

## BTEC LEVEL 3 IT: SUMMER RESEARCH

Find a tutorial on using Microsoft Access 2019 – use the tutorial to find out:

- How to create tables using appropriate data types
- How to create forms
- How to enter data into the forms
- How to create queries to search the data
- Make yourself a 'How to' guide on these or if you have MS Access create a database.
- You could download a trial version of the software if you haven't got it at home to try out some practical activities



Register yourself for a range of social media accounts (a minimum of 3) that you think a business could use, e.g. Facebook, Twitter, Pinterest, Instagram.

Carry out some research on the features of each and try some of them out. Make notes of your research (you will be able to use them in your first assignment)

Try and visit them on a weekly basis – keep screenshots and make a note of any business-related content you observe ~ you can also use this in your assignment

**Enjoy the rest of your summer  
break and**

**SEE YOU IN SEPTEMBER!**