

MICROSOFT ACCESS

- Microsoft Access is a powerful program to create and manage your databases.
- Microsoft Access is a Microsoft software product that is primarily a data management tool (database software).
- Microsoft Access can only be used to implement a small database preferably a personal or three person group database.

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- In a Microsoft Access database, data appears in a *table* that looks very similar to a **spreadsheet**.
 - The column headings are called ***field names*** and the columns are called ***fields***.
 - The rows of data are called ***records***.
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SAMPLE FIGURE

First Name	Last Name	Address	Phone Number
Corazon	Marcos	22 Irving Avenue	220-1290
Ferdinand	Ramos	9 Magsaysay Street	226-5623
Joseph	Aquino	75 Acacia Road	225-9090
Fidel	Ejercito	109 Rizal Blvd	221-6773

- A telephone database, called a table, consists of rows called records and columns called fields.

Following are a few common examples of information stored in databases:

- Employee data
 - Students and classes
 - Product inventory
 - Customer purchases and orders
 - Sales contacts
 - Suppliers
 - Audio and video collections
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EXPLORING ACCESS

Microsoft Access is a relational database management system designed for the graphical environment of Windows.

With Access, you can perform the following tasks:

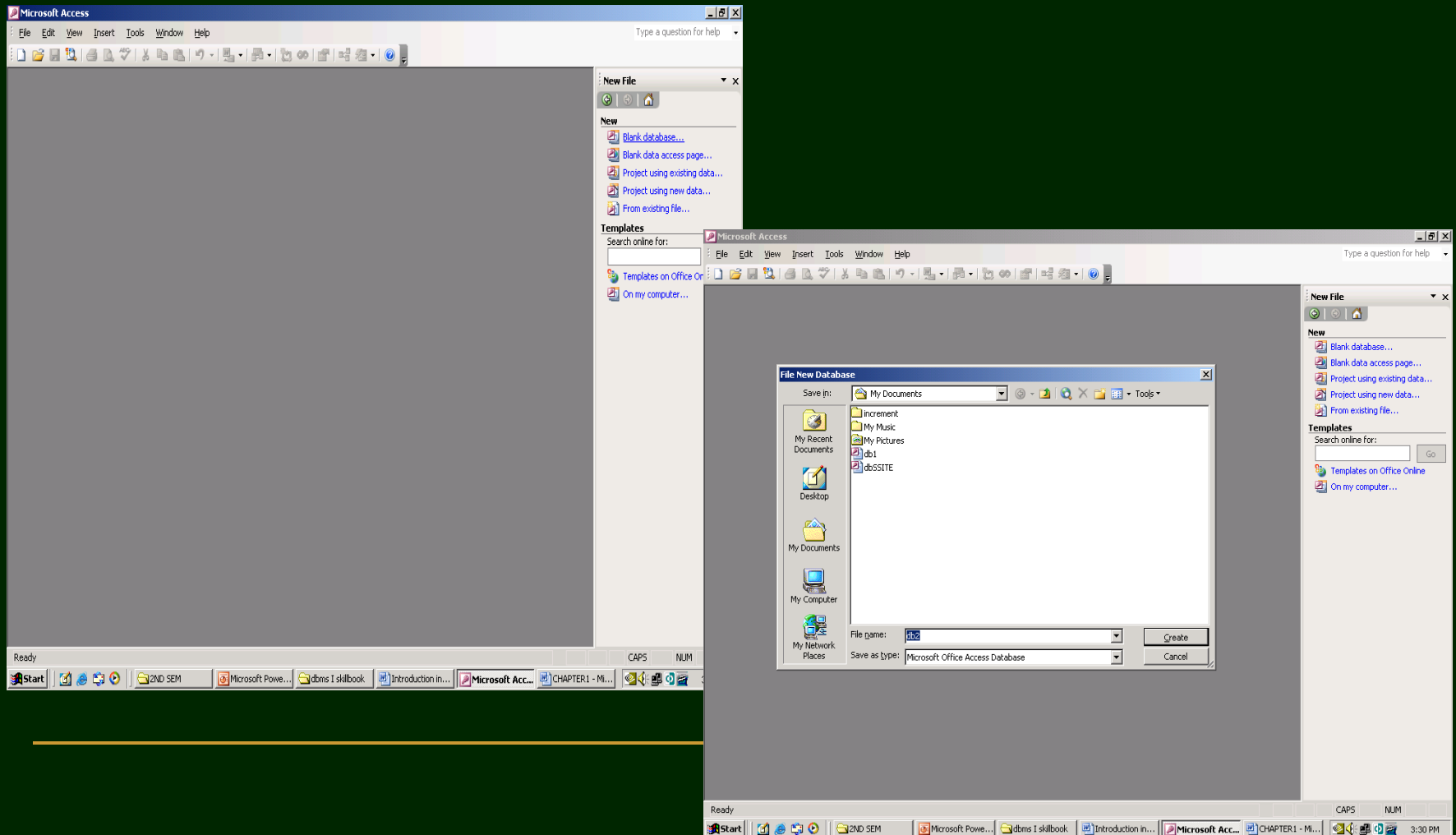
- Organize data into manageable related units
- Enter, modify, and locate data
- Extract subsets of data based on specific criteria
- Create custom forms and reports
- Automate common database tasks
- Graph data relationships
- Add clip art to form and reports
- Create your own turnkey database application, complete with menus, dialog boxes, and command buttons.

DATABASE OBJECTS

Object	Description
Table	Stores data in row-and-column format, similar to a spreadsheet.
Query	Extracts data from a table based on user-supplied criteria. Queries enable you to view fields from more than one table.
Form	Displays data from a table or query based on a user-defined custom format. Forms enable you to view, edit, and print data. A form can display information from more than one table.
Report	Displays and prints data from a table or query based on a user-defined custom format.
Macro	Automates common database actions based on user-specified commands and events.
Module	Automates complex operations and gives a programmer more control than macros. Modules are procedures written in the Visual Basic for Applications programming language.

STARTING ACCESS

■ OPENING A DATABASE OR CREATING NEW DATABASE



MICROSOFT ACCESS ENVIRONMENT

