DATABASE OBJECTS

✟ **Tables**
- ➤ This is the basic structure that holds the data values for the database.
- ➤ It is the part of the database that holds all the data for each of the other objects.
- ➤ It is also known as a datasheet.
- ➤ Tables are made up of columns (vertical) and rows (horizontal).
  - A row is equal to a record in the database table.
  - A column is equal to a field in the database table.

✟ **Queries**
- ➤ This object is used to display only the data that meet certain criteria.
- ➤ It takes fields from one or more tables to make another table meeting the specified criteria.
- ➤ A query can be run several times to obtain the desired data.
- ➤ Each time the query is run, any data entered into the table will be reflected in the query.

✟ **Forms**
- ➤ Forms are used to display records.
- ➤ They allow the user to make changes to the field values in records.
- ➤ Customized designs that display field values may be created.
- ➤ They may be used to display more than one table at a time.
- ➤ When new fields are added to a table, these changes are not reflected in the form.
- ➤ To add these fields to a form, a new form has to be created or the form needs to be modified.

✟ **Reports**
- ➤ Reports are used primarily for printed output.
- ➤ They may be used to display information in the way you want it.
- ➤ Reports can be created quickly by using a Report Wizard. A wizard walks the user step-by-step through the process of creating the report.
- ➤ There are several different types of reports available, such as Mailing Labels, Tabular Reports, and Stacked Reports.

✟ **Macros**
- ☆ These are a set of Access commands that cause an action to be performed.
- ☆ They are stored as miniature programs.
- ☆ Macros can be replayed, when necessary, without reentering the commands from the keyboard.

✟ **Modules**
- ☆ These are objects containing custom procedures that are coded using Visual Basic Applications.
- ☆ They are a collection of Visual Basic Statements grouped together as a program.
- ☆ This object is used to provide specialized processing calculations that cannot be accomplished with ordinary Access methods.
  - ⌃ They provide a more discrete flow of actions.
  - ⌃ Modules provide a way to trap errors.

NOTE: Objects in a database are dynamic. This means when changes are made to data in an Access table, the information will be reflected when an object, such as a report or query, is run in Access.