

## **Microsoft Access**

### **MICROSOFT ACCESS**

#### **Database Management**

A database is a collection of any related information/data that is stored together under one logical structure. It is a collection of information related to a particular subject or purpose (people, items, places, events etc); such as tracking customer orders or maintaining a music collection. Examples include - Telephone directory, Flight-schedules, Employees records, Stock inventories, Customer details, Class register, a price list, etc.

A database management system (DBMS) is a tool or a program that allows one to create, maintain, update and store the data within a database. Examples of DBMS programs include:-

- i) Ms-Access
- ii) FoxPro
- iii) Dbase III Plus
- iv) Dbase IV
- v) Dbase V
- vi) Oracle
- vii) Lotus Approach
- viii) Visual Basic

Microsoft Access can be installed as a stand-alone program but it is mainly found within the Ms-Office suite. It is very useful for routine and simple database management tasks but it has a limit to the maximum number of records it can comfortably deal with. For performing intensive database management you need powerful and advanced software such as: Oracle or SQL server (used by K.P.L.C.).

These powerful programs allow simultaneous database entry and can accept up to 2 million new records daily.

Dbase and FoxPro were the biggest competition for Access in 1980's and 90's. The Microsoft Company owns FoxPro and this has pushed Access into the position of DBMS.

Ms-Access is commonly used because of its multiple tables and database objects like queries, forms, reports, macros, modules etc that can be created within a database file.

#### **Advantages of DBMS**

You can link many database tables and source data from these tables.

With modern equipment there is easy recording of data.

There is first retrieval of stored information.

It is easy to maintain the database.

It is easy to analyze stored information and to prepare summary reports and charts.

#### **Types of Databases**

1. **Hierarchical** - Records are stored in multiple levels, units further down the system are subordinate to the ones above (in a tree-like structure). In most cases hierarchical database uses arrows to connect data at different levels.

# Microsoft Access Notes

**Richard Rost**



## Microsoft Access Notes:

**Microsoft Access 2013 Inside Out** Jeff Conrad,2013-07-15 Conquer Microsoft Access 2013 from the inside out You re beyond the basics so dive right into Access 2013 and use your skills to create sophisticated database apps This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Discover how the experts tackle Access 2013 and challenge yourself to new levels of mastery Build an Access Services web app with Microsoft SharePoint Server Automate your Access web app with data macros Create tables in your Access web app using built in templates Aggregate and display your web app data using totals queries Use the Autocomplete control to quickly search for related data Create a Summary view to consolidate and group information Display related data on your views with the Related Items control Package your web app for use by others in your organization Plus download chapters on building desktop databases For Intermediate and Advanced Users and Database Designers [Special Edition Using Microsoft Access 2002](#) Roger Jennings,2001 Special Edition Using Access 2002 is a reader s authoritative guide to mastering the essential facets of this powerful database development platform Detailed step by step instructions guide the reader through the process of designing and using Access tables queries forms and reports Special Edition Using Access 2002 will include comprehensive coverage of the transition to MSDE SQL Server for all multi user applications expanded coverage of Web Applications and expanded coverage of XML This book contains elements such as Tips Notes cautions cross references and Troubleshooting information giving the text a Layered quality that meets the needs of readers with different learning styles **Microsoft Access Beginner Level 1** Richard Rost,2013-07-22 Learn how to build databases in Microsoft Access Includes online access to over 2 hours of VIDEO tutorials Learn about tables forms queries and reports Perfect for the beginner *SQL for Microsoft Access* Cecelia L. Allison,Neal A. Berkowitz,2008-06-20 SQL for Microsoft Access Second Edition provides a guide to getting the most out of Microsoft Access through the use of Structured Query Language Step by step examples demonstrate how to use SQL script to create tables add records to tables and retrieve and manage records Readers will also learn about calculated fields Access projects and the integration of SQL script in VBA and ASP code Explore the relational database structure and the basics of SQL Understand how table joins unions and subqueries are used to retrieve records from multiple tables simultaneously Learn how to filter records and group data Discover how to create parameter queries that prompt users for data Test your knowledge and comprehension with the end of chapter quizzes and projects 2008 374 pages [Microsoft Access Small Business Solutions](#) Teresa Hennig,Truitt L. Bradly,Larry Linson,Leigh Purvis,Brent Spaulding,2010-02-18 Database models developed by a team of leading Microsoft Access MVPs that provide ready to use solutions for sales marketing customer management and other key business activities for most small businesses As the most popular relational database in the world Microsoft Access is widely used by small business owners This book responds to the growing need for resources that help business managers and end users design and build effective Access

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