



Warm Greetings!

Dear Students,

In this note, we are going to discuss

Chapter 2:Learn To Use MS Access 2007

INTRODUCTION:

A Computer is an electronic machine or device that processes data to give information. People use computers to process data. Data simply refers to raw facts and figures. These may be in the form of numbers, alphabets, images, sounds or a combination of these. Data needs to be processed to make it meaningful and useful. When data is processed for some meaning, it becomes information.

DATABASE:

A collection of related tables with data is called a database. The data remains in an organised order in a database. A simple example of a database is the attendance register of your class, maintained by your class teacher. It contains the name of each student of your class with their roll numbers. A personal telephone directory is also an example of simple database.

Databases are very useful in maintaining data.

Some advantages of databases are:

- **Easy retrieval of data.**
- **Reduction of data redundancy**
- **Reduction of data inconsistency**
- **Easy sharing of data**
- **Easy manipulation of data**
- **High data security**

You can perform various kinds of operation on a database like creation, deletion, modification and updation.



RELATIONAL DATABASE MANAGEMENT SYSTEM(RDBMS)

A relational database is a collection of data items organised as a set of formally described tables.

Data can be accessed or re-assembled from these tables in different ways without a need to reorganise the database tables.

The concept of relational database was given by E.F.codd at IBM in 1970.

In addition to being relatively easy to create and access, a relational database has an important advantage of being easily extendable. After the original database creation, a new data category can be added without modifying all the existing applications.

A relational database is a set of tables containing data fitted into some pre-defined categories. Each table contains one or more data categories in columns. Each row contains a unique instance of data for the categories defined by the columns.

For example, a typical business order entry database would include a table that describes the customer details with columns for name, address and phone number.

There are many RDBMS software available. Some of them are Oracle, FoxPro and MS Access.

DATABASE OBJECTS

All objects of a database are stored in a single file. These are managed through the database window. Let us discuss the main objects of a database.

Table:

A table is a part of the database where the actual data is stored. MS Access stores the related entries in its row. This **row** is called a **record**. Each type of detail in a record is stored in its **Columns** known as **fields**.

For example in a table, the names of all the students of your class can be stored in one field with the field name as 'Name' and all the data entries under the field names 'Name', 'Age', 'Address' together form the record of a particular student.

**Query:**

A query is used to extract information from a database. The output of a query is a record or a group of records that fulfill a certain condition. An example of query is to get the record of the student with Roll No.32.

Form:

A form resembles a fill in the blank sheet that you fill completely by hand, such as a such application. Hence a form is a way to enter data into the database. MS Access links a form to a table and hence stores the information that you put in a form into the table.

Report:

Just as forms are designed to be on-screen, reports are designed to be printed. With Access, one can design the reports quickly, based on the data of the table.

MS Access

Microsoft office Access is a popular Relational Database management System. It is one of the application software of Microsoft Office package.

MS Access is widely used by individuals having small scale businesses, within departments of large corporations and also used by hobby programmers to create customized systems for handling the creation and manipulation of data.

It is a development environment used to create computer databases for the Microsoft Windows, family of operating systems.

In Microsoft Access, the data is arranged in the form of tables. Every specific piece of information in a table is known as a value. A value is located at the intersection of a column and a row.





Starting MS Access 2007

To start MS Access, follow the given steps:

Step-1: Click Start button.

Step-2: Click All Programs.

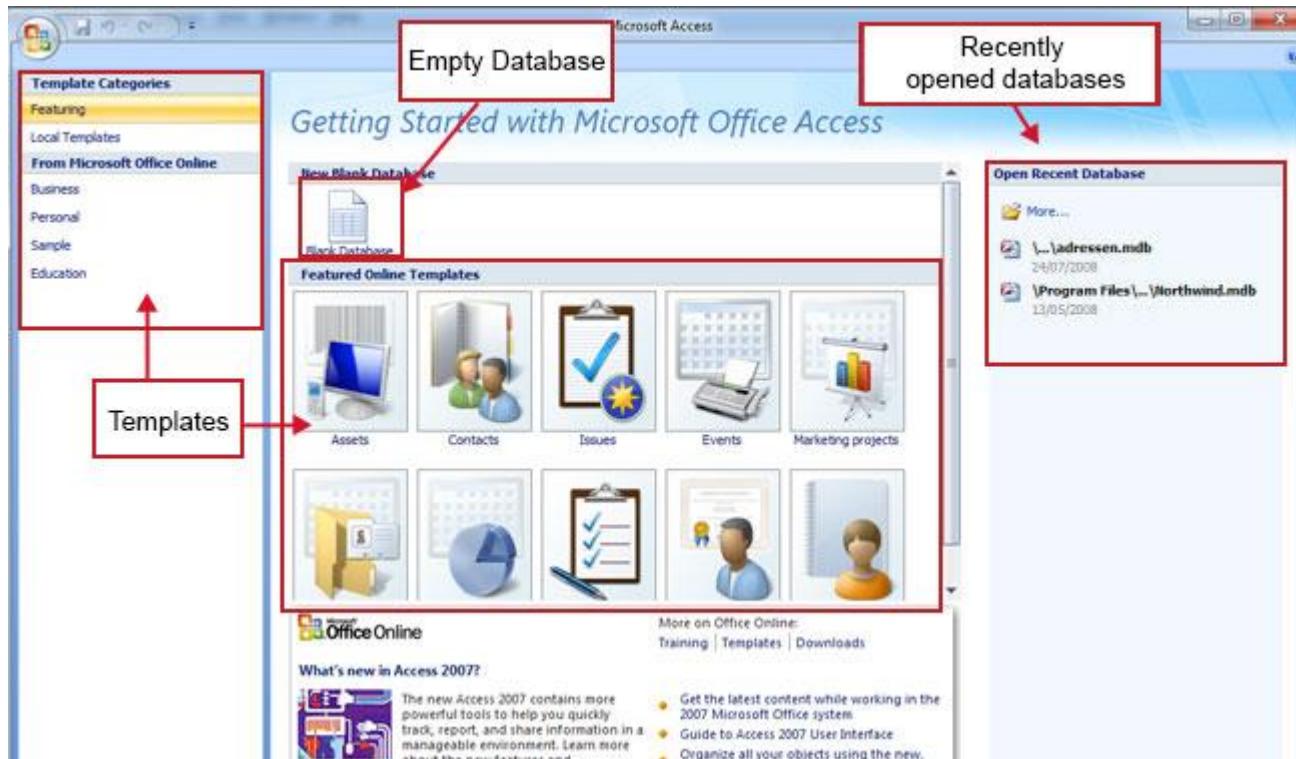
Step-3: Click Microsoft Office.

Step-4: Click Microsoft Office Access 2007.





The MS Access 2007 screen appears. Now, you can create a **new database** or **open** an existing one.



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