

## Q) What is database ?

A database is a collection of information that is organized so that it can be easily accessed, managed and updated.

Data is organized into rows, columns and tables, and it is indexed to make it easier to find relevant information. Data gets updated, expanded and deleted as new information is added. Databases process workloads to create and update themselves, querying the data they contain and running applications against it.

## Q) What is data type ?

A field's data type is the most important property because it determines what kind of data the field can store.


Ex:- short text , auto number, number, OLE object, date/time etc.

# Ms -access

Microsoft Access is a type of database software that is used to store information for reporting, referencing and analysis. With Microsoft Access, you can analyze large amounts of data faster and more efficiently than with Excel or other types of spreadsheets.

Extension name :- . accdb





# Q).How to open ms-access?

Following steps:-

Step-1). Go to "Start " button

Step-2).Click on "All program " option.

Step-3).Click on " Ms-office-2013 " option.

Step-4).Click on "Ms-Acces 2013 " option..


Or,

open Run => type " msaccess " then press "ok" button.

Step-5).Select a Blank database option

Step-6).type your database name.

Step-7). Click on "Create " button.



**Table :-** A table is a collection of related data held in a structured format within a database. It consists of columns and rows. It is a place where we store our data.

**Q).how to create table in a Ms-Access?**

Following steps:-

Step-1) GO to "Create " menu

Step-2) Click on "table " option.

Step-3) Click on "Click to add" drop down option

Step-4) click on "Short text "option.

Step-5) Type your field name.


Step-6) Store data in there field.

Step-7) Press " Ctrl+s " for save

now a box is appear on the screen

Step-8) type your table name

Step-9) Click on " Ok " button



# Query :-

This option is used to filter any data from our database on the basis of condition

Following steps:-

Step-1) Click on "create " menu

Step-2) Click on " Query design" option

Now a dialog box open on the Screen

Step-3) click on " Add " button

Step-4) Click on " Close " button

Step-5) Select your field to set condition

Step-6) Set your condition on "criteria text box"

Step-7) press "ctrl+s" for save Query

now a dialog box open the list

Step-8) type your "Query " name

Step-9) Click on "ok " button

For text condition = "text" For number condition = number
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Q). How to change our view of our database?

Following steps:-

Step-1) Click on "home " menu

Step-2) Click on view drop down option

Now, many open view open in a list

Step-3) Select any one from a list.

**Form:-** This option is used to create a form by which we can display our data in a single mode .

Following steps :-

Step-1) click on "Create " menu

Step-2) Click on "Form" option

Now,

It will change the form view.



**Button :-** This option is used to create a button . By which we can display our data in different way.

Q)..How to create a new button ?

Following Steps:-

Step-1) click on " create" menu

Step-2) click on form Option

Step-3) Click on design menu

Step-4) click on button option

Draw your button

Now, a dialog box open on the screen

Step-5) Select a function for your button

Step-6)Click on "Next" button

Step-7) select appearance of your button

Step-8) Click on "Next" button

Step-9) Click on "Ok" button

Step-10) Click on "Home" Menu

Step-11)Click on "View" Drop down

Step-12) Click on "form view" option

Step-13) Use your button

**Relationship :-** This option is used to create a link between two table or more tables.  
By which we get total details of any particular data that is stored into Different table.

### Following Steps:-

Step-1) change your table in " design view " from home menu

Step-2) write click on any field that for both table

Step-3) Click on "primary key" option for both table

Step-4) click on "Database tools "menu

Step-5) Click on "Relationship " option

Now, a dialog box open on the screen

step-6) Click " Add" button

Step-7) Click on "Close " button (both table)

Step-8) Drage some filed name from one table to anothe table

Now, Also a dailog box open on the screen

Step-9) Enable all option from dialog box by clicking all cheak box.

Step-10) Click on " Create " Button