# Microsoft power point

DR: Eman

Eng: Shereen

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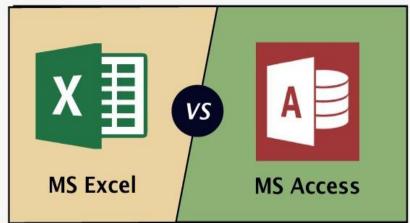
Eng: Hossam Medhat

### What is MS Access?

- MS-Access is application software for managing the databases. It is released by Microsoft in November 1992.
- It actually stores the data on the basis of the relational Jet Database Engine. It mainly provides the graphical user interface for accessing the data and the tools for software development.

## What is MS Access?

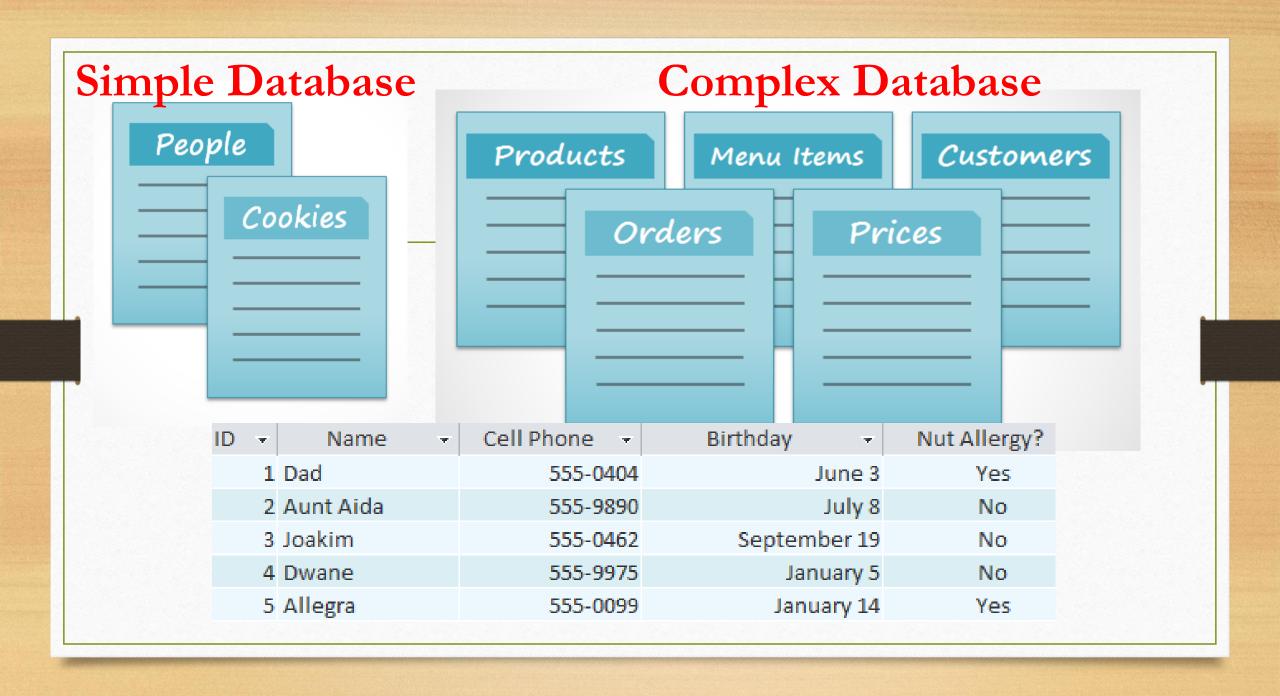
- It helps the users for managing the related data more efficiently than Microsoft Excel or other applications of spreadsheets.
- Users can easily analyze the large amount of data stored in it.
- It is not used to create large or enterprise-level databases but mainly used to create small databases. For the large databases, Microsoft provides the SQL server database engine.



### What is a database?

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

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





Dad Aunt Aida Joakim Dwane Allegra

### Cookies

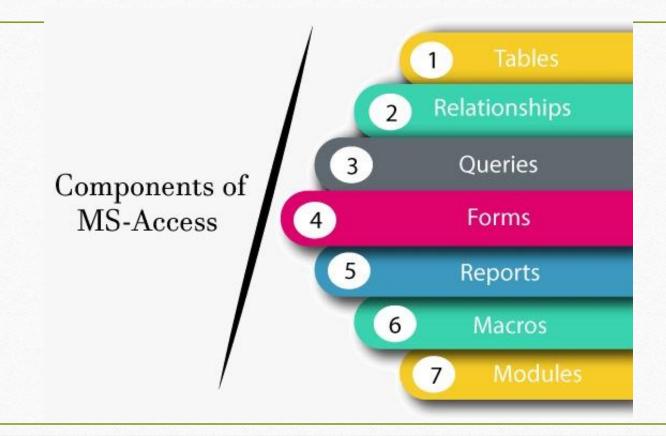
Choc. Chip
(Datmeal)
Shortbread
Cinnamon
Lemon Bar

### Batches

<u>People</u> ≯Dad

<u>Cookies</u> Oatmeal ←

## Components of Microsoft Access



## 1) Tables

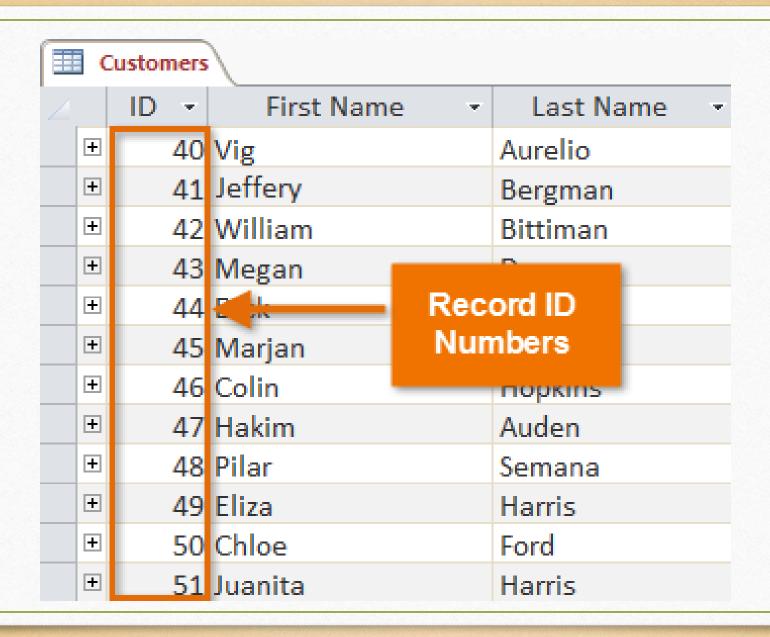
- It is the main component of the MS Access software. In the MS Access database, tables are mainly used for storing the data or information in the form of rows and columns.
- The Access tables which contain the data or information look similar to the tables in MS Excel or MS Word.
- Whenever, you create a new database in MS Access, firstly, you have to create a table in that database. You can also relate a specific table to other tables, and easily define the primary key in that table.

	C	uston	ners							
4		ID	¥	First Name	Col	umn	Name	Street Address 🔻	City -	State
	+		1	Tracey			am	7 East Walker Dr.	Raleigh	NC
	+		2	Lucinda		George	e	789 Brewer St.	Cary	NC
	+		3	Jerrod		Smith		211 St. George Ave.	Raleigh	NC
	+		4	Brett		Newki	rk	47 Hillsborough St.	Raleigh	NC
	+		5	Chloe		Jones		23 Solo Ln.	Raleigh	NC
			6	Quinton		Boyd		4 Cypress Cr.	Durham	NC
E	SO1	N	7	Alex		Hinton	1	1011 Hodge Ln.	Cary	NC
			8	Nisha		Hall		123 Huntington St.	Raleigh	NC
T	+	9 Hillary Clayto		n	2516 Newman	Raleigh	NC			
Ц	+		10	Kiara		Williar	ms	9014 Miller Ln.	Durham	NC
V	÷		11	Katy		Jones		456 Denver Rd.	Cary	NC
	+		12	Beatrix		Joslin		85 North West St.	Raleigh	NC
	+		13	Mariah		Allen		12 Jupe	Raleigh	NC
	+		14	Jennifer		Hill		2100 Field Ave.	Raleigh	NC
	+	15 Jaleel Smith		123 Hill Top Drive	Garner	NC				

	<b>Ustomers</b> Customers							
4		ID 🕝	First Name	Last Name	- Street Address -			
	+	1	Tracey	Beckha	7 Ear: Walker Dr.			
	+	2	Lucinda	George	789 Brewer St.			
	<b>±</b>	3	Jerrod	Smith	211 St. George Ave.			
	<b>±</b>	4	Brett	Newkirk	47 Hillsborough St.			
	<b>±</b>	5	Chloe		23 Solo Ln.			
	+	6	Quinton	Field names	4 Cypress Cr.			
	+	7	Alex		1011 Hodge Ln.			
	<b>±</b>	8	Nisha	Hall	123 Huntington St.			
	+	9	Hillary	Clayton	2516 Newman			
	+	10	Kiara	Williams	9014 Miller Ln.			
	+	11	Katy	Jones	456 Denver Rd.			
	+	12	Beatrix	Joslin	85 North West St.			

A **record** is more than just a row; it's a unit of information. Every cell in a given row is part of that row's record.

<b>■</b> C	ustomers							_
4	ID ▼	First Name	▼ Last Name	<ul> <li>Street Address</li> </ul>	*	City	*	State
+	1	Tracey	Beckham	7 East Walker Dr.		Raleigh		NC
+	2	Lucinda	George	789 Brewer St.		Cary		NC
+	3	Jerrod	Smith	211 St. George Ave.		Raleigh		NC
+	4	Brett	Newkirk	47 Hillsborough St.		Raleigh		NC
+	5	Chloe	Jones	23 Solo Ln.		Raleigh		NC
+	6	Quinton	Boyd	4 Cypress Cr.		Durham		NC
+	7	Alex	Hinton	1011 Hodge Ln.		Cary		NC
+	8	Nisha	Hall	123 Huntington St		Raleigh		NC
±	9	Hillary	Clayton	2516 Newman		Raleigh		NC
+	10	Kiara	Williams	9014 Miller Ln.		Durham		NC
+	11	Katy	Jones	456 Denver Rd.		Cary		NC



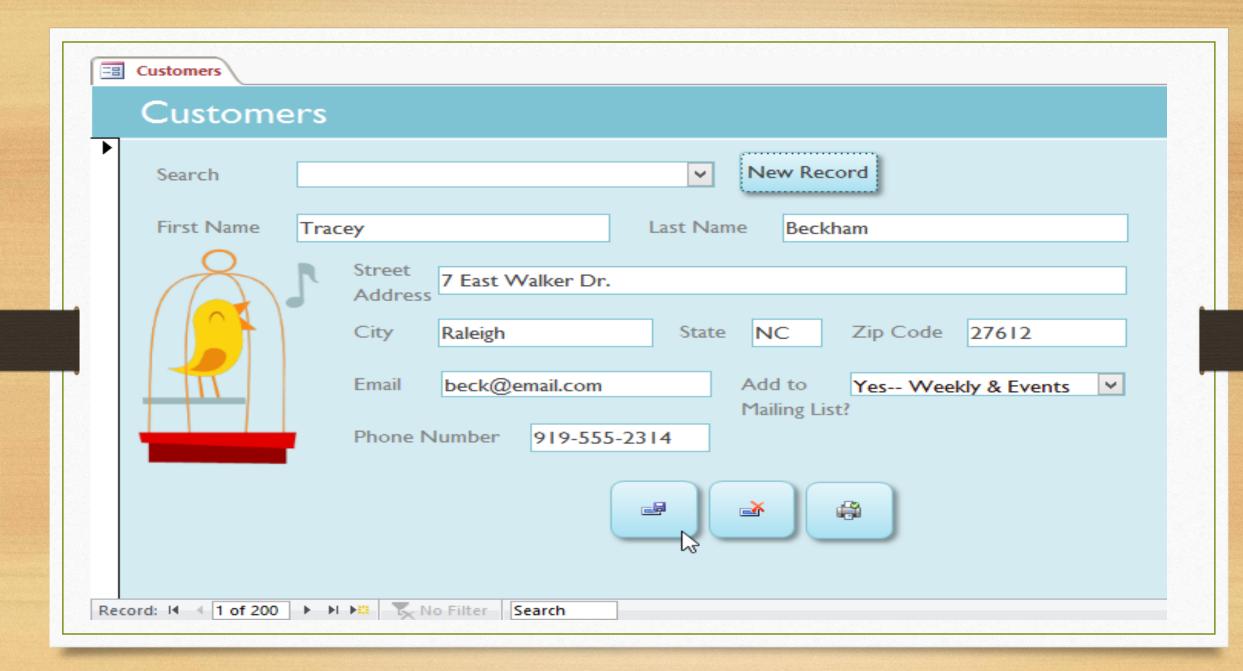
## 2) Queries

• Queries are the commands, which are used to retrieve the data or information from the database.

• It also allows you to insert the information in the MS Access database.

## 3)Forms

- It is an object or a component, which helps the users for entering the data in the table of any database by an interface.
- Forms are used for entering, modifying, and viewing records.
- Any user can easily display the data of the database.



## 4) Reports

• When the users inserted the data in the database, then they can easily view their information in an organized manner by running the reports.

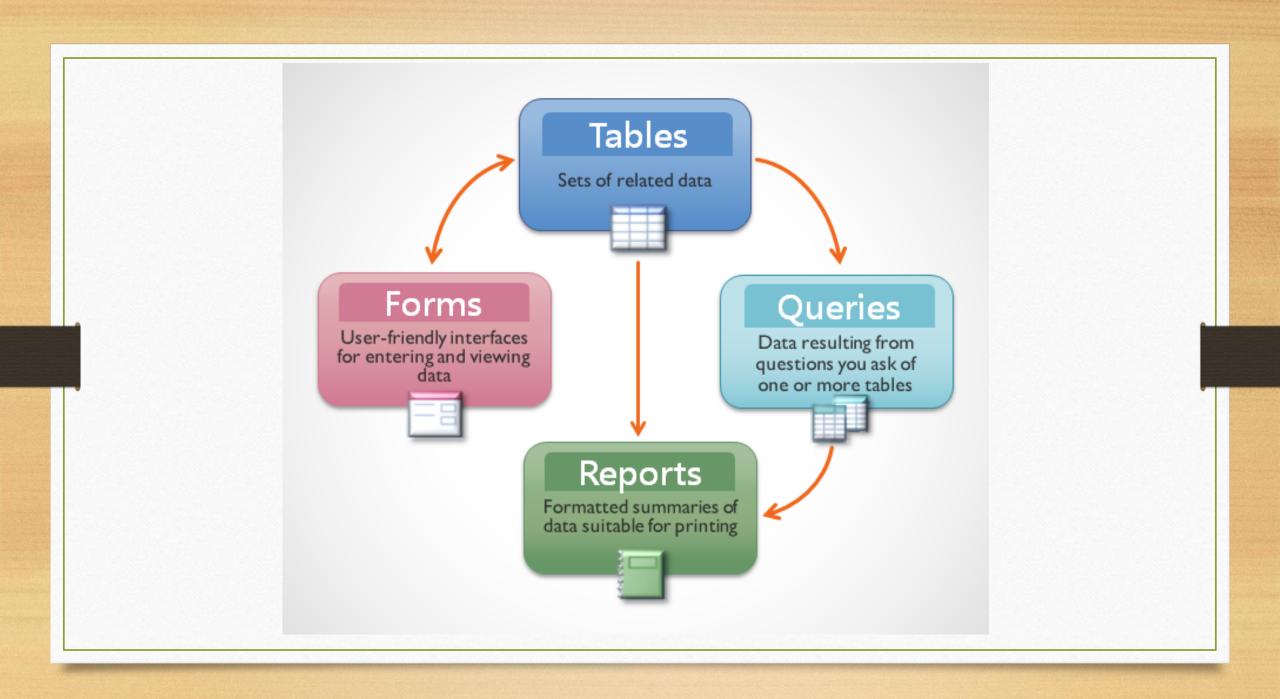
• Unlike forms, the reports cannot be edited.





## Orders

First Name	Last Name	Phone Number	Pickup Date
Andrzej	Wujek	919-555-0450	12/4/2010
Dick	Whitman	919-555-5042	12/4/2010
Xy'nya	Bell	919-555-0758	12/9/2010
Xiaoxi	Zheng	919-555-2786	12/10/2010
Hakim	Auden	919-555-0045	12/14/2010
Zoey	Altman	919-555-6688	12/15/2010
Raphaelle	Duvalier	919-555-1547	12/15/2010
Zoey	Altman	919-555-6688	12/16/2010



### Form

Search the library catalog. Fill in at least one field. The more words you search for, the smaller and more refined your results list will be.

#### Search by:



## Record (List of books)

#### Search Results

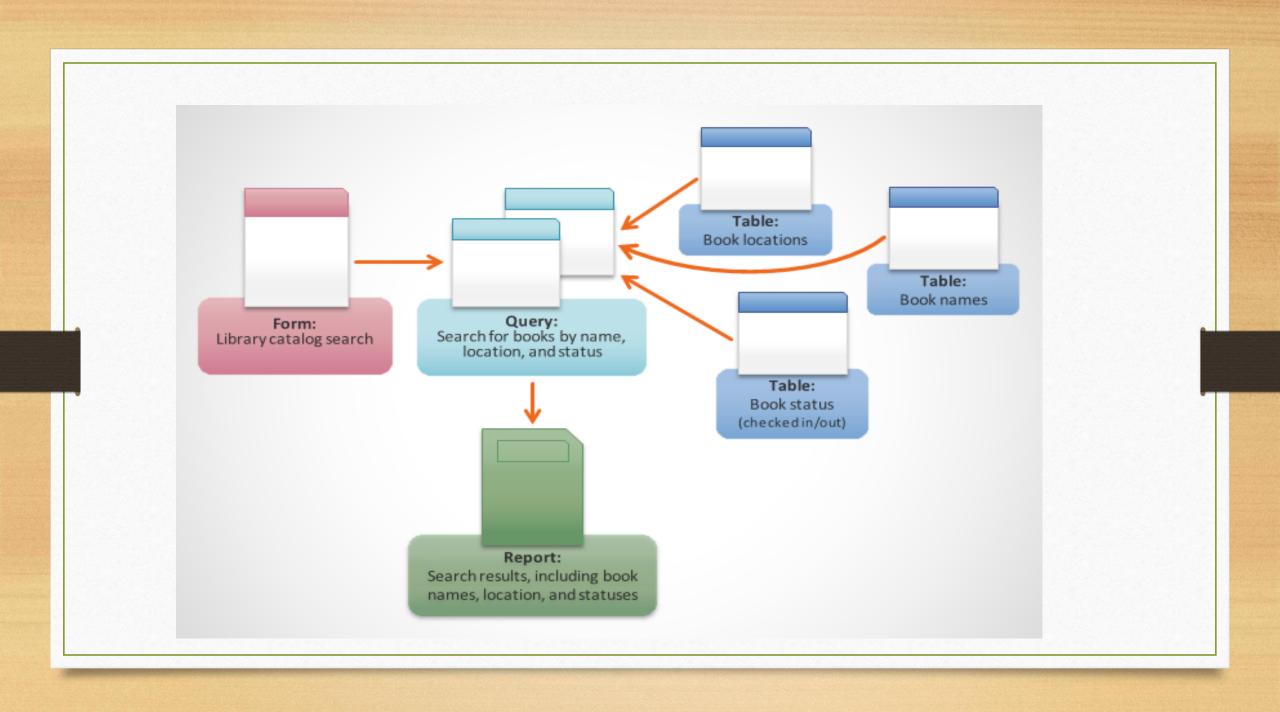
12 titles matched: lord of the rings AND tolkien

Limited by: Cameron Village Regional Library (x)

#### The lord of the rings / by J.R.R. Tolkien.

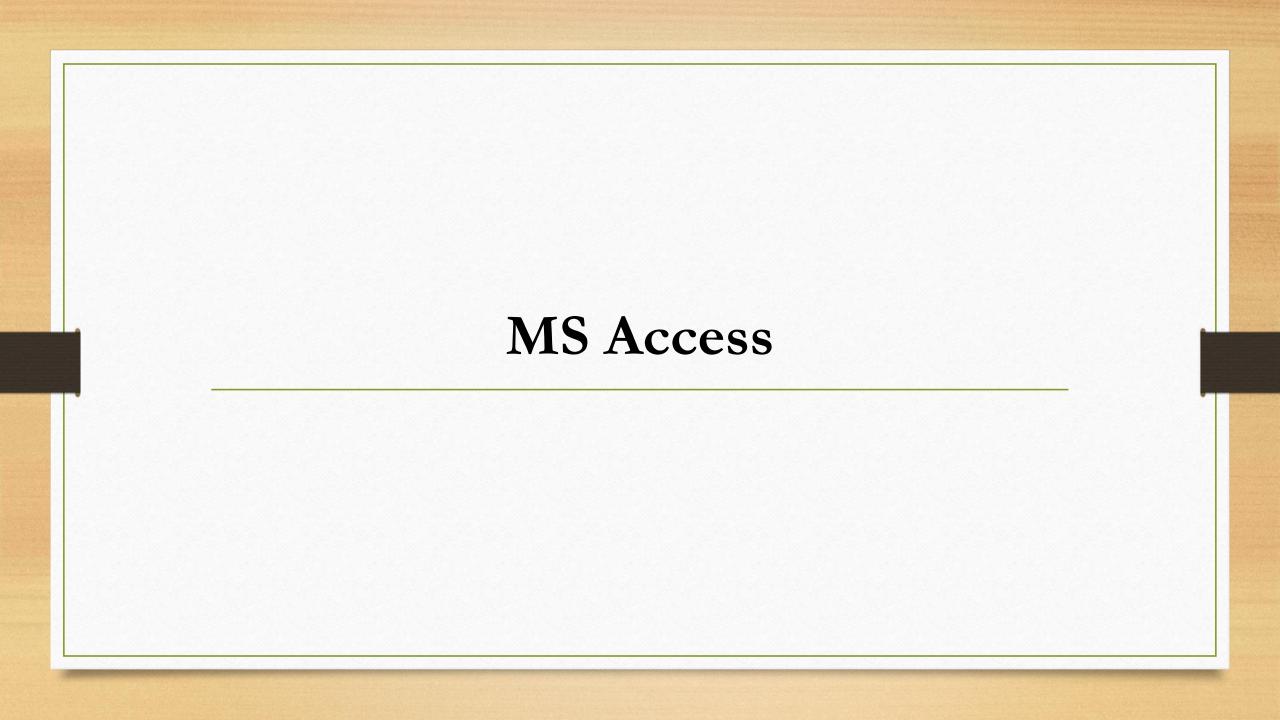
by Tolkien, J. R. R. (John Ronald Reuel), 1892-1973. Houghton Mifflin, [2005]

Number of Requests:: 0



### Difference between MS Excel and MS Access

MS Excel	MS Access
It is a spreadsheet, which performs the calculations and represents the visualization of data.	It is a Relational Database Management System (RDMS) which stores and manages the data or information easily.
2. It helps the users for building the financial and statistical models.	<ol><li>It helps the users for storing and manipulating the data in the MS Access database.</li></ol>
3. It stores less data as compared to MS Access.	3. It is mainly built for storing, so it stores a large amount of data than MS Excel.
4. It contains spreadsheets, which look same as the paper spreadsheets.	4. This software contains the tables, forms, queries, reports, modules and macros.
5. This software application is less flexible than MS Access.	5. Its flexibility is more than MS Excel.
6. Microsoft Excel is simple and easy to learn.	6. It is more complex, and difficult to learn.
7. The programming concepts are not required in this application software.	7. The programming concepts are required for using various features in this application software.
8. It is actually based on the non-relational data model. Or, it also based on flat worksheets.	8. This software actually works on relational data models.

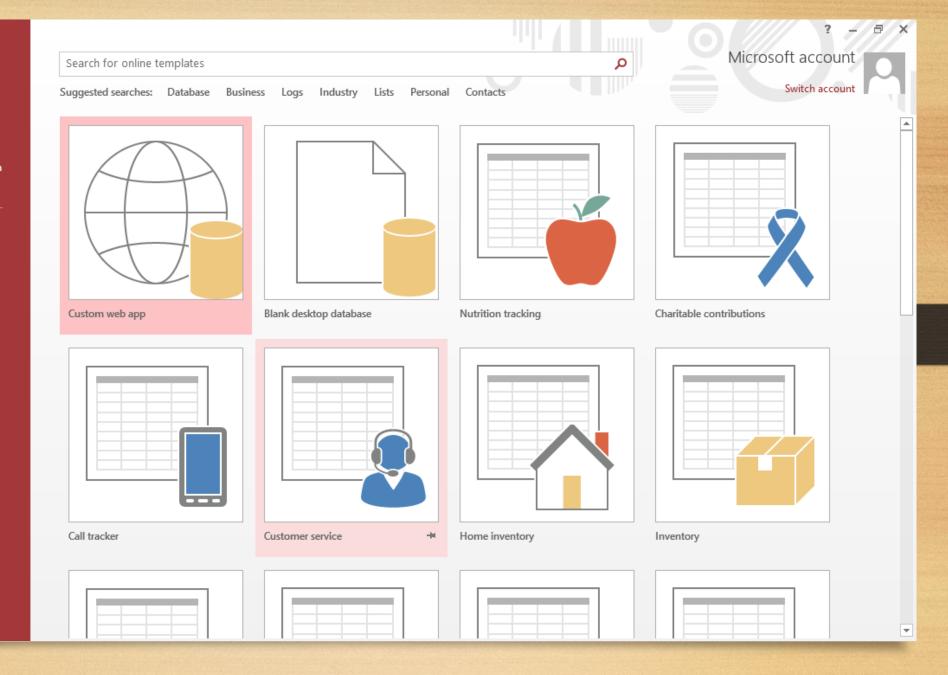


### Access

#### Recent

You haven't opened any files recently. To browse for a file, start by clicking on Open Other Files.

Open Other Files

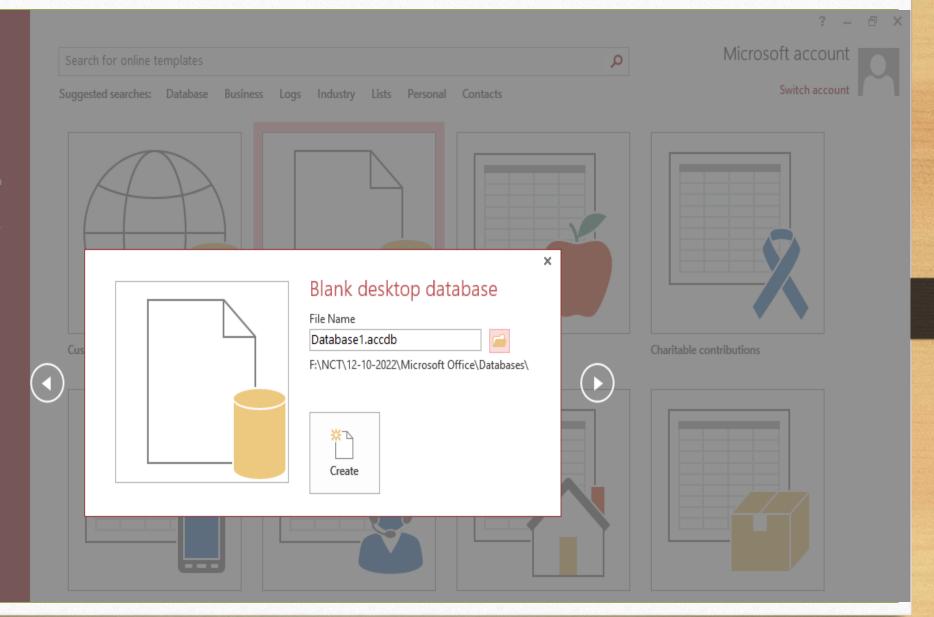


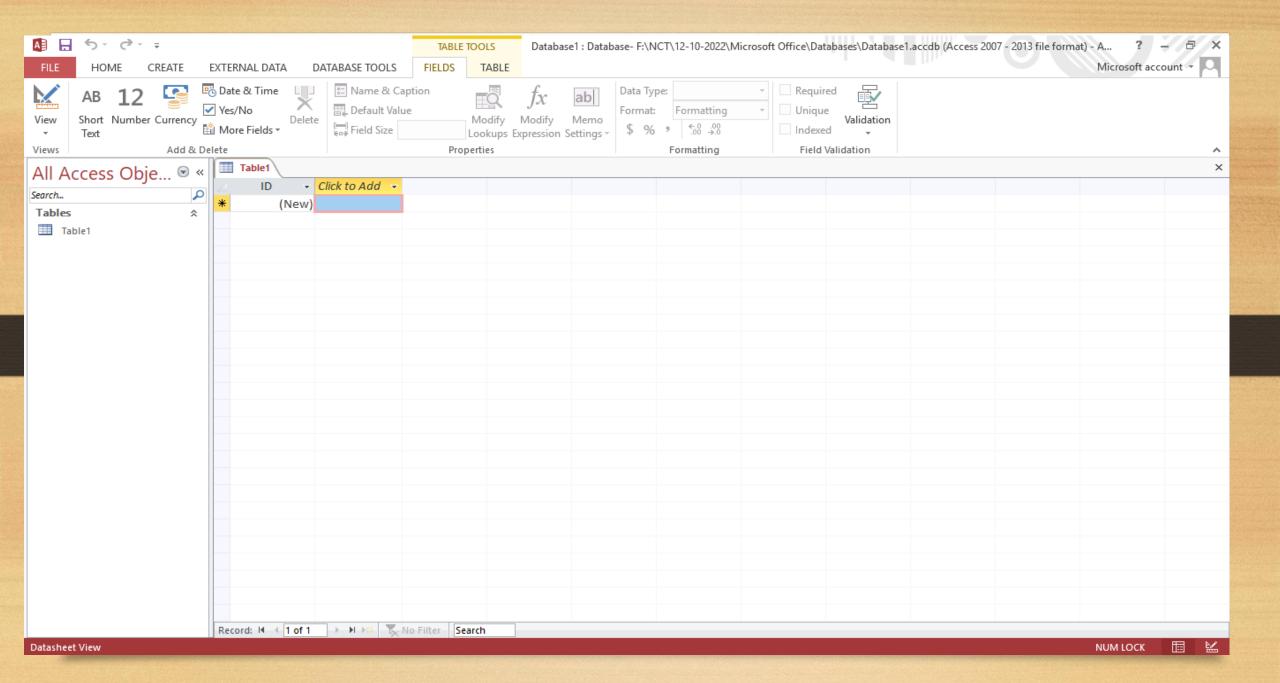


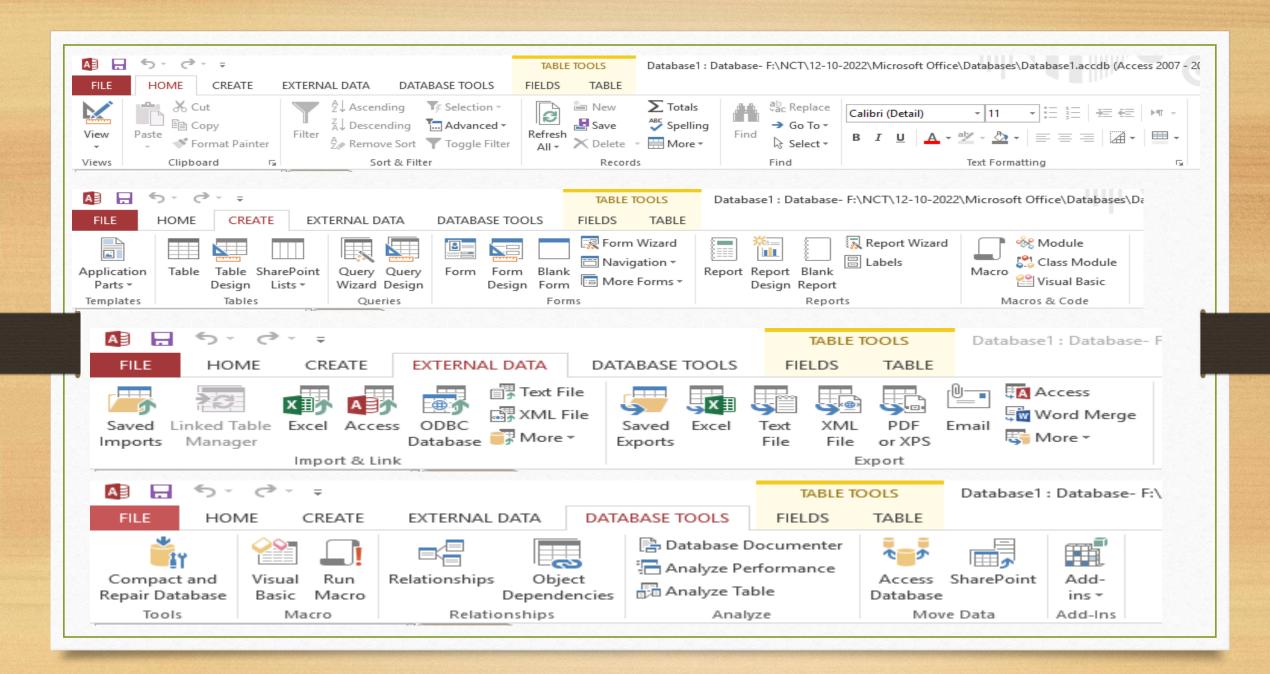
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You haven't opened any files recently. To browse for a file, start by clicking on Open Other Files.

Open Oth

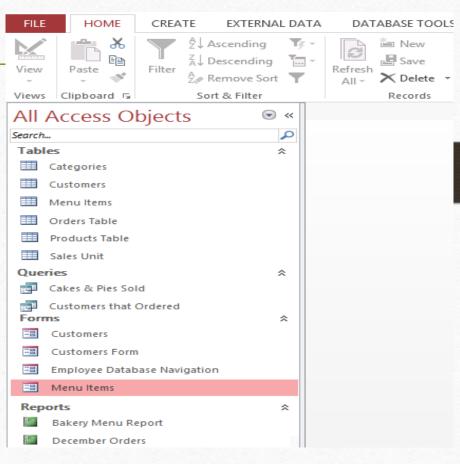




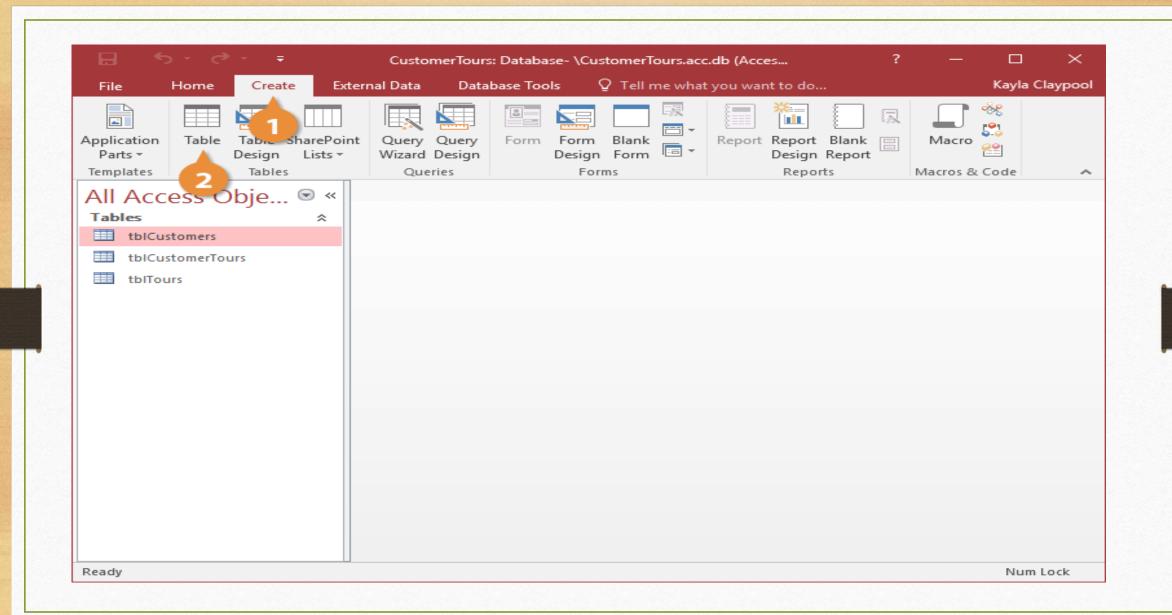


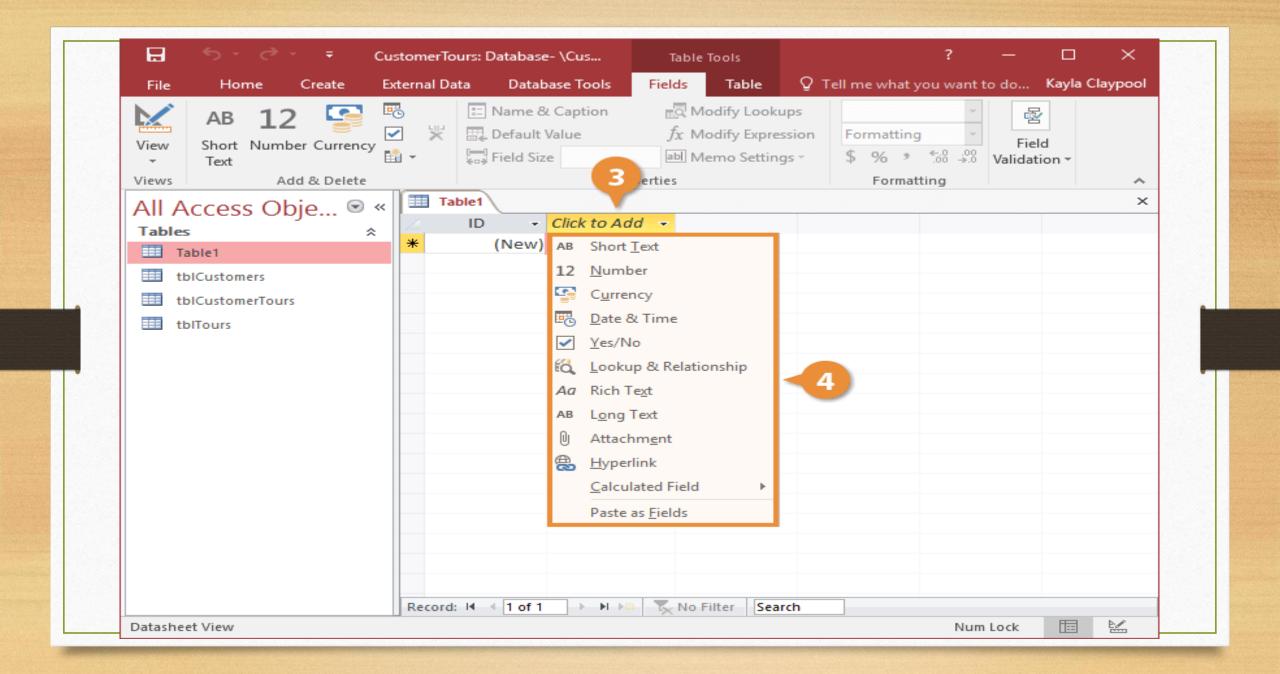
## The Navigation pane

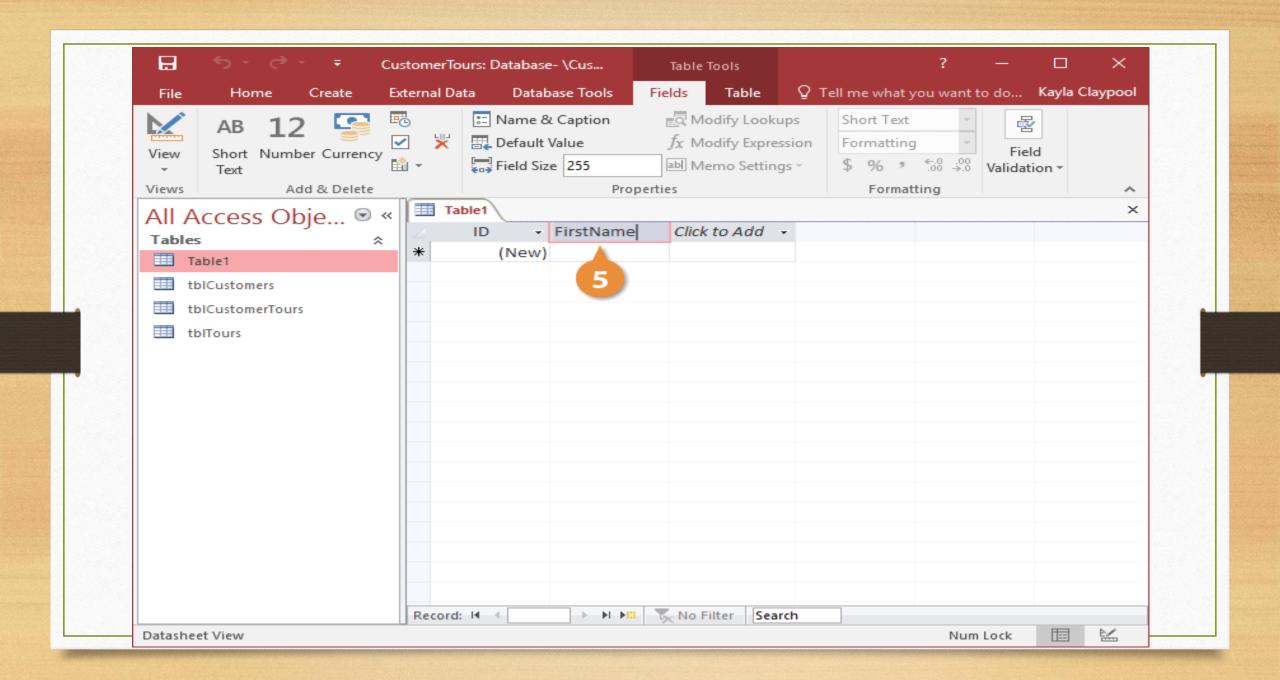
You can open, rename, and delete objects using the Navigation pane.

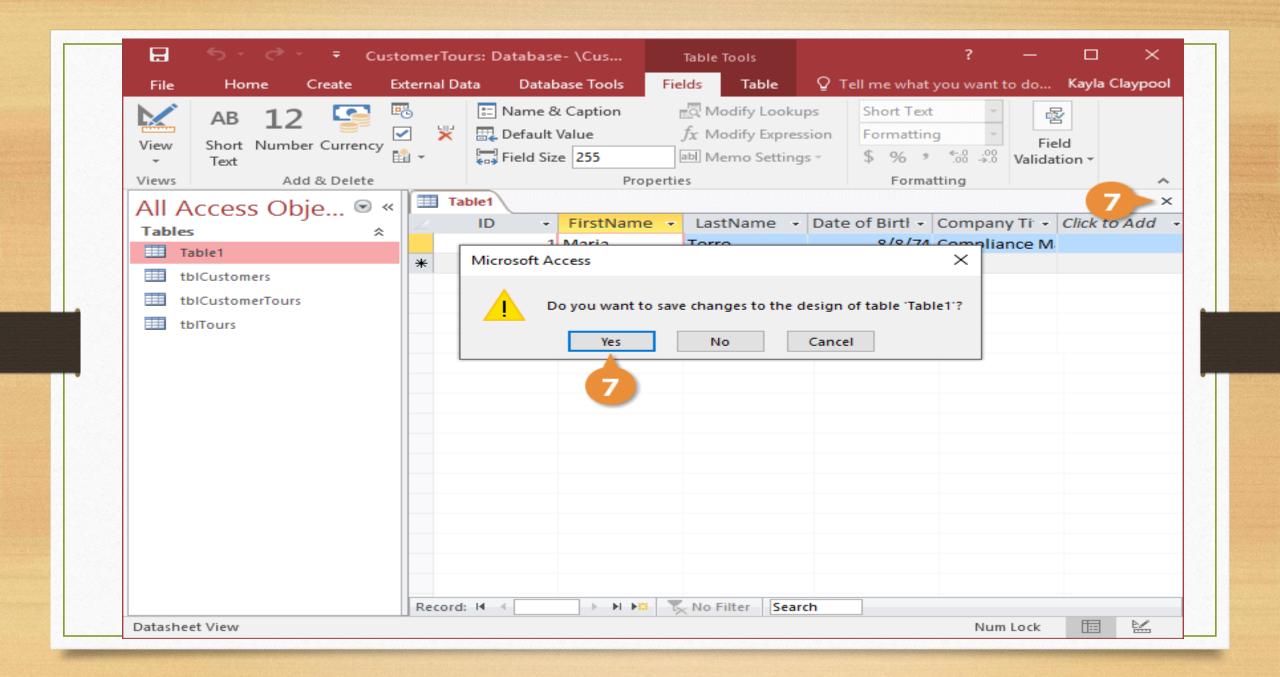


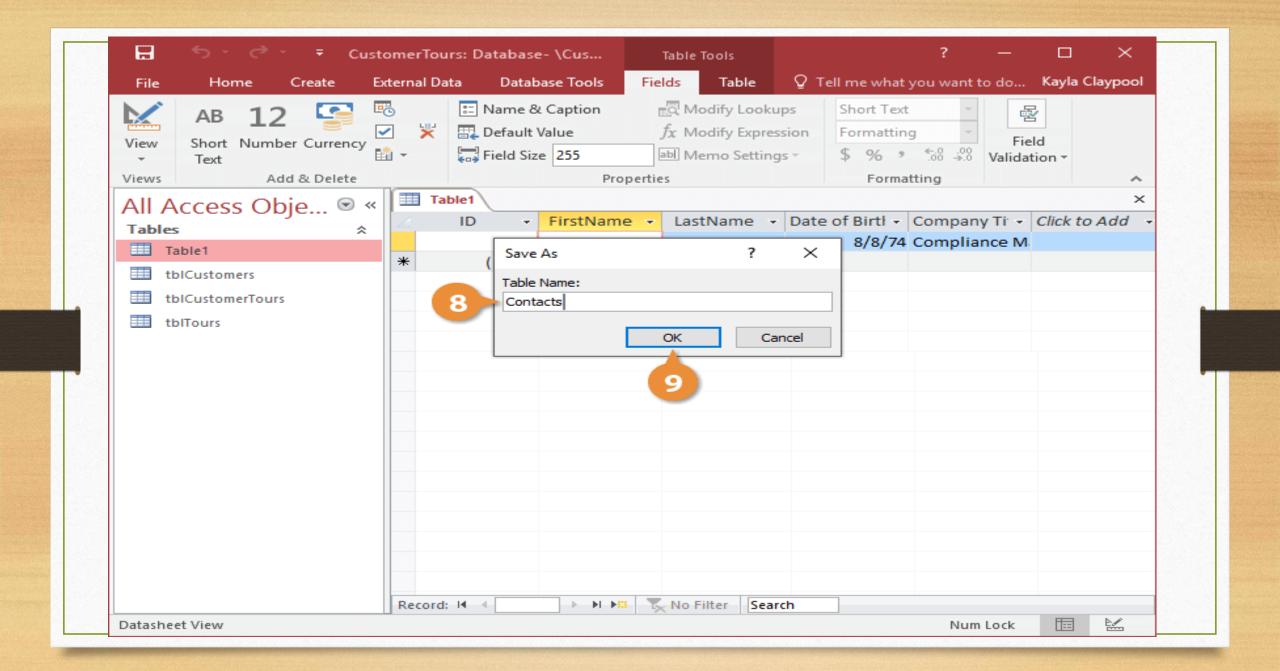
# Create a New Blank Table

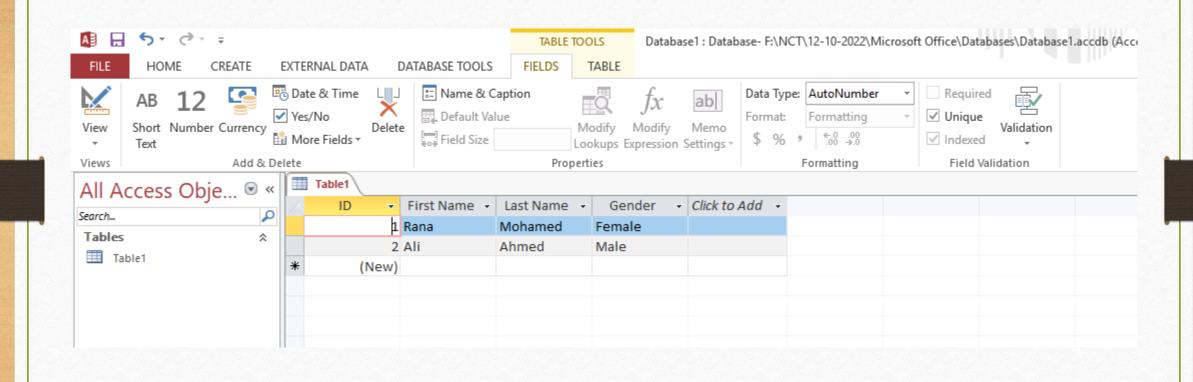


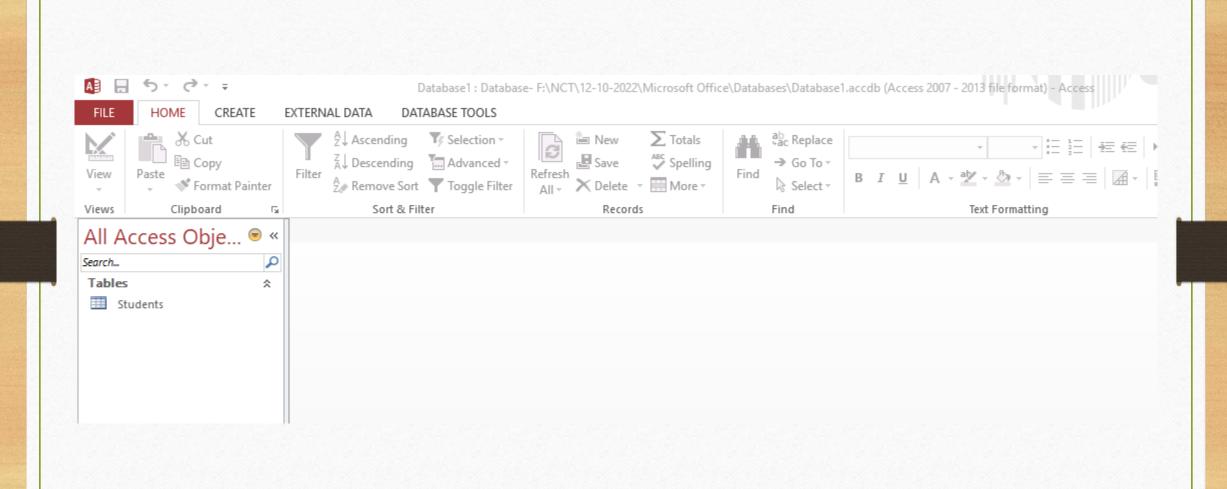




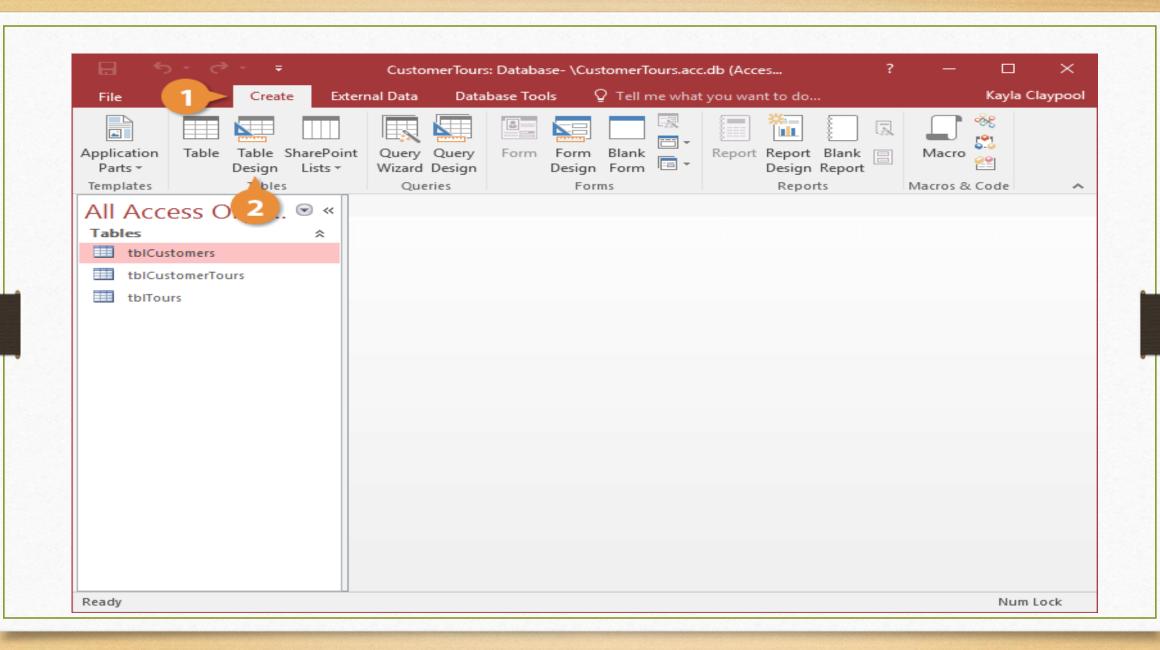


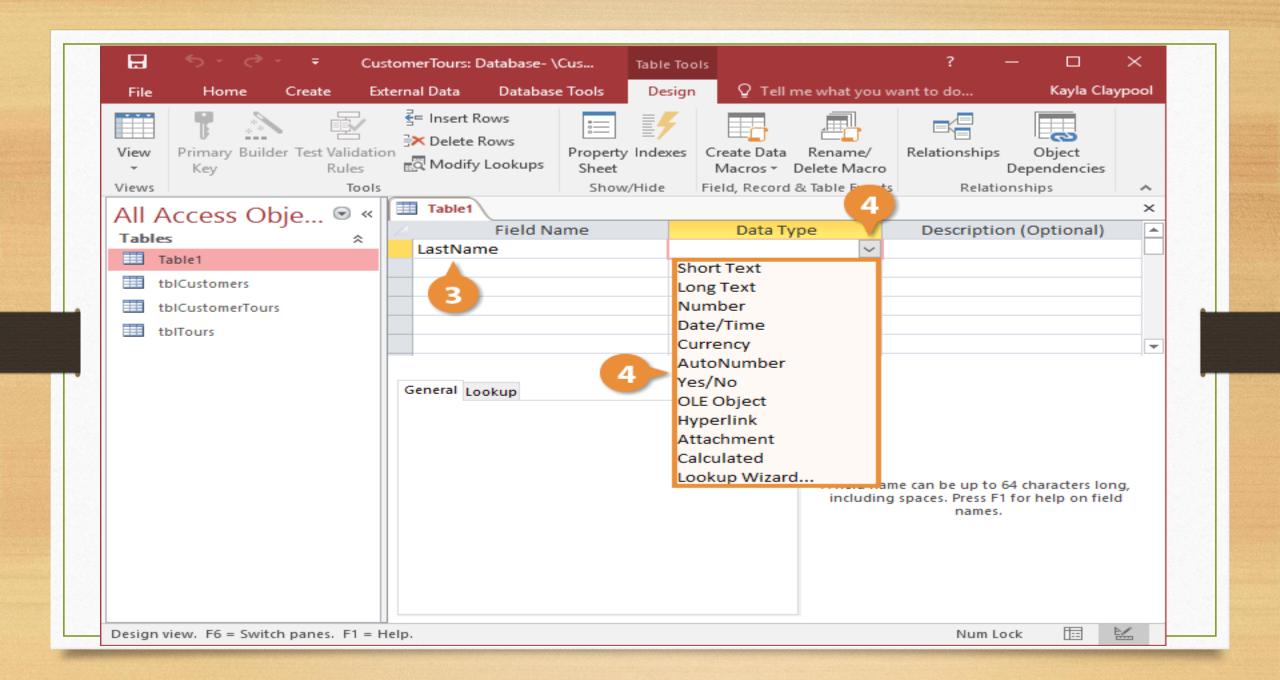


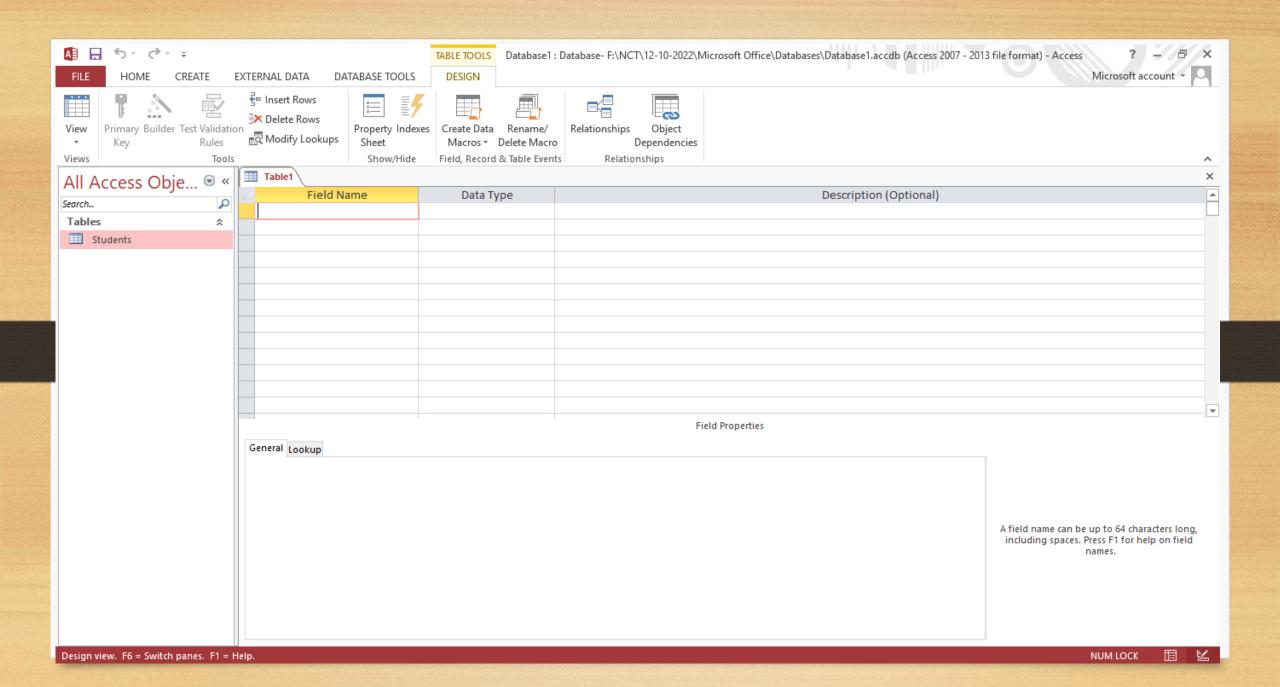


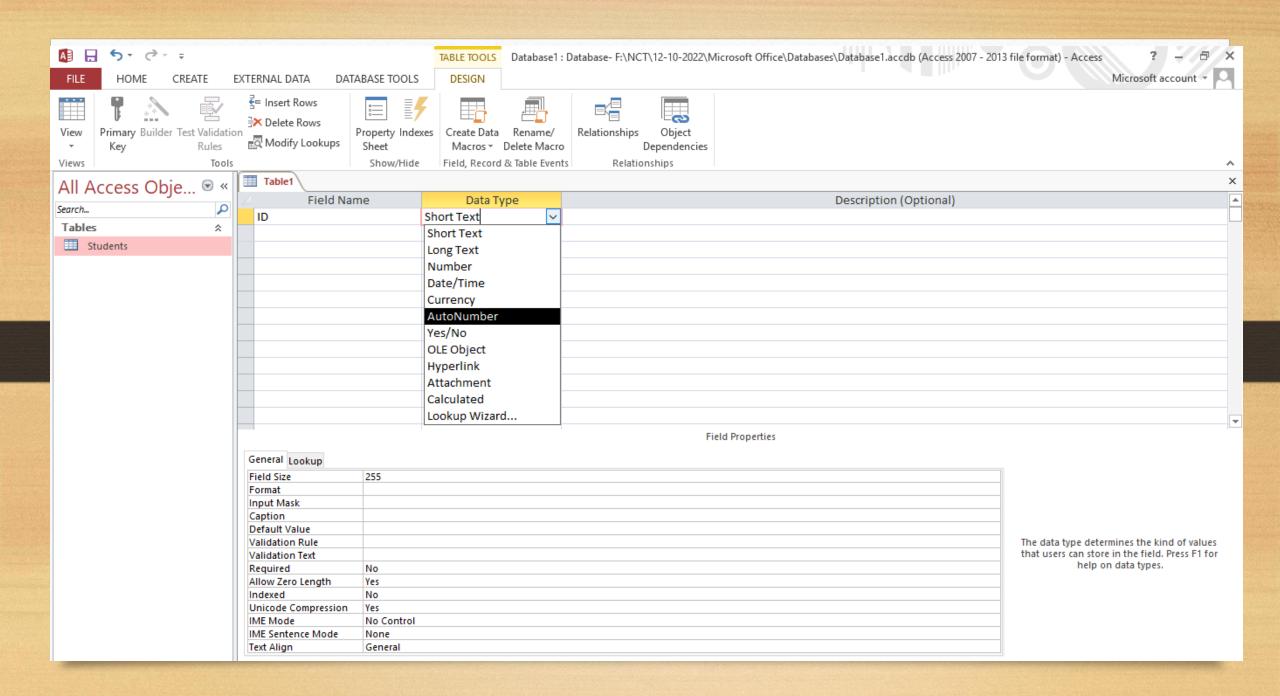


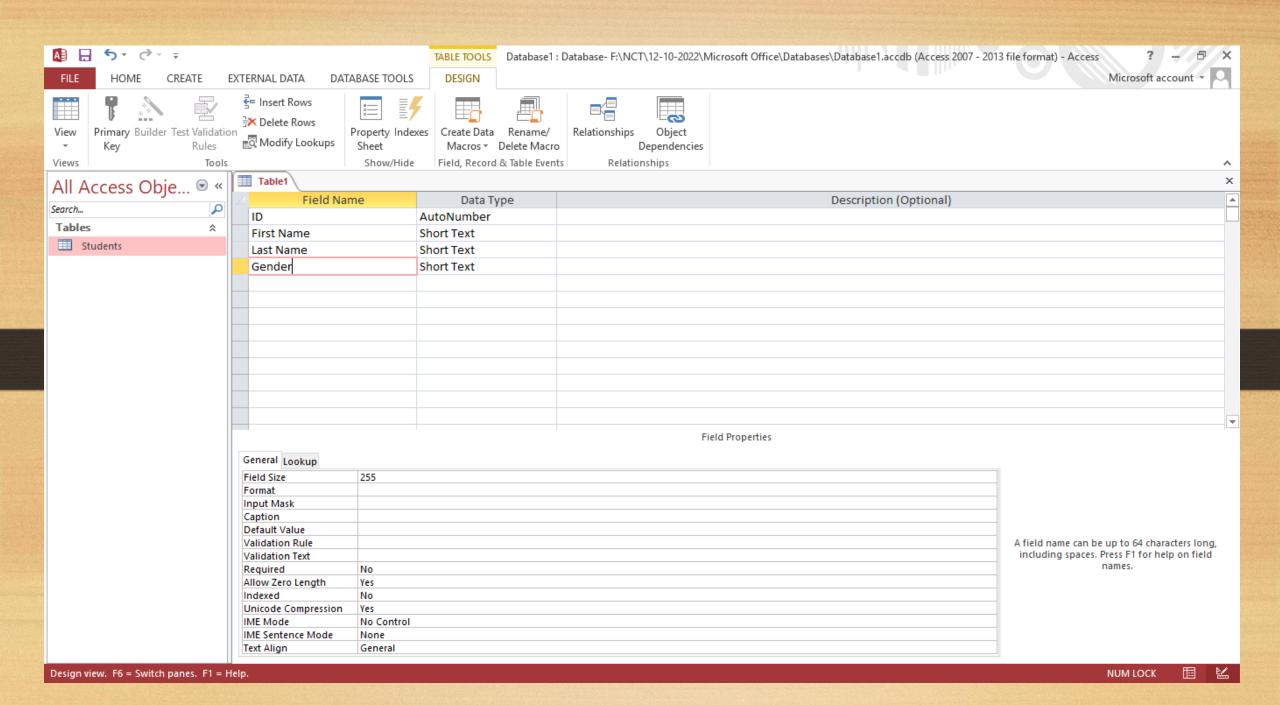
# Create a Table in Design View

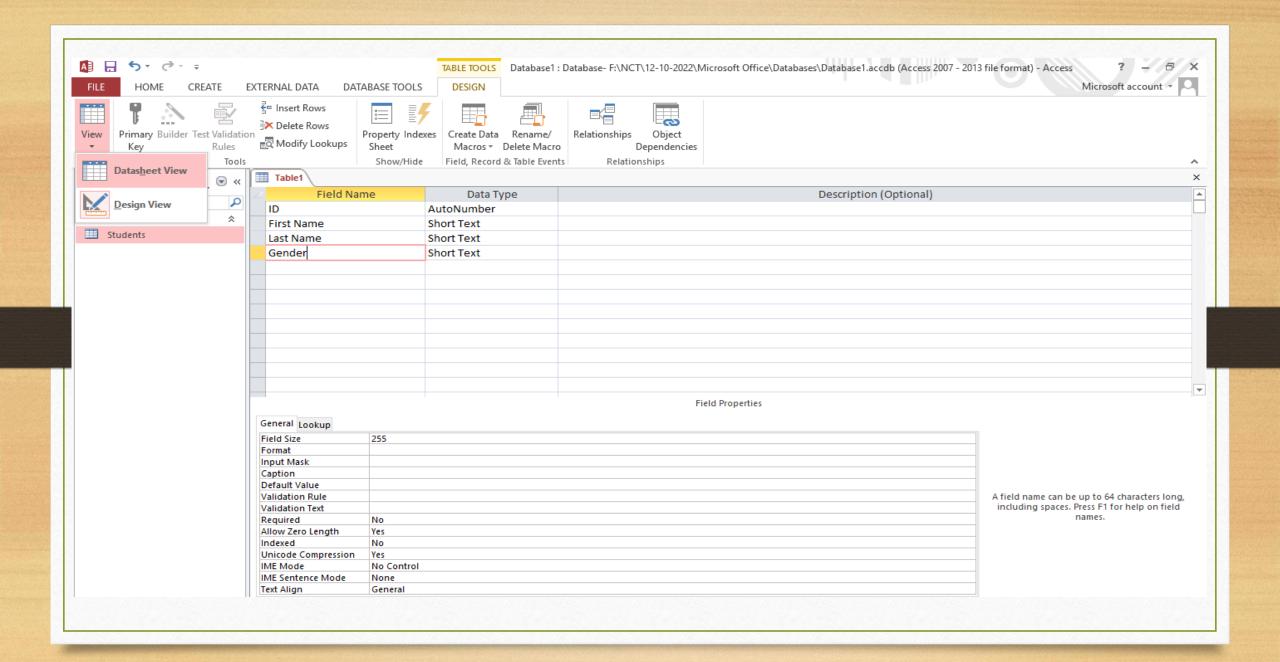


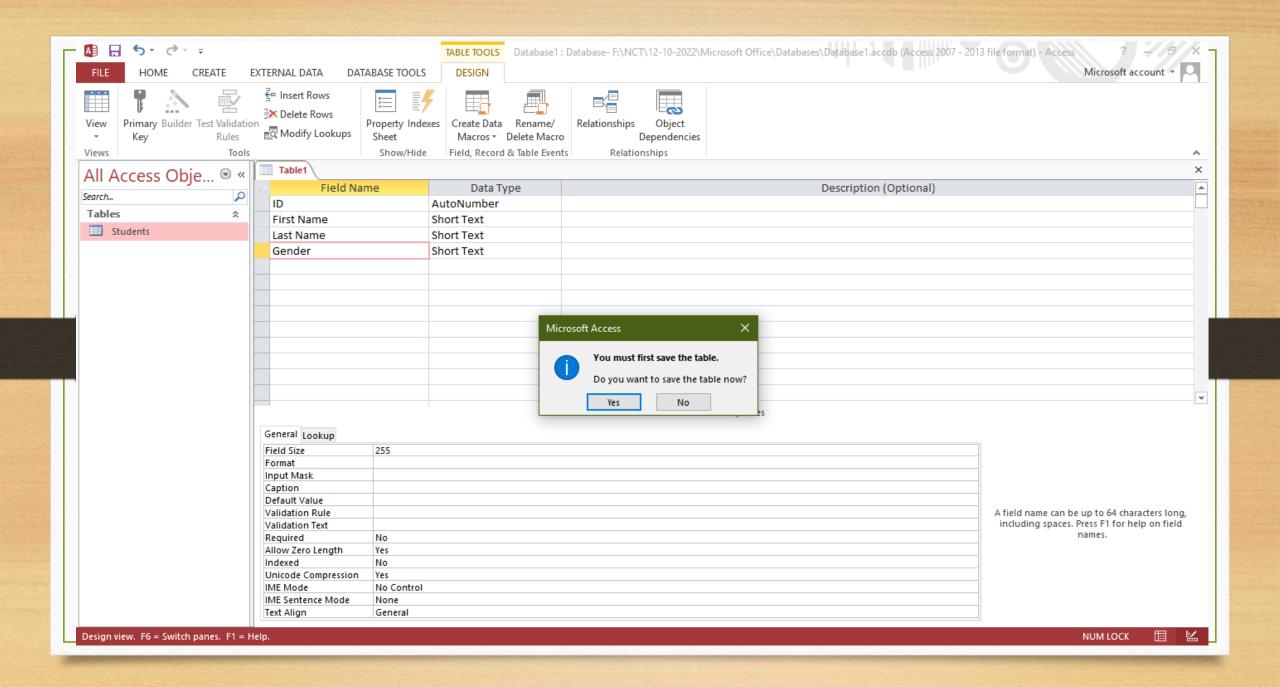


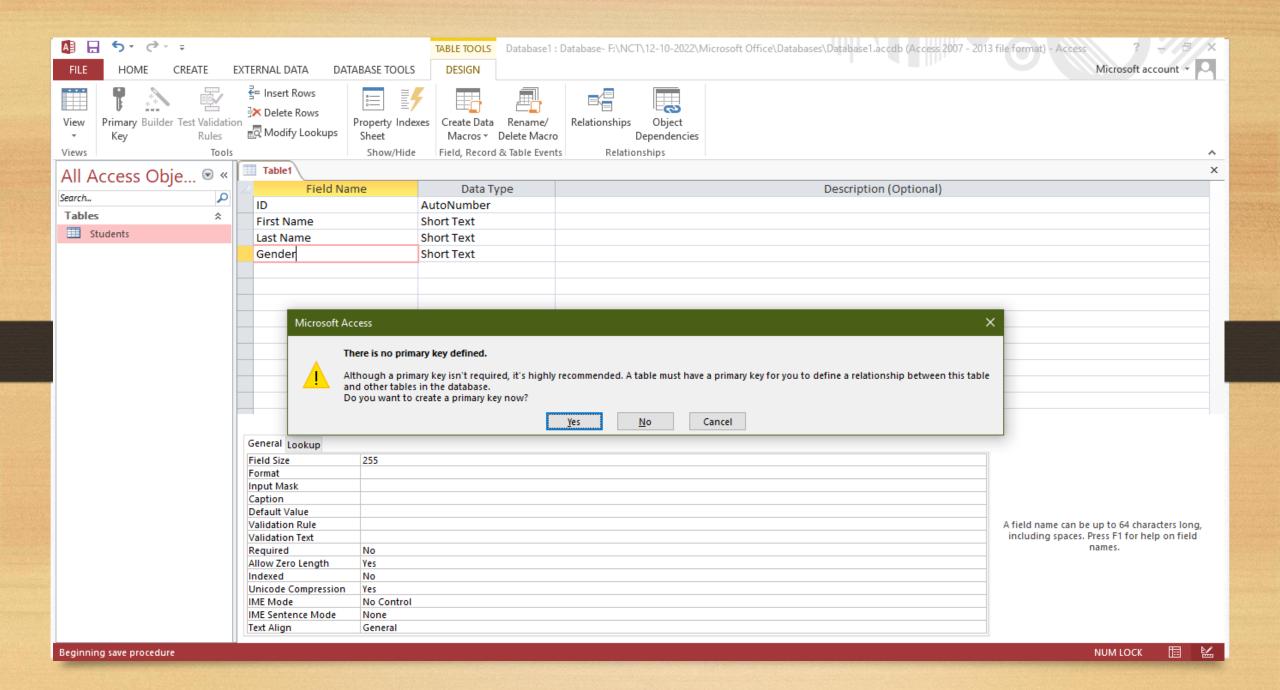


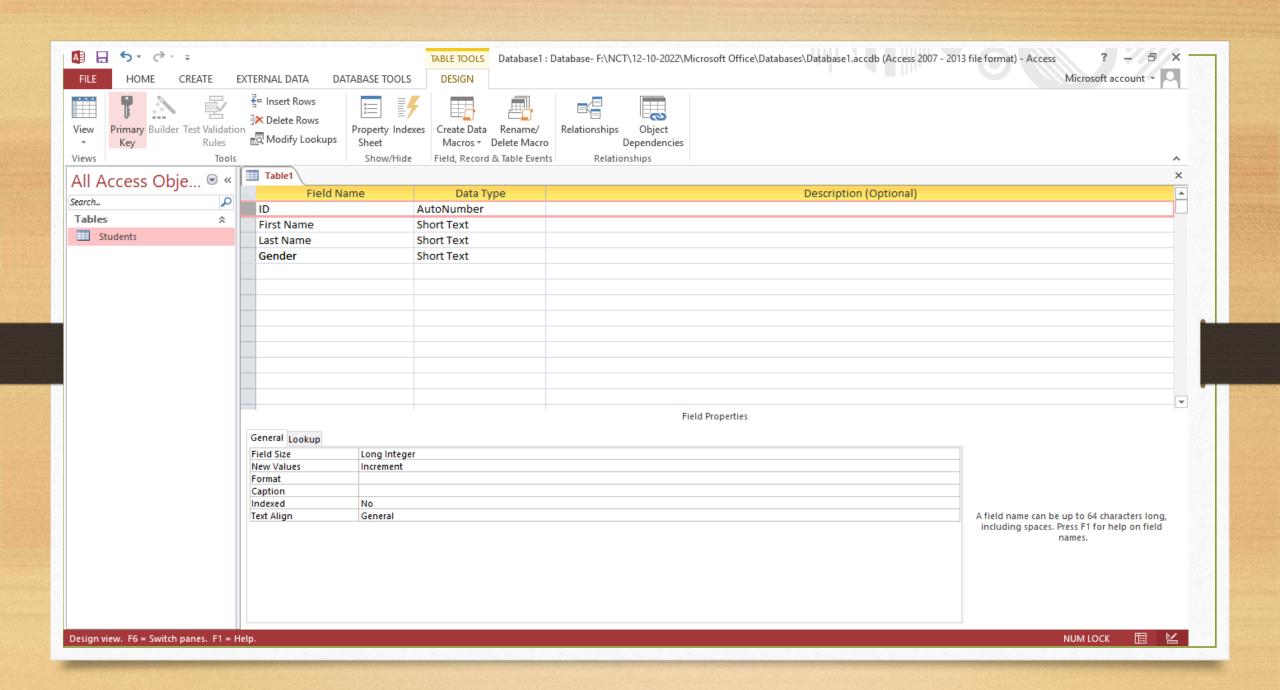


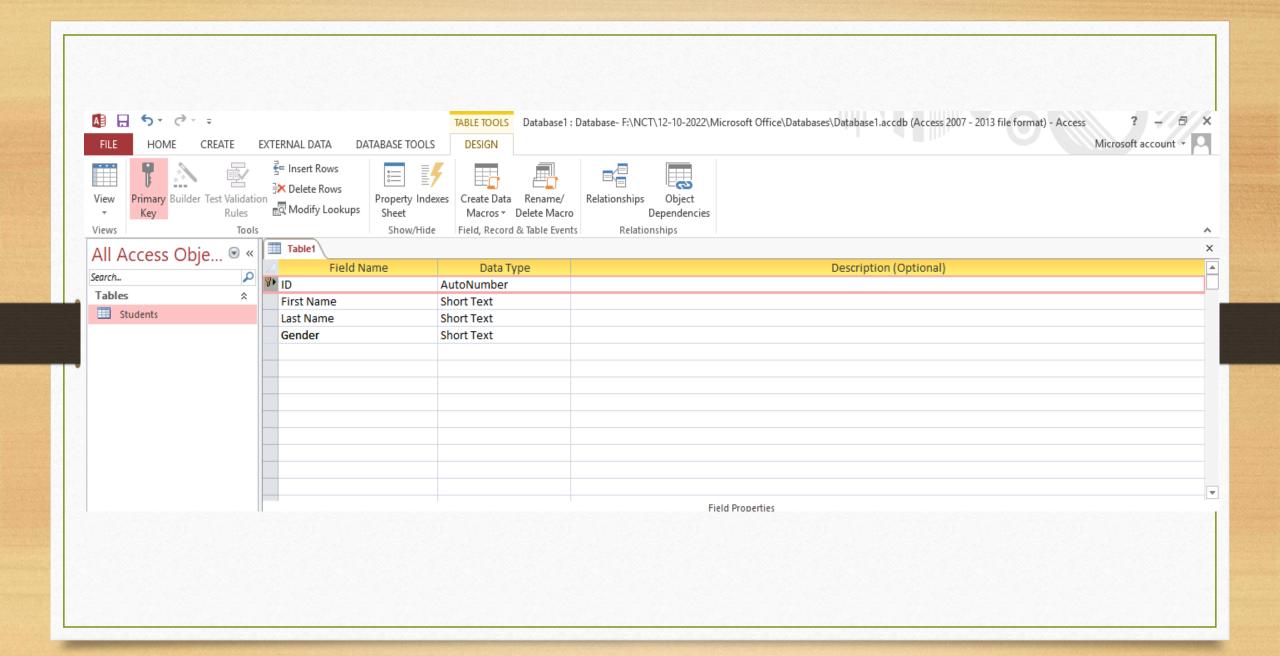


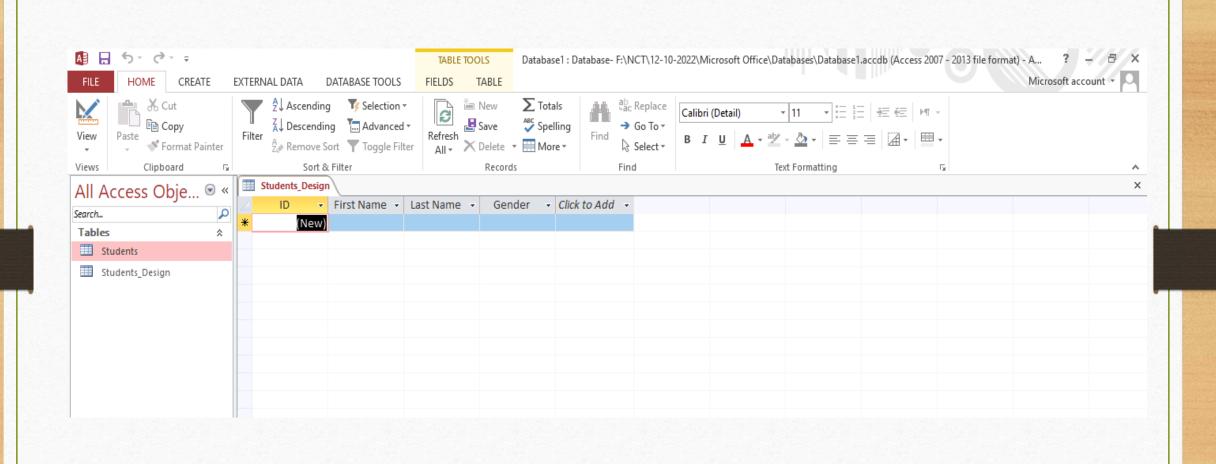


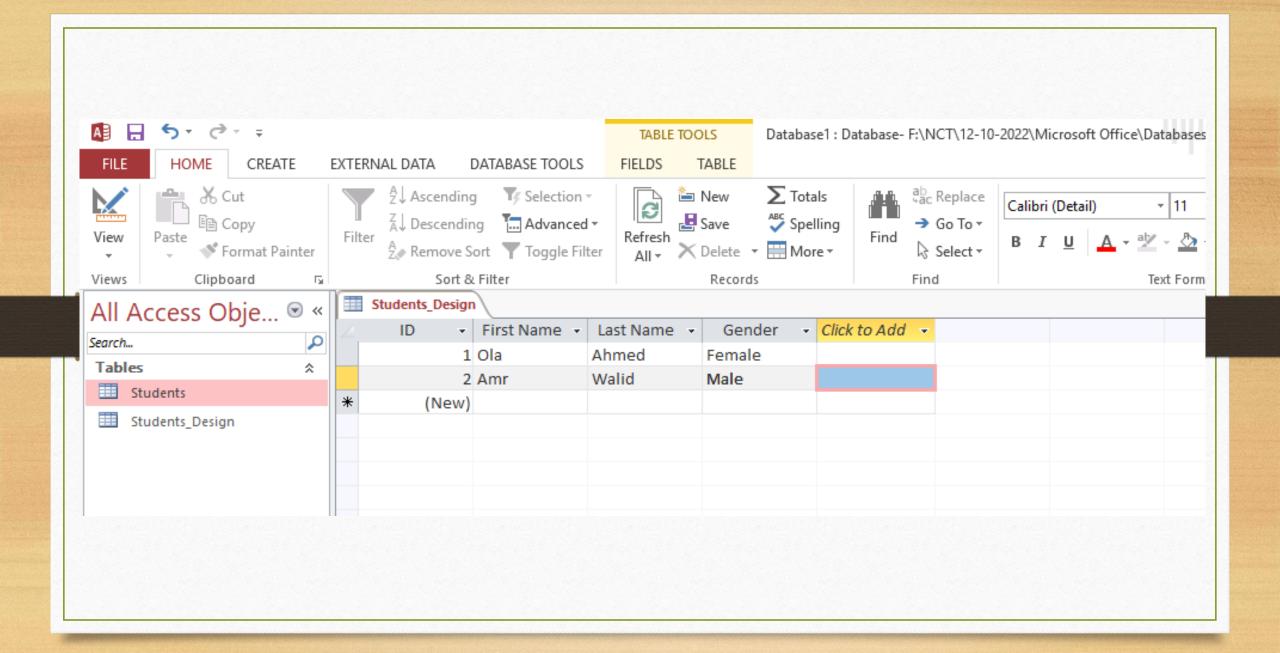


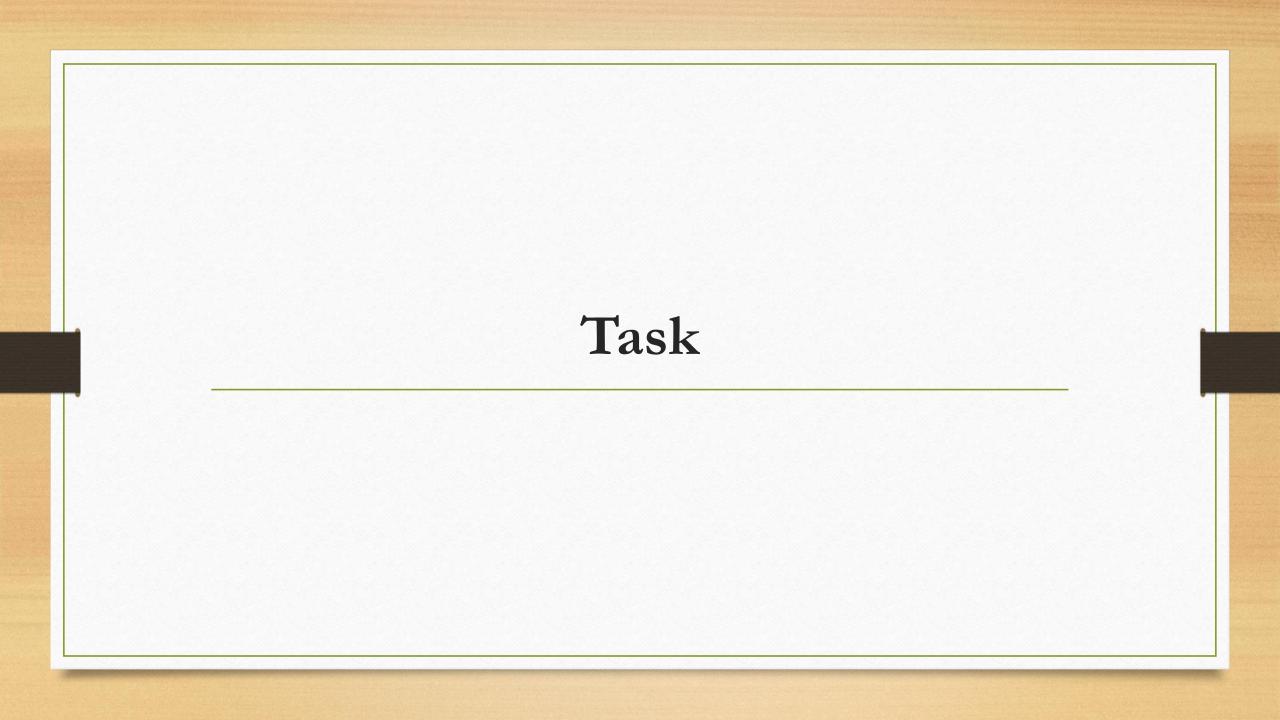












	StudentNum -	FirstName -	LastName -	Gender -	Click to Add
	280-222-274	Nehemiah	Dean	Male	
	280-262-044	Suzie	Hoak	Female	
	309-495-004	Georgia	Temples	Female	
	359-802-405	Sherryl	Ashburn	Female	
	392-468-360	Antoinette	Clarck	Female	
	515-680-628	Nicole	Markis	Female	
	584-084-201	Catherine	Chang	Female	
	585-060-284	Koko	Domba	Male	
	668-920-286	Sébastien	Porter	Male	
	747-930-417	Leslie	Dickson	Unknown	
	793-749-007	Alain	Paulson	Male	
	826-531-806	Jeannette	West	Female	
*					