B.Com. II Year (III Semester)
(Computer Application)

Theory Marks: 70
Internal Asst. : 30

DBMS CONCEPTS USING MS ACCESS

UNIT-I   Concepts of DBMS, advantages, various views of data, data independence, scheme and sub-scheme, data models, data base languages, database administrator,
E-R models, Keys: Primary, candidate, Super Key, Foreign Key.

UNIT-II   Access Concepts and terms: Database tables, relational database, record, field's controls and objects, queries and dynasts, forms, reports, properties, wizard, macros, Access requirements, starting and quitting access.

UNIT-III   Creating database and tables with and without wizard, field name, data types and properties, adding and deleting fields in fields, renaming fields and their caption, resizing fields, freezing columns, primary key field and indexing fields.

UNIT-IV   Form: Form wizard, saving and modifying forms : Entering and Editing data, Finding, sorting and displaying data, queries and dynasets, creating and using select queries using wild cards in queries.

UNIT-V   Reports: Creating reports, previewing reports, printing reports, modifying saving Relational database – definition purpose, creating, viewing, and deleting Expressions.

References :   1- Working in MS-Office – "Ron Mansfield" (TMH)
2- Complete Reference Access 2002 – Virginia Anderson (TMH)
3- Database Management System – Silberchatz, Korth