Lecture 1 - What is a database?

It is a form of storing information in an organized way, and makes it easy to get information in and out.

Access is the Microsoft database-management program, part of the Microsoft Office suite, that enables you to maintain *databases*-collections of data arranged according to a fixed structure.

Create a New Database

Click the *Blank Database* icon. Then write the file name and click *Create* button.

Featuring Local Templates	Getting Started with Microsoft Office Access	
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	Navigation Pane	

The window for the **Friends** database should open:

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Elements of databases

A database stores information in an organized way, and makes it easy to get information in and out.

Tables store data within the database.

Forms make it easy to put data into tables.

Queries pull out specific data.



1. Click the **Create** tab.

View View Views View	
All Tables • « III Tables Table1 ® ID • Add New Field III Table2 : Table (New)	
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2. Rest the mouse cursor on the Tables bar.



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- 4. Rest the cursor on the **Reports** bar.



5. Rest the cursor on the **Other** bar.

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Create tables

1. Click the **Datasheet** tab.

Click	the Datashe	et tak).					
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2. In the Ribbon, click View.



Name fields

1. Click in the second box beneath Field Name.



First Name

3. Press the ENTER key on your keyboard.

ress the EN ne table sho	ITER key on yo ould look like th	ur keyboard. nis:		
Field Nan	ne Data Ty	pe	Description	
ID	AutoNumber			
First Name	Text	-		
				*

4. Click in the next box beneath First Name.

8 ID	Field Name	Data Type AutoNumber	Description	^
First	Name	Text		
-				
-				
-				
				-

Last Name

Then press the ENTER key.

The table should look like this:

	Field Name	Data Type	Description
8	ID	AutoNumber	
	First Name	Text	
	Last Name	Text 💌	

6. In the next box down, type:

City

then press ENTER.

7. In the next box down, type:

Zip

then press ENTER.

8. In the next box down, type:

Phone Number

then press ENTER.

The table should now look like this:

	Field Name	Data Type	Description	^
8	ID	AutoNumber		1
	First Name	Text		
	Last Name	Text		
	City	Text		
	Zip	Text		
	Phone Number	Text		
				-



Notice the icon beside the **ID** field.

Field Name	Data Type	Description A
D	AutoNumber	
Irst Name	Text	
Last Name	Text	
City	Text	
Zip	Text	
Phone Number	Text	

This means the **ID** field is the table's "key" field.

What is the key field?

A table's key field can't contain any duplicates.

Every table should have a key field.

For example, if a hospital keeps a database, each patient can have a unique ID number in the key field.

That way, if it has more than one patient named John Baker, it can easily distinguish John Baker, ID #326 in for a checkup, from John Baker, ID #298 who needs his gall bladder removed.

3. Click in the box under the **First Name** column header.

4	ID First	Name 🔹 Last Name 🔹	City -	Zip 🔹	Phone Numl 🕶	Add New Field	
*	(New)						

Elvis

5. Press the **TAB** key on your keyboard.

The table should now look like this:

Δ	ID 🔹	First Name 🔹	Last Name	•	City	Zip 🔹	Phone Numl 🗸	Add New Field
Ì	1	Elvis						
*	(New)							

Presley then press the TAB key.

7. Type:

Baltimore then press TAB.

7. Type:

21212

then press **TAB**.

8. Type:

4105551212

then press **TAB**. The table should now look like this:



