

OGUN DIGICLASS

CLASS: SECONDARY SCHOOL

SUBJECT: COMPUTER STUDIES

TOPIC: MICROSOFT ACCESS

LEARNING OBJECTIVES

At the end of the lesson students should be able to:

- define Microsoft Access.
- know how to Start Microsoft Access(creating a database).
- know how to create access objects.
 - (a) Tables (b) forms
(c) query (d) reports

DEFINITION OF MICROSOFT ACCESS

Microsoft Access is a Database Management System (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools.

(Microsoft Access is a database creation and management program)

It is a member of the Microsoft Office suite of applications

WHAT IS A DATABASE ?

To understand Access, you must first understand databases.

A database is a collection of data that is stored in a computer system.

Or collection of related records.

A computer database is a program that lets you store, organize and manipulate data.

Databases allow users to enter, access, and analyze data quickly and easily.


HOW TO START MICROSOFT ACCESS (creating a database)

Access

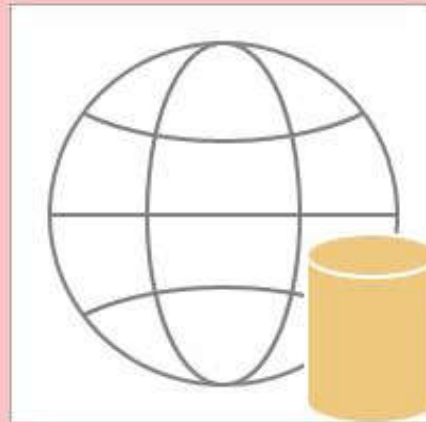
Recent

Database2
Documents

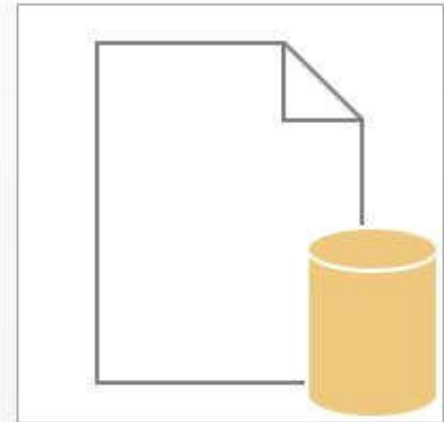
Database1
Documents

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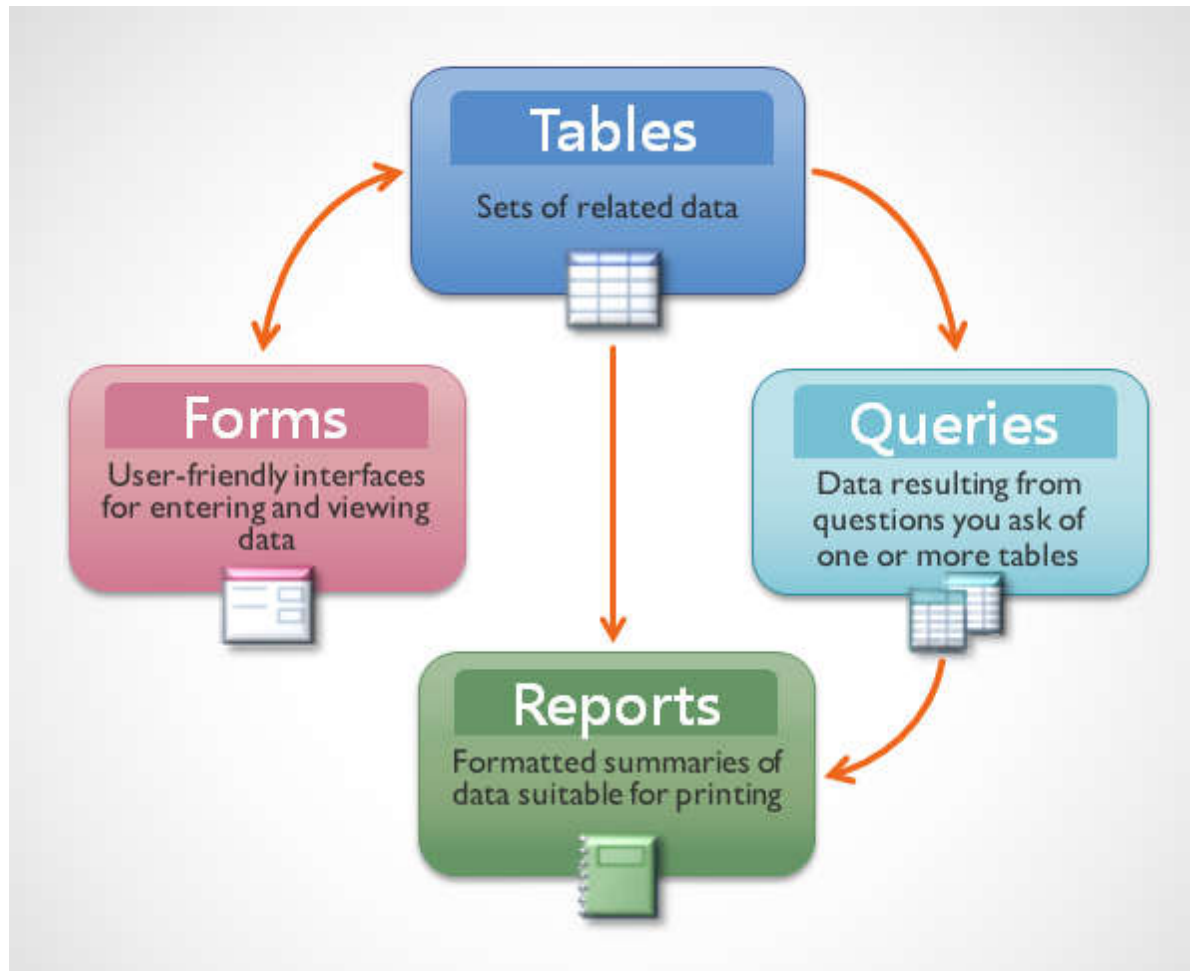


Blank desktop database

HOW TO CREATE MS-ACCESS OBJECTS

PRACTICAL SESSION ON HOW CREATE

(a) tables (b) forms (c) query (d) reports



PAST QUESTIONS (ASSIGNMENT) 2018

Using a database application, design a database for employee salary table as shown below:

<i>I.D.</i>	<i>SURNAME</i>	<i>FIRST_NAME</i>	<i>JOB TITLE</i>	<i>SALARY</i>
134	IBRAHIM	HAMZA	ACCOUNTANT	300,000
160	ADEMOLA	AYO	ENGINEER	350,000
198	OBI	NDIDI	CLERK	150,000
264	YUSUF	GARBA	MESSENGER	100,000
279	OSUNDE	AMINA	PROGRAMMER	400,000
340	MAMUDU	ENIOLA	MANAGER	500,000

PAST QUESTIONS (ASSIGNMENT) cont.

1. Create a report from the table and name it “***EMPLOYEE SALARY***”
2. Create a form from the table and name it “***EMPLOYEE INFORMATION***”
3. Delete the record for employee **279**