yaa

FEDRAL TVET AGENCY

INFORMATION TECHNOLOGY

SUPPORT SERVICE

Level 2

LEARNING GUIDE 11

Unit of Competence: -	Operate Database Application
Module Title: -	Operating Database Application
LG Code:	EIS ITS2 M04 1019 LO2-LG11
TTLM Code:	EIS ITS2 TTLM 1019 V1

LO 2: Customize basic settings

INTRODUCTION	Learning Guide # 11

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Customizing data access page layout and settings

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Open and View different *toolbars*
- Adjust *page layout* to meet user requirements
- Format *font* as appropriate for the purpose of the database entries

1: **Learning Instructions**

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 18.
3. Read the information written in the "Information Sheets 1". Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the "Self-check 1" in page 5.
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).
6. If you earned a satisfactory evaluation proceed to "Information Sheet 2". However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #1.
7. Submit your accomplished Self-check. This will form part of your training portfolio.
8. Read the information written in the "Information Sheet 2". Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
9. Accomplish the "Self-check 2" in page 7.
10. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 2).
11. Read the information written in the "Information Sheets 3 . Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
     Accomplish the "Self-check 3" in page 9.

12. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 3).
13. Read the "Operation Sheet 1"in page 10. and try to understand the procedures discussed.
14. If you earned a satisfactory evaluation proceed to "Operation Sheet 2" in page 11. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #1.
15. Read the "Operation Sheet 2" and try to understand the procedures discussed.
16. If you earned a satisfactory evaluation proceed to "Operation Sheet 3" in page 12. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #1.
17. Read the "Operation Sheet 3" and try to understand the procedures discussed.
18. Do the "LAP test" in page 13. (if you are ready). Request your teacher to evaluate your performance and outputs. Your teacher will give you feedback and the evaluation will be either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advice you on additional work.

Information Sheet 1	Adjusting page layout and settings

Understanding Layout view

Layout view is the most intuitive view to use for report modification, and can be used for nearly all the changes you would want to make to a report in Access. In Layout view, the report is actually running, so you can see your data much as it will appear when printed. However, you can also make changes to the report design in this view. Because you can see the data while you are modifying the report, it's a very useful view for setting column widths, add grouping levels, or performing almost any other task that affects the appearance and readability of the report.

References[edit]

1. ^ The 1996 Oxford Dictionary of Computing
2. http/Doc.microsoft.com

Self-Check -1	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Which View is the most intuitive view to use for report modification (2)

    A. Design view

    B. Lay out view

    C. A&B

    D. None

2. you can make changes to the report design in this view (2)

    A. True

    B. False

3. Layout view is useful for (2)

    A. setting column widths

    B. add grouping levels

    C. performing almost any other task

    D. All of the above

Note: **Satisfactory rating - 3 and 5 points   Unsatisfactory - below 3 and 5 points**
You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Information Sheet-2	Open and Viewing different tools

Introduction

 Toolbar Sometimes referred to as a bar or standardtoolbar, the toolbar is a row of boxes, often at the top of an application window, that control various functions of the software. The boxes often contain images that correspond with the function they control, as demonstrated in the image below.
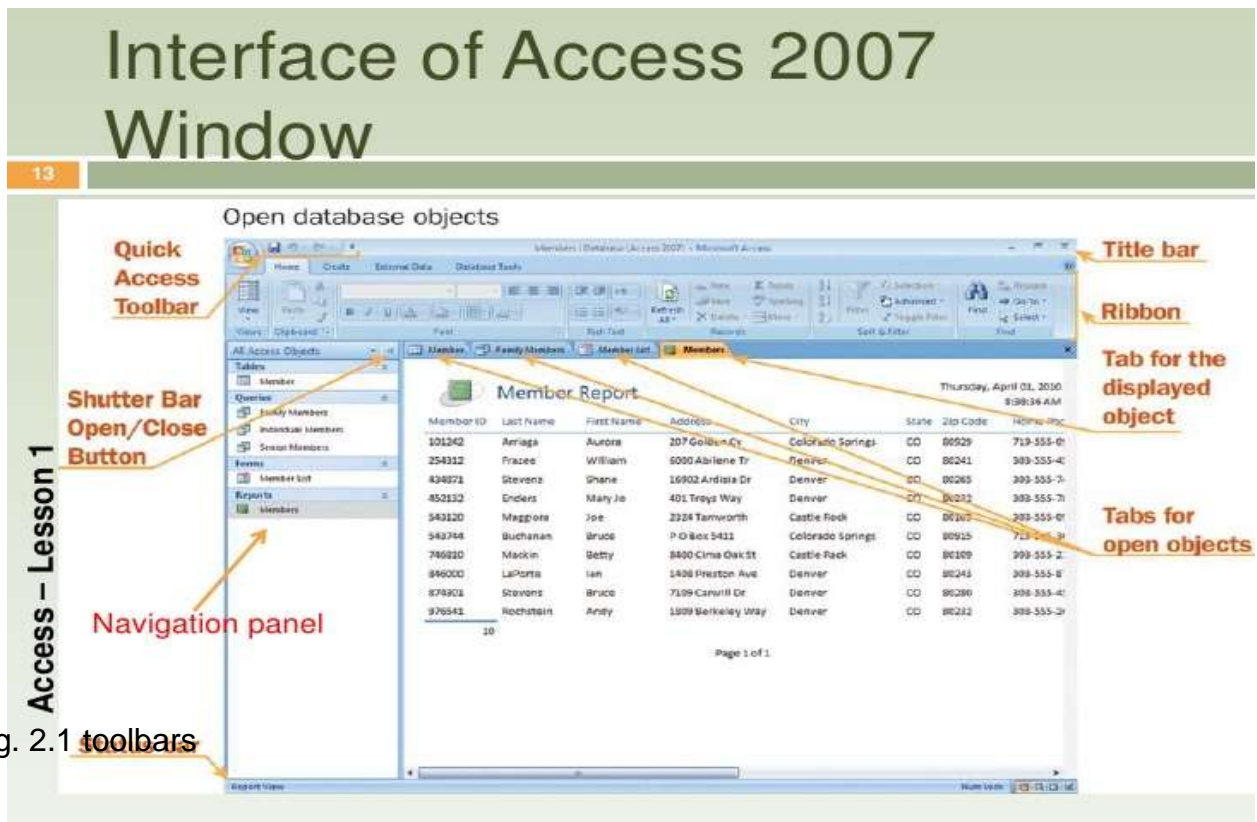

Fig. 2.1 toolbars

A toolbar often provides quick access to functions that are commonly performed in the program. For example, a formatting toolbar in a Microsoft Access gives you access to things like making text bold or changing its alignment, along with other common buttons

- Common computer software toolbars
  - ✓ Commands bar - A bar that shows available commands in a program.
  - ✓ Formatting toolbar - Toolbar that shows text formatting options.
  - ✓ Formula bar - Bar in a spreadsheet program that allows you to edit a formula.
  - ✓ Menu bar - A bar at the top of the screen that gives access to all of the menus.
  - ✓ Navigation bar - Gives access to all navigation features in a browser.
  - ✓ Places bar - A pane that shows common places to access files.
  - ✓ Scroll bar - A bar on the bottom or side of the window to scroll through a page.
  - ✓ Split bar - A bar that divides the window into multiple sections.
  - ✓ Status bar - One of the few bars at the bottom of the window that shows the status.

✓ Title bar - A bar at the very top of a window that describes the program or window.

Self-Check -2	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Sometimes referred to as a bar or standard toolbar (2)
   A. Toolbar
   B. Format
   C. Icon
2. - A bar that shows available commands in a program.(2)

   A. Commands bar
   B. Menu bar
   C. Title Bar
3. Toolbar that shows text formatting options.(2)
   A. Formatting toolbar
   B. Command bar
   C. Status bar

Answer Sheet

Score = _____

Rating: _____

Information Sheet-3	Formatting Fonts

A font is a graphical representation of text that may include a different typeface, point size, weight, color, or design. The image shows some examples of different computer fonts. Software programs like Microsoft Word, Microsoft Excel, and Ms-access allow users to change the font used when typing text in the document or spreadsheet, as do web designers.

Formatting Fonts Sometimes users want to specify or change the appearance of a group of words or characters, or even of a single word or character, and they are not familiar enough with all of Word's font formatting options to know how to achieve the effect that they are seeking. Although most users are probably familiar with some different font families and sizes and with the italic and bold typefaces, many users do not know how to determine and apply the settings that are needed to add a colored background to their text or to type

References[edit]

1. ^ The 1996 Oxford Dictionary of Computing
    3. http/Doc.microsoft.com

Self-Check -3	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. ----- is a graphical representation of text (2)
    A. Font
    B. Lay out view
    C. A&B
    D. None
2. When User wants to specify or change the appearance of a group of words or characters they needs (2)
    A. Formatting
    B. Deleting
    C. Moving
    D. None

Note: **Satisfactory rating - 3 and 4 points   Unsatisfactory - below 3 and 2 points**
You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Operation Sheet 1	Adjusting page layout and settings

- Steps to Change page setup

Use the Page Size and Page Layout groups on the Page Setup tab to change size, orientation, margins, and so on.

- ✓ Click the Page Setup tab.
- ✓ In the Page Size group, click Size to select a different paper size.
- ✓ In the Page Size group, click Margins to make adjustments to the report's margins.
- ✓ In the Page Layout group, click Portrait or Landscape to change the paper orientation.

Operation Sheet 2	Adjusting page layout and settings

- Steps to create a new toolbar

    - ✓ On the View menu, point to Toolbars, and then click Customize.

    - ✓ Click the Toolbars tab, and then click New.

    - ✓ In the Toolbar Name box, type a name for your new custom toolbar.

    - ✓ In the Make toolbar available to box, click the template or open document where you want to store the toolbar.

    - ✓ Click OK.

    - ✓ The Customize dialog box appears.

        - o Click the Commands tab. Click the category that you want to select your button from. Under Commands, drag the button that you want to the new toolbar.

        - o Click Close.

- Steps to delete a custom toolbar

    - ✓ On the View menu, point to Toolbars, and then click Customize.

    - ✓ Click the Toolbars tab.

    - ✓ Under Toolbars, click the custom toolbar that you want to delete, and then click Delete.

    Note You cannot delete a built-in toolbar. When you select a built-in toolbar in the Toolbars list, the Delete button is unavailable, and the Reset button becomes available. If you click the Reset button, the built-in toolbar returns to its original default appearance.

References[edit]

1.   ^ The 1996 Oxford Dictionary of Computing
   4. http/Doc.microsoft.com

Operation Sheet 3	Formatting Fonts

- To Changing font type

  ✓ Highlight the text you want to change.

  ✓ Click the down arrow next to the font field on the format bar. (If you want to change the font to bold, italic, or underlined, click on the B, I, or U on the format bar.)

  ✓ After clicking the down arrow for the font, you should be able to select from each of the installed fonts on your computer. Click the font you want to use and the highlighted text will change.

- Changing font size

  ✓ Highlight the text you want to change.

  ✓ Click the down arrow next to the size box on the format bar. Often, the default size is 12, as shown in the above example.

  ✓ After clicking the down arrow for the size, you should have a selection of different sizes to choose. Some fonts may not scale properly, so they may have limited size options.

- To Changing font color

  ✓ Highlight the text you want to change.

  ✓ Click the down arrow next to the color icon. It is usually displayed as the letter "A" with a red underline, as shown in the example above.

  ✓ After clicking the down arrow for the color, select the color you want to make the text.

LAP Test	Practical Demonstration

Name: _____   Date:

_____

Time started: _____   Time   finished:

_____

- Task 1
  - ✓ Adjust the paper size in to landscape
- Task2
  - ✓ Create a new toolbar Based on the procedure

- Task3
  - o Make the type Bold
  - o Make the font size 20
  - o Make the font color red