

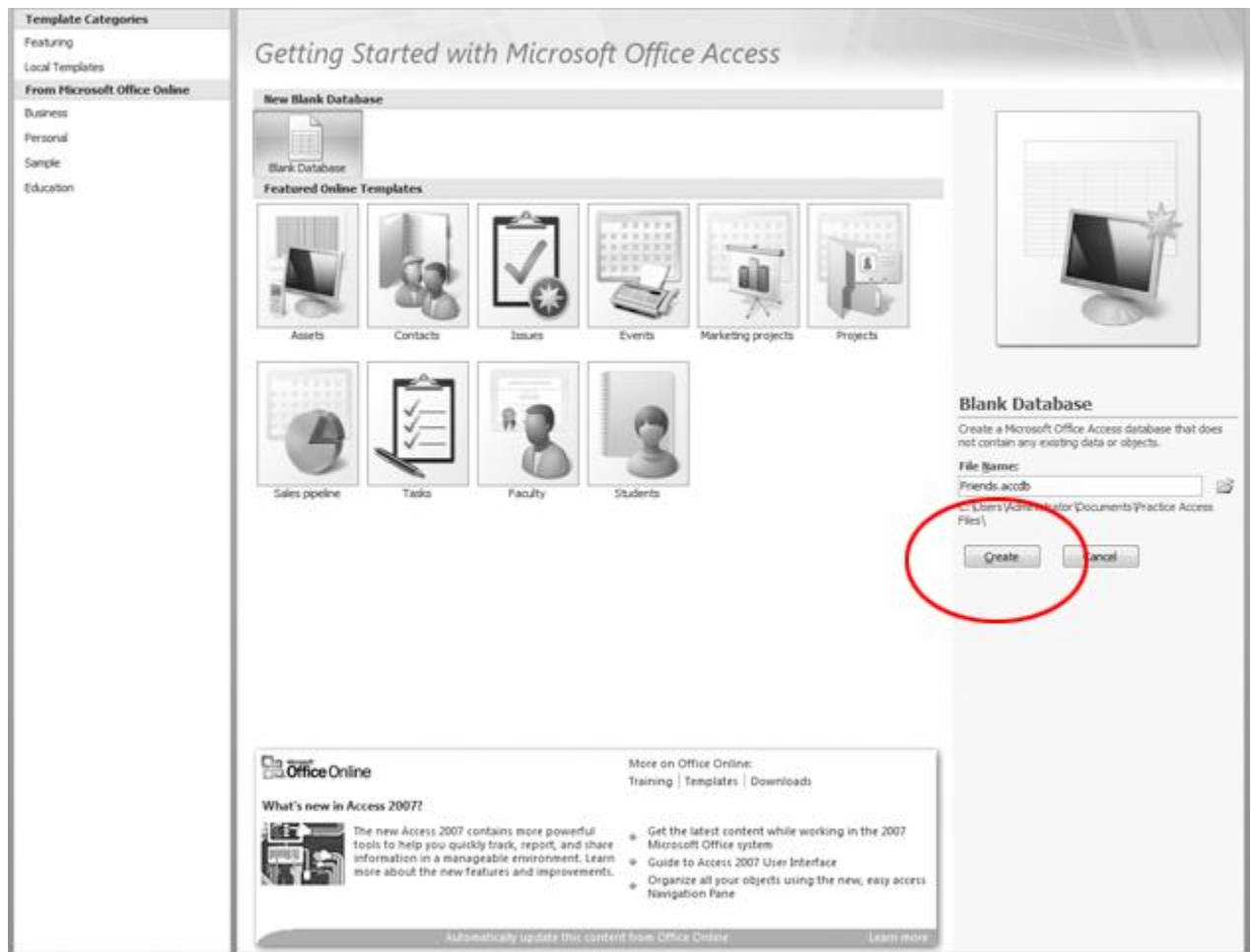
## Lecture 1 - What is a database?

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

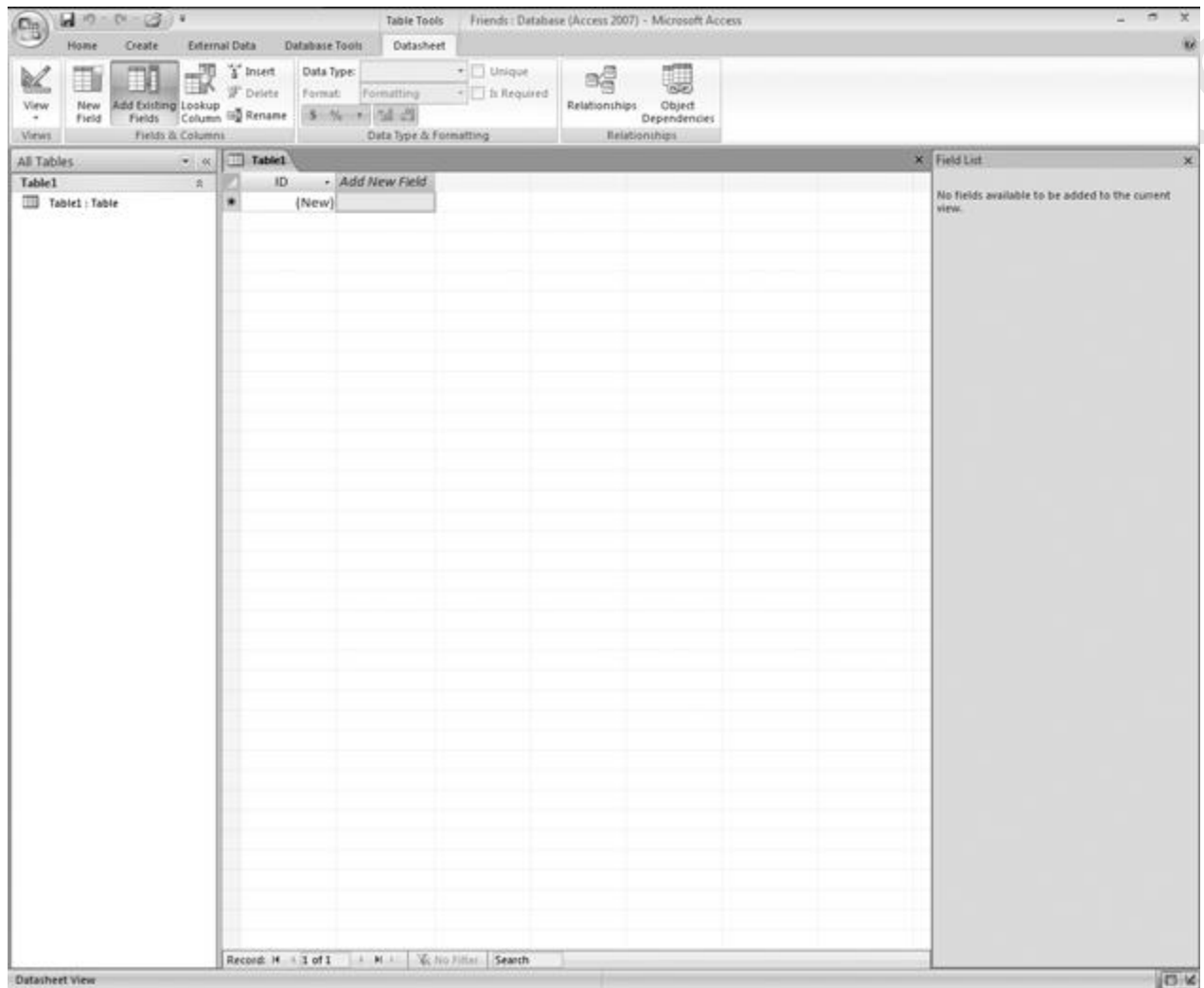
Access is the Microsoft database-management program, part of the Microsoft Office suite, that enables you to maintain *databases*-collections of data arranged according to a fixed structure.

### Create a New Database

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



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



## Elements of databases

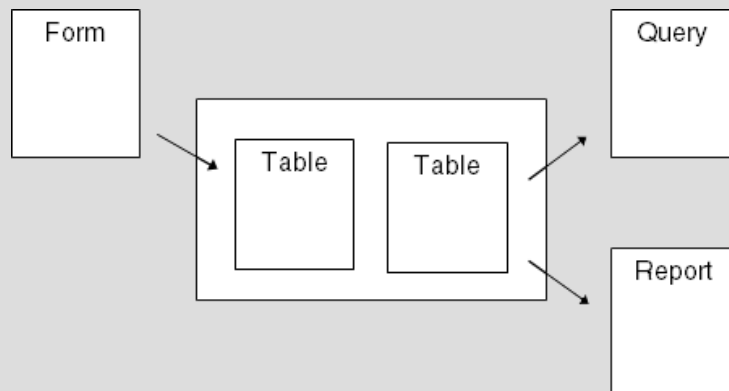
A database stores information in an organized way, and makes it easy to get information in and out.

**Tables** store data within the database.

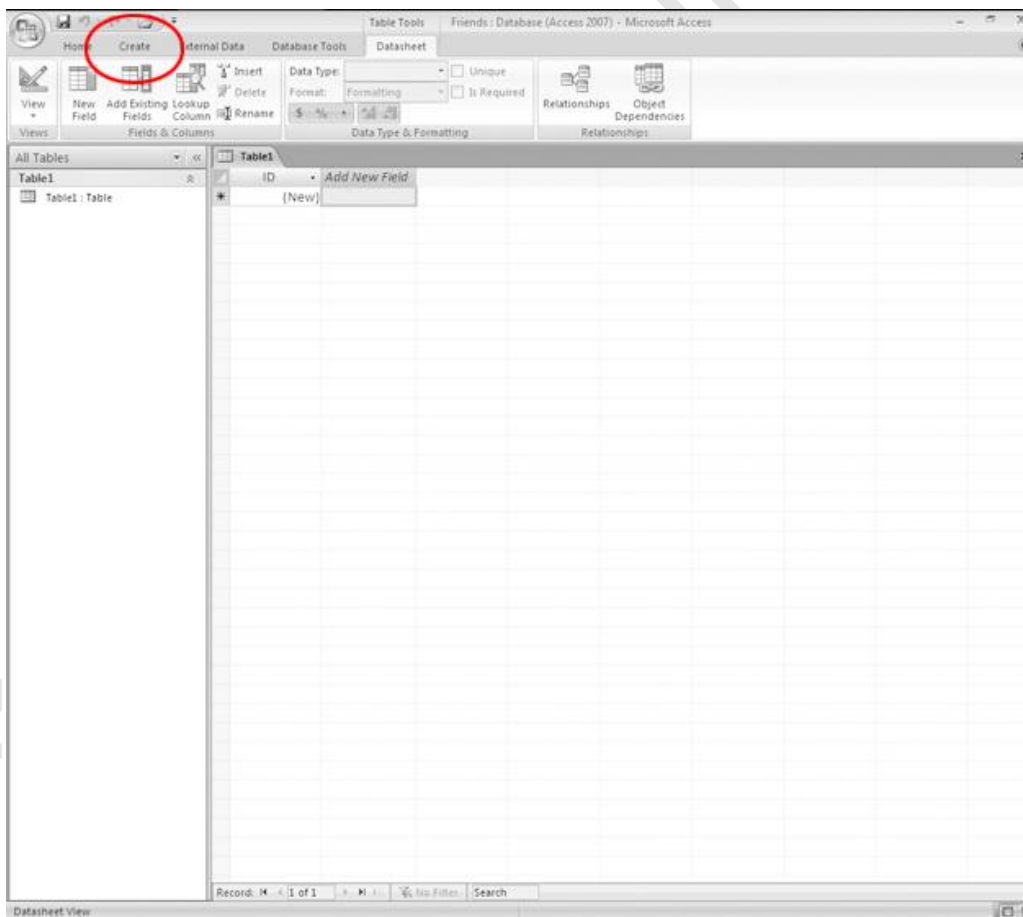
**Forms** make it easy to put data into tables.

**Queries** pull out specific data.

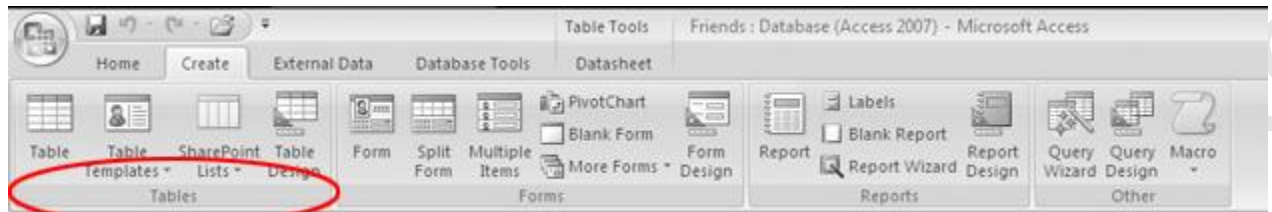
**Reports** put data in an easily-read format.



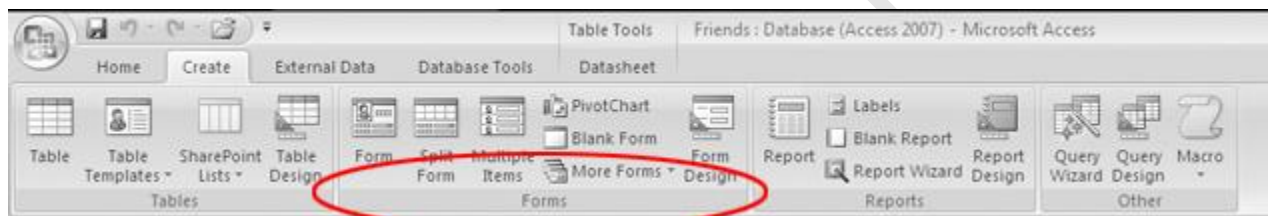
1. Click the **Create** tab.



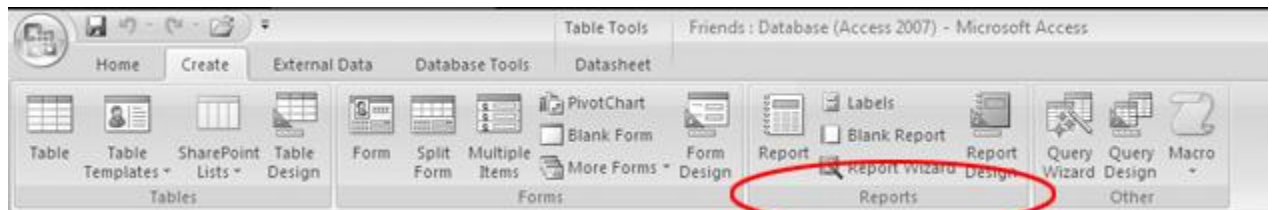
2. Rest the mouse cursor on the **Tables** bar.



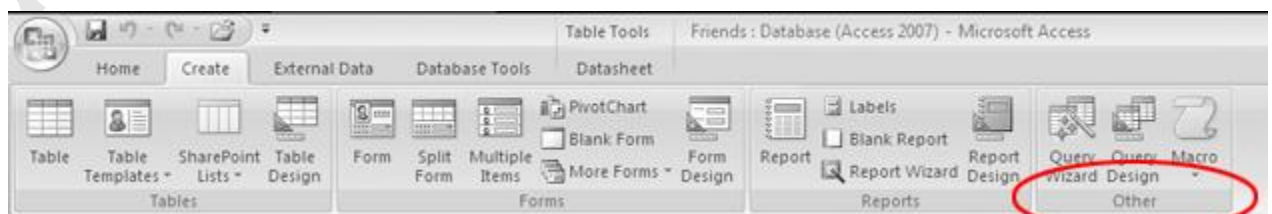
3. Rest the cursor on the **Forms** bar.



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

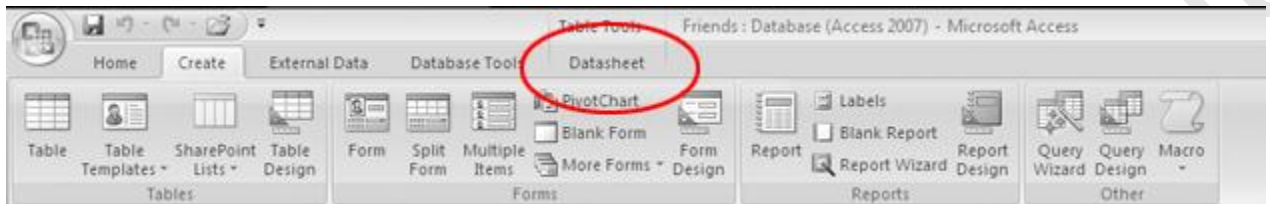


5. Rest the cursor on the **Other** bar.

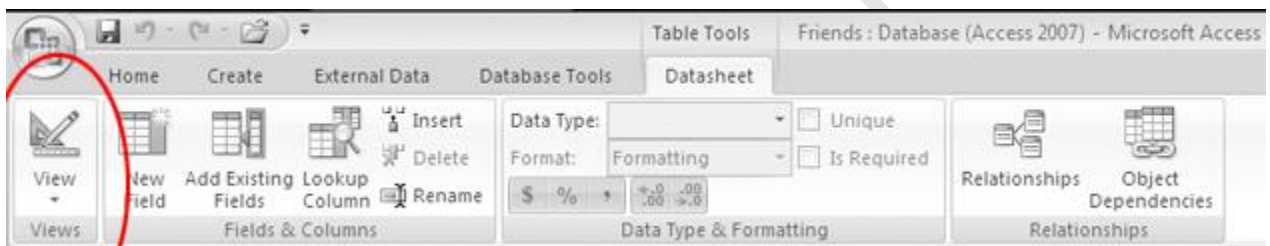


# Create tables

1. Click the **Datasheet** tab.

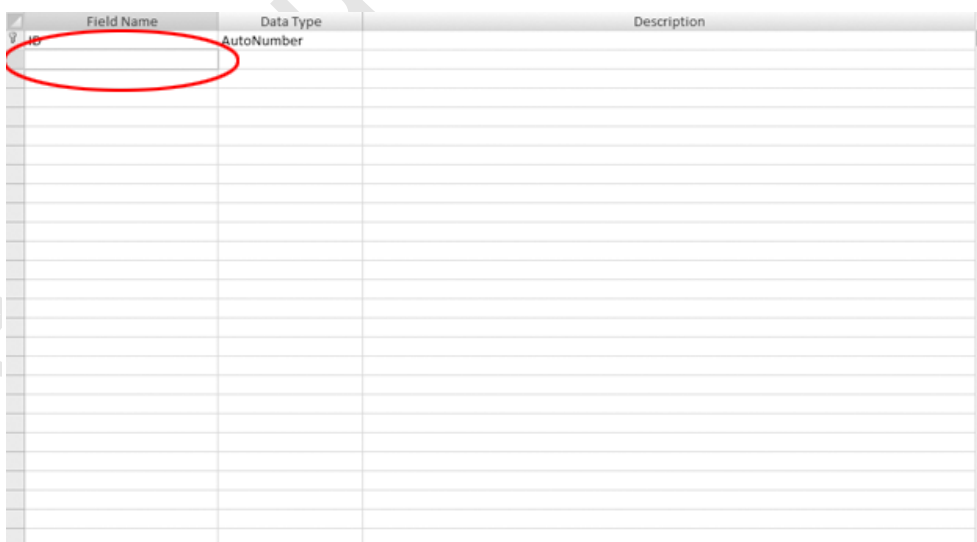


2. In the Ribbon, click **View**.



## Name fields

1. Click in the second box beneath **Field Name**.



**First Name**

3. Press the **ENTER** key on your keyboard.

The table should look like this:

[illegible]

4. Click in the next box beneath **First Name**.

[illegible]

5. Type:

**Last Name**

Then press the **ENTER** key.

The table should look like this:

[illegible]

then press **ENTER**.

then press **ENTER**.

then press **ENTER**.

[illegible]



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

[illegible]

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.



6. Type:

**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: