Your textbook is divided into three main sections and your student data files are organized in a similar fashion. These sections are Modules 1-4, 5-8, and 9-12. Within your student data files, you have three main folders, labeled Access1, Access2, and Access3. The files within the Access1 folder are for Modules 1-4, the files within the Access2 folder are for Modules 5-8, and the files within the Access3 folder are for Modules 9-12.   
  
Within each group of modules, the database builds upon the previous module. For example, after completing the database for Module 1, you will use the solution from Module 1 as the start file for Module 2. The solution from Module 2 will serve as the start file for Module 3. Finally, the solution file for Module 3 will serve as the start file for Module 4. All the supplementary files needed for Modules 1-4 are located in the Access1 folder in your student data files.  
  
Beginning with Module 5 you will have a new group of beginning and supplementary files for Modules 5-8, and you will continually build upon the database throughout these modules. The beginning and supplementary files for Modules 5-8 are located within the Access2 folder in your student data files. When you reach Module 9, you will once again have a new set of beginning and supplementary files for Modules 9-12, and you will once again continually build upon the database throughout these modules. The beginning and supplementary files for Modules 9-12 are located within the Access3 folder in your student data files.  
  
This approach to organizing and utilizing student data files may be a departure from other textbooks you have used where each module was independent of other modules. This approach is unique to this textbook. By having modules build upon other modules, you will gain a deeper understanding of the power and complexity of databases in a realistic environment.