

## Bioluminescent Ocean Creatures



Name of Creature

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1. The scientific name of my ocean creature is \_\_\_\_\_.
2. The habitat of my ocean creature is \_\_\_\_\_.
3. The size of my ocean creature is \_\_\_\_\_.
4. The depth of water that my ocean creature resides in is \_\_\_\_\_.
5. The food source of my ocean creature is \_\_\_\_\_.

Find an image of your ocean creature on the web to use in the database. Download the image to your folder by right clicking on the image and clicking on save picture as ...browse for your folder and click on save.

Websites on bioluminescence creatures:

<http://www.seasky.org/monsters/sea7a1.html>

[http://www.mbayaq.org/efc/living\\_species/default.asp?hOri=1&group=3](http://www.mbayaq.org/efc/living_species/default.asp?hOri=1&group=3)

<http://www.lifesci.ucsb.edu/~biolum/organism/photo.html>

## How to create the Ocean Creatures database using Access

1. Launch Access and choose **Blank Database** and name your database. You may browse to save your database to a designated drive/folder. The default folder is My Documents. Click on **Create**.


### Creating a Table

2. Click on **Tables** under the Objects' menu.
3. Create table in **Design View**
4. Use the following information to build the table:

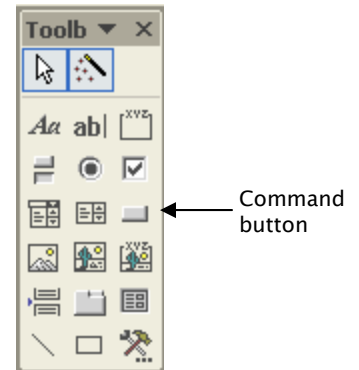
Field Name	Data Type	Lookup Values	Caption (at the bottom)
creature	Text		Scientific Name
habitat	Lookup Wizard	Coral Reef; Kelp forest; Rocky Seashore; Sandy Beach; Marsh; Open Ocean	Habitat
size	Lookup Wizard	Small (up to 12"); Medium (13" – 50"); Large (5' – 19'); Giant (20' and up)	Size
water_depth	Lookup Wizard	Surface; Shallow (10' –599'); Medium (600' – 2999'); Deep (3000' and up); Ocean Bottom	Depth of Water
food_source	Text		Food Source
image	OLE Object		

5. To add lookup values, choose Lookup Wizard for the Data Type and then select **I will type in the values that I want**. Click on **Next**.
6. Type the options below under Col1. Hit Tab on your keyboard to move to the next row. Each word should be on its own row. Click on **Finish**.
7. Once the database table is completed, you can create a form using the wizard. Click on **X** to close the form. Name the table **creatures**. Click on **No** when asked if you want to assign a Primary Key.

## Creating a Form


8. Click on Forms on the **Objects** menu. Then choose **create form by using the wizard**.
9. Use the double arrows to move all of the **available** fields to the **selected** field's window.
10. Click on **Next** and then choose **Justified**, click **Next**.
11. Choose Standard for your style (*we will change this later*), click on **Next**.
12. Name your form ocean\_creatures, accept the default – open the form to view form.
13. Click on **Finish**.
14. Click on Design View using the icon in the top left hand corner that looks like designer tools. 
15. Rearrange the fields to create a more aesthetic form. Align all six fields in the top left hand corner of the form. Once in design view mode, you can move (using the crosshairs icon) the fields and captions around as well as resize them by dragging the corners with the double arrow icon. **Tip:** The finger icon moves a single label, the hand icon moves the group (label and field).
16. Click on the label and field boxes to Change the font to Tahoma with a 9 point font. Make all labels **bold**. You can do all of them at one time by holding down the shift while selecting the fields and labels.
17. Delete the label, **image**.
18. Once the fields and labels are arranged, double click on the box in the top left hand corner of the form. This displays the properties of the form.
19. Under the Format tab of the form properties, set the following:
  - Default View: Single Form
  - Allow Form View: Yes
  - Allow Datasheet View: No
  - Allow Pivot Table View: No
  - Allow Pivot Chart View: No
  - Scroll Bars: Neither
  - Record Selectors: No
  - Navigation Buttons: No
  - Border Style: None
  - Min Max Buttons: None
  - Close Button: No
  - What's This Button: Yes
  - Picture: browse for your background picture
  - Picture Size Mode: Stretch
  - Picture Alignment: Top left
  - Picture Size Mode: Stretch
20. Close the form by clicking on the **X**. Click **Yes** to save changes to the form.

21. Stretch the footer at the bottom of the form so that your navigational buttons will fit. You can do this by click, hold and
22. To add navigation buttons at the bottom of the form, use the toolbox menu. If it is not turned on, go to **View** and select **Toolbox**.
23. Use the command button on the Toolbox menu. Once selected, you can draw the button on the form and the wizard will appear giving options for the purpose of the button.
24. Select **Record Navigation, Goto Next Record**, click on **Next**.
25. Select Picture and choose the right arrow icon, click on Next.
26. Name the command button Next\_button, click on **Finish**.
27. Use the command button on the Toolbox menu. Once selected, you can draw the button on the form and the wizard will appear giving options for the purpose of the button.
28. Select **Record Navigation, Goto Previous Record**, click on **Next**.
29. Select Picture and choose the Left arrow icon, click on Next.
30. Name the command button previous\_button, click on **Finish**.
31. Use the command button on the Toolbox menu. Once selected, you can draw the button on the form and the wizard will appear giving options for the purpose of the button.
32. Select **Form Operation, Close Form**, click on **Next, Picture, Browse**. Browse for the picture - sm\_fish.bmp. Click **Open**. Click **Next**.
33. Name the command button close\_form, click on **Finish**.
34. Use the command button on the Toolbox menu. Once selected, you can draw the button on the form and the wizard will appear giving options for the purpose of the button.
35. Select **Record Operation, Add a New Record**, click on **Next, Picture, Exit**.
36. Name the command button add\_record, click on **Finish**. Close the form and save the changes.



## Creating a Report

37. To create a report from the database, click on reports under the objects menu. Double click on **Create report by using wizard**.
38. Use the double arrows to select all fields.
39. Click on **Next**, When asked do you want to add grouping, select **habitat** by double clicking on it and click on **Next**.
40. What sort order do you want for detail records? Choose creature from the drop down menu and leave the default setting of ascending, click on **Next**.
41. How would you like to lay out your report? Choose **Align Left 2** and **Landscape**. Click on **Next**.
42. What style would you like? Choose Casual, click on **Next**.

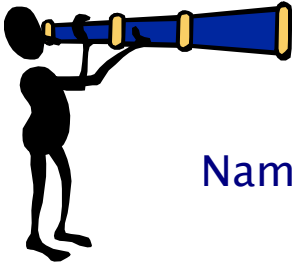
43. What title do you want for your report? **Bioluminescent Ocean Creatures**. Click on **Finish**.
44. Once you have reviewed your report, click on the Design View Icon  and modify your report so that all field names show in full.
45. Adjust the size of the image box and make it smaller.
46. Double click on the image while in design view to get the properties. Find the property **size mode** and set it to **stretch**.

## Switchboard Manager

47. Click on Tools, Database Utilities, Switchboard Manager
48. Click Yes to create a switchboard
49. Click on Edit. (This will add items to your switchboard.)
50. Click on New.
51. Fill in the following:
  - Text: Add Ocean Creature
  - Command: Open Form in Add Mode
  - Form: Creatures
  - Click OK
52. Click on New.
53. Fill in the following:
  - Text: Ocean Creatures Report
  - Command: Open Report
  - Report: Bioluminescent Ocean Creatures
  - Click OK
54. Click Close
55. Click Close
56. Click on the Forms Object
57. Double click on Switchboard
58. Click on the Design View button and change font, colors, etc.
59. Click back to Form View.
60. Close the switchboard and save the changes.

## Switchboard Startup

61. Go to tools and Startup
62. Under Display Form/Page, choose switchboard
63. Turn off the Display Database Window by deselecting the checkbox. Click Ok
64. Close your database and open it back up. You should see your switchboard.



## Student Self Assessment

Name: \_\_\_\_\_

1. I can define and give examples of bioluminescent animals.



Observer



Investigator



Expert

2. I researched the Internet and found a bioluminescent animal.



Observer



Investigator



Expert

3. I was able to find the habitat and ocean depth of my animal.



Observer



Investigator



Expert

4. I was able to find the food source and size of my animal.



Observer



Investigator



Expert

5. I filled out my research sheet completely.



Observer



Investigator



Expert

6. I used a database to enter information, make comparisons and draw conclusions.



Observer



Investigator



Expert