

## **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

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**Understanding Microsoft Access 2** Alan Simpson,1994 The new version of the million selling Microsoft Windows database brings a truckload of solid improvements for both end users and developers Simpson expands the coverage of database development and creates a useful sample application The application will show a small business how to create a database that maintains customer lists and tracks sales volume and inventory levels

DDC Learning Microsoft Access 2002 Rick Winter,Faithe Wempen,Paul Wray,2002 For course in Access Designed for students at a variety of skill levels this manual provides students with a total immersion hands on tutorial that walks them step by step mouse click by mouse click keystroke by keystroke through the various features of Access The well illustrated spiral bound manual contains easy to read appealingly formatted procedural explanations and step by step exercises in a multi part Lesson format

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**Microsoft Access 2000** ,2000 This INSTRUCTOR GUIDE is a key part of the Microsoft STEP BY STEP COURSEWARE series which provides everything you need to get Microsoft software training classes up and running quickly with the most effective learning content available

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**How to Use Microsoft Access** Eric M. Stone,1994 In this new addition to the bestselling How It Works series beginning users will get the answers they need to start using Microsoft Access right away The colorfully illustrated book employs a unique graphical approach to simple tasks The easy to use technique provides

immediate help on basic tasks with all the steps needed to finish a project in front of the reader's eyes at one time

**Microsoft Access 2 Bible** Cary N. Prague, Michael R. Irwin, 1994      **Microsoft Access Version 2002 Inside Out** Helen Bell Feddema, 2002 Conquer Access from the inside out Hey you know your way around Access so now dig into Version 2002 and really put your databases to work This award winning supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and handy workarounds in concise fast answer format it's all muscle and no fluff Discover the best and fastest ways to perform everyday tasks and challenge yourself to new levels of Access mastery Build on what you already know about Access and quickly dive into what's new Ace database design fundamentals and avoid common pitfalls Create custom forms controls and queries Link to data from other databases and Microsoft Office applications Get more data crunching power with code and add ins Learn the tricks that bring your forms and reports to life Use data access pages and XML to deliver dynamic data on line Bolt your Access front end to an enterprise strength back end such as Microsoft SQL Server Write your own code modules using Microsoft Visual Basic for Applications VBA Learn from an award winner

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**Microsoft Access 7 for Windows 95** Gary B. Shelly, Thomas J. Cashman, Philip J. Pratt, 1996 An introduction to Microsoft Access for Windows 95 to be used either as a stand alone text or as a component of a course covering multiple application software packages Topics include creating a database querying a database and maintaining a database      **Microsoft Access 97** Carita Virenus, 1998      [Microsoft Access 2003](#) Gary B. Shelly, Thomas J. Cashman, Philip Pratt, Mary Z. Last, 2003-10-29 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Excel 2003 updates of the Shelly Cashman Series and enhance your Office application skills today

**CD-ROMs in Print** ,2003      *Microsoft Access for Windows 95 Step by Step* Catapult, Inc,1995 Microsoft Access is currently the technical leader and ease of use innovator in the desktop database team and it is getting stronger with this new version This training guide is the most efficient and effective way for new users or users of previous versions to get up to speed on and using Microsoft Access

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