What is Access: Microsoft Access is a database management system that allows you to create, manage, and store data in an organized way.

- Tables: Tables are the basic building blocks of an Access database. Each table represents a collection of related data, and each row in the table represents a single instance of that data.
- Fields: Fields are the columns in a table, and each field represents a specific piece of data. It's important to understand how to create, edit, and manage fields in Access, as well as how to set data types and apply validation rules to ensure data accuracy.
- Primary keys: A primary key is a field or set of fields that uniquely identifies each record in a table. Understanding how to set and manage primary keys is essential to maintaining data integrity in Access.
- Relationships: Relationships define how tables in a database are related to each other. It's important to understand how to create, edit, and manage relationships in Access, as well as how to enforce referential integrity to ensure data consistency.
- Forms: Forms provide a user-friendly interface for entering and editing data in a database. It's important to understand how to create, customize, and manage forms in Access, as well as how to use form controls to enhance usability.
- Queries: Queries are used to extract data from one or more tables in a database. Understanding how to create and run queries in Access is essential to retrieving the data you need from your database.
- Reports: Reports are used to summarize and present data from a database. Understanding how to create, customize, and manage reports in Access is essential to effectively communicating your data to others.
- Navigation Pane: The Navigation Pane is where you can view and manage all the objects in your database, such as tables, queries, forms, and reports.
- Help Feature: Access provides a built-in help feature that can provide answers to common questions and help you troubleshoot any issues you may encounter while using the program. It's important to understand how to use this feature to help you learn and use Access effectively.
- Structured Information: Structured information refers to data that is organized and stored in a logical, structured way. Access allows you to create structured databases to store your information.
- Records: Records are the rows in a table, and each record represents a single instance of the data stored in the table.
- Field Name: The field name is the name given to a specific column in a table. It's important to choose descriptive and meaningful field names to make it easier to understand and work with your data.
- Field Type: The field type refers to the type of data that can be stored in a specific column in a table, such as text, number, date, or yes/no.
- Field Description: The field description is an optional brief explanation of what data is stored in a specific column in a table. It can be useful to provide clear and concise descriptions to make it easier to understand and work with your data.
- Data Entry Form: A data entry form provides a user-friendly interface for entering and editing data in a database. It can help to streamline data entry and improve data accuracy.
- Fields: Fields are the areas on a data entry form where data is entered. It's important to choose the appropriate field type and size for each column in the table.

- Labels: Labels provide a description of the data that should be entered in each field on a data entry form. They can help to ensure that data is entered accurately and consistently.
- Combo Box/Drop-down Lists: Combo boxes and drop-down lists provide a way to limit the options available for a specific field in a data entry form. They can help to improve data accuracy by ensuring that only valid options are entered.
- Design View: Design view is a mode in Access that allows you to customize the layout and design of a form or report. It provides greater control over the appearance and functionality of your database objects.
- Datasheet View: Datasheet view is a mode in Access that allows you to view and edit the data in a table. It provides a spreadsheet-like view of your data, and allows you to make changes to multiple records at once.
- Field and Label Separation: Separating fields and labels on a data entry form can make it easier to read and understand the form. It's recommended to separate fields and labels when there are multiple fields on the form or when the labels are lengthy.
- Field Description Usage: Providing field descriptions is an optional step in database design, but can be useful for improving data clarity and organization. Field descriptions can be particularly helpful when sharing databases with others or when working with complex data.