query –

j. Report –

II. Relevance of using databases

a. Organization of \_\_\_\_\_\_\_ amounts of \_\_\_\_\_\_\_\_

i. How overwhelming would it be to organize and keep track of employee information for a large retail corporation with 1.5 million employees?

III. Benefits of using a database instead of a spreadsheet

a. On the surface, both types of software seem similar. After all, they store data, and you can enter data in a grid of cells.

b. The question is, “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”?

c. Database software has a \_\_\_\_\_\_\_\_\_\_\_\_\_ structure that helps keep large amounts of information accurate and provides you with customized manageable tables.

d. Spreadsheet software is used for \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ using \_\_\_\_\_\_\_\_\_\_\_, while Database software is used for storage of large amounts of data that can be accessed easily and quickly.

IV. Demonstrate selecting a template and entering data into a database.

a. Tools/Features

i. Open the database program

ii. Locate and download one of the pre-built templates. These may also be called Assets.

iii. Pick an item in the classroom to enter into the template as your first asset.

iv. Save the new asset

V. Independent Practice Activity

a. Brainstorm the fields needed to enter home inventory information for insurance purposes.

b. You will be responsible for “inventorying” at least 25 items from your own home.

c. You will create your own access database using the skills taught in this lesson to create a home inventory database.