

## Access for Data Cleaning

Facilitation Guide - 50 minutes

### Description

In this module, participants will be introduced to Microsoft Access and be guided through the process of importing, visualizing, cleaning, and exporting their dataset. They will learn different ways to create queries, how to summarize the data in queries, and how to use joins to create links between tables in queries.

### Learning Objectives

Participants will...

- Learn to import and export data from Access
- Learn different ways to view data on Access
- Learn how to build queries and create joins

### Materials

Presentation

Pre and Post Assessment

*Optional:* Virtual Question Parking Lot (i.e. Jamboard)

## Facilitator Guide

*Welcome and Getting Started (Slides 1-9) - Introduce yourself and your role. Share the purpose of the session and discuss the Learning Objectives.*

10 Minutes

### Tips & Tricks

- Key Ideas to Highlight
  - This is going to be fun! You'll learn a lot.
- Resources to Share
  - Pre-Assessment

- We will...
  - Discuss the Learning Objectives
  - Introduce Microsoft Access
    - 2 versions available

- Setting a trusted location

Take a few minutes to go through the pre-assessment and see what you know. If you're unsure/have questions about the content, those are great places to start when engaging with the presentation.

*Consider – Using a virtual tool like Jamboard to serve as a question parking lot for participants to share questions that come to mind throughout the module.*

*Getting Your Data (Slides 10-12) - In this section, we'll cover the process of importing data into Access. We will also discuss the option of linking your data instead of importing.*

5 Minutes

Tips & Tricks

- Key Ideas to Highlight
  - Importing vs Linking
- Resources to Share

- We will...
  - Discuss how to decide if your data should be imported or linked.
  - Show participants how to import their file.

*Views (Slides 13-29) - In this section, we'll cover different ways that data can be viewed in Access. We will guide participants through using Filters and explain how to create different types of queries. We will also guide participants through using formulas to perform various actions.*

20 Minutes

Tips & Tricks

- Key Ideas to Highlight
  - View vs Action
  - Filters
  - Query wizard vs Query design
  - Formulas in Select and Make Table Query
- Resources to Share

- We will...
  - Define a View and an Action
  - Discuss the ways Access allows you to view your data
    - Where to access Filters
    - Query wizard vs Query design
      - Demonstrate how to use different types of queries
    - Discuss using formulas to complete actions
      - Concatenate and Renaming

*Relating Your Data (Slides 30-34) - In this section, we'll cover using joins to create links between tables in your queries. We will help participants navigate through the Join Properties menu to obtain their desired result. We will also show how to rename fields with a query instead of directly.*

5 Minutes

#### Tips & Tricks

- Key Ideas to Highlight
  - Types of joins
  - Renaming a field with a query
- Resources to Share

- We will...
  - Create links between tables in queries with joins
    - Discuss Equal, Left, and Right joins
    - Navigate the Join Properties menu
  - Rename a field with a query

*Getting Your Data (Slides 35-38) - In this section, we'll cover the process of exporting your cleaned data from Access. We will also allow time to answer participants' questions.*

10 Minutes

#### Tips & Tricks

- Key Ideas to Highlight
  - Exporting data file
- Resources to Share
  - Post Assessment

- We will...
  - Guide participants through exporting data from Access
    - Discuss appropriate formats to save data
- **Questions?** - Check to see if your audience has any questions about the presentation. If used, refer back to the virtual question parking lot (i.e. Jamboard) to answer any last questions.
- **Thank you!** – Give yourself a round of applause! Share link to post-assessment for the final Check for Understanding.