

## WHAT IS ACCESS?

Access is a Database Management System that is used to store items such as reports, queries, forms, and macros. It is also possible to create a Web Access Database using Access.

### Database Management System

- ☆ This is a package of computer programs and documentation that allows you to establish and use a database.
- ☆ It functions in the Windows environment.
- ☆ It allows for the creation and processing of data in a database.

### Access Database

- ☆ This type of database is stored in a single large file that contains all the database objects for a particular application.
- ☆ With an Access database, it is possible to create:
  - \* **Tables** which is the main object in the database; the one from which all other objects are created.
  - \* **Forms** for entering data.
  - \* **Reports** for creating a printable document of the data.
  - \* **Queries** which are used to “ask questions” from the database, such as how many database entries match a certain criteria.

### Database

- ☆ A Database is a collection of related data in tables, queries, reports, forms and so forth.
- ☆ It contains data about a particular topic or for a particular purpose.
- ☆ The data is stored in a single large file that contains all the database objects for a particular application.
- ☆ The key features are:
  - \* **Data Entry and Update** - Easy mechanisms are provided for adding, changing, and deleting data. This includes the capability of making mass changes in a single operation.
  - \* **Tables** - Access tables are the main part of the database. They are used to enter data and to produce forms, reports, and queries. A database table is made of fields and records.
    - **Record** - A group of related fields of information about one object or event in the database. One row in a table represents a record.
    - **Fields** - A field contains the data items such as Last Name, First Name, and Address. One column in a table is equal to one field. It contains characteristics such as data type and length.
  - \* **Queries** - These are questions that can be asked to locate specific information within the database table. It is possible to ask complex questions concerning the data in the database and then receive instant answers.
  - \* **Forms** - This object is used to view, enter, and update data in a database table. Several different types of forms can be created in an Access database.
  - \* **Reports** - The creation tools for this object make it easy to create sophisticated reports for presenting data to others. There are several different ways of producing reports.
  - \* **Web Support** - It is possible to save objects, reports, and tables so that they can be viewed and updated using a browser.