

Lesson Plan

Teacher:	Mr. T West	Date:	11/05/2011	Time:	14:54
Class:	9MQB4	Subject:	ICT	Room:	IT5

Topic	Access Databases
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Learning Objectives WALT:	QTS:	Learning:
Learn how to create a report of some information from a query or table.		

Learning Outcomes:		
All students must...	Most students should...	Some students could...
Have created a report for the times of band players playing in order	Have a screenshot of the design and report view for both the reports.	Place a logo into the ticket report.
Have created a report to create an individualised ticket for each member.	Be able to format the ticket reports into two columns	

Lesson Summary:	
Time	Description
	<p>This lesson we are going to be looking at creating some reports.</p> <p>Ask them what a report is? As them why do we create reports?</p> <p>Explain what a report is. This is something that can be printed of so that the table view is in a nice readable format. It is reporting on the data that you want to display in an easy to read format. This is for when you give it to event organisers and people who need information on the even they can understand it a good way.</p> <p>QUICK RECAP TO GET THEM ALL UP TO SPEED. RM Tutor to take over. Then move onto the report of bands times.</p> <ol style="list-style-type: none"> Click on the reports under the various options tabs. 2) Click new 3) Click on query of performance start time 4) ASK WHAT FIELDS WE NEED choose band and start and finish time 5) grouping band name 6) ASK do we need to sort by ascending? NO as it is already done 7) choose tabular and landscape 8) choose corporate design 9) then under the design view you need to format the boxes that are too wide so that they fit into the page view. Screen shot the finished report and the design view past into the PowerPoint and then annotate the report. <p>Then show them how to create a ticket report .</p> <ol style="list-style-type: none"> Click on reports tab > click new > REPORT WIZZARD!!!!> select query or table to use ASK WHY or What one > NEXT NEXT NEXT on all options maybe explain briefly what they do. Screen Shot each on on design view and print view. Anotate what they did and why they did it? <p>Give them 5 minutes to get that sorted. Then bring them in and do the tickets report demonstration and do this in chunks.</p>

	<ol style="list-style-type: none"> 1. Click on reports > click new with report wizard > Ask them which fields we need Name and surname> click next for next two > choose columnar layout orientation LANDSCAPE Get them this far then take over screens again. 2. Then talk through different layout options and how to get the spacing correct > then choose in page setup then arrange by columns > SHOW THEM HOW TO PUT A LOGO OR PICTURE IN ALSO AS EXT <p>Get them to screen shot and annotate this in the correct slide.</p> <p>Plenary. Ask them why we create reports and what the point is of doing this.</p>
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Assessment for Learning:		Homework:
The screen shots with annotations of each of these tasks with the report		N/A