

Using the Resource Mapping Database

The Resource Mapping Database has been created in Microsoft® Access for Windows® 97. Access is a relational database system that allows users to perform data management tasks, including storing, retrieving, and analyzing data. It also allows a number of related tables and options to be stored in a single database, eliminating the need for users to create a new database for each table. The Resource Mapping Database is a relatively simple database presenting information about 42 different programs which can/do relate to the goals and principles of School-to-Career. The data is organized into a set of fields: ID (an ordinal numbering system), Program, Category, Purpose, Target Population, Funding Source/Categories, Access to Funds, Local Connection to School-to-Career, Funding Criteria, and Program Provider.

To manipulate the data, use the FIND and QUERY functions. These functions are described below and will be sufficient commands for controlling the data for most users' purposes. Some useful queries have also been created for you. Use the Database Wizard to help you to create applications to manipulate the data for your own purposes.

FIND

To find a word or sequence of words, highlight the column(s) that you wish to search. Click on EDIT and then on FIND. A screen will appear. Type the word(s) that you want to search in the FIND WHAT column; press FIND FIRST. Right click after highlighting the column(s) to be able to look across the data fields as the search reveals matches. This function will continue to bring up each match for as long as your wish to continue searching the database or until no new matches are revealed.

QUERY

Queries are used to view, change, and analyze data in different ways. You can also bring together data from different areas in the database table and rearrange it how ever you would like to see the data or for ease of using the Find function or creating applications. Queries can also be used as the source of records to create forms and reports.

To create queries, go to the QUERIES tab. Select NEW. Select SIMPLE QUERY WIZARD. Select the STC RESOURCE MAPPING table and then select the fields that you want to display in your query. Complete the walk through of the wizard. QUERIES are also useful for searching multiple columns of information for the key words you wish to search.

Additionally, consult the Answer Wizard with questions that arise as you work with this database.

