

# MS-Access 2019

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Basic to Advance

**By ITCS**

**1.Small to Medium-sized Businesses**

**2.Non-profit Organizations**

**3.Education Sector**

**4.Healthcare Institutions**

**5.Government Agencies**

**6.Consulting and Freelancing**

**7.Research and Academic Institutions**

**8.Financial Services**

**9.Marketing and Sales**

**10.Personal Projects**



# MS-Access



- What is a Data ?
- Why use a Database ?
- What is DBMS ?
- Benefits of MS-Access
- Parts of an Access Database

# What is Data ?

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Any observation , numbers , Character symbols, image etc

# What is Database?

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More than 1 Data with similar type

# What is DBMS?

Data Base Management System ( DBMS )

Is a Software

For storing users' Data

# DBMS Software

- MySQL
- PostgreSQL
- Oracle Database
- Microsoft SQL Server
- SQLite
- IBM Db2
- MS-Access

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# Database



- ✓ Database is a program
- ✓ Lets you store , Organize and Manipulate Data

**Hii  
My  
name  
is  
Arun  
and  
Yours**

**Where ?**



# Platform

Where you can write your  
Information.

And edit , Delete , manage .

# Beginning of Computer

We store data in notepad



- Which is more Complicated
- We can't manage data easily
- Updating is very complex



# Parts of an Access Database

## Tables



Students\_Details

**Store Data**

## Queries



Students\_Details Query

**Organize Data**

## Forms



Students\_Details

**Display Data**

## Reports



Students\_Details

**Print out Data**

# Fields

Students_Details					
	CustomerID	First_Name	Last_Name	Address	City
+	1	Atharva	Chauhan	Uma Nagar	Deoria
+	2	Kritika	Singh	Langdi deoria	Deoria
+	3	Pakhi	Yadav	Virndaban colony	Gorakhpur
+	4	Usman	Singh	Dawarika	Azmer
+	5	Pooja	Yadav	Kailash puri	Azamghar
*	(New)				

# Records