Task 1

Illustrate the main function of Microsoft access, demonstrate how to create, save, and delete database files.

Microsoft Access is a relational database management system that allows you to create and manage databases. The main function of Access is to provide an efficient and user-friendly way to store, organize, and retrieve data.
To create a new database file in Access, follow these steps:

1. Open Microsoft Access and select "Blank Database."
2. Choose a location to save the database file and give it a name.
3. Click "Create" to create the new database file.

To save changes to your database file, simply click on the "Save" button located on the Quick Access Toolbar or use the keyboard shortcut Ctrl+S. You can also choose to save the database file under a different name or location by selecting "Save As" from the File menu.

To delete a database file in Access, follow these steps:

1. Close the database file in Access.
2. Navigate to the location where the database file is saved.
3. Right-click on the file and select "Delete."
4. Confirm that you want to delete the file by clicking "Yes."

Evaluate database table's relationship.

One-to-one relationships exist when each record in one table is related to exactly one record in another table. This type of relationship is rare, as it is usually more efficient to combine the two tables into a single table.

One-to-many relationships exist when each record in one table can be related to multiple records in another table. For example, a customer can have multiple orders, but each order belongs to only one customer. In this case, the "customer" table is the "one" side of the relationship and the "order" table is the "many" side of the relationship.

Many-to-many relationships exist when each record in one table can be related to multiple records in another table, and vice versa. This type of relationship requires a third table, called a junction table, to store the relationships between the two tables. For example, a student can take multiple courses, and a course can have multiple students. In this case, the "student" table and the "course" table have a many-to-many relationship, and the junction table would store the relationships between the two tables.