

Database Management with Microsoft Access

Database Management with Microsoft Access

1. Introduction

- Microsoft Access is a database management system for storing and organising related data.
- It suits small to medium databases for individuals and organisations.

2. Database Structure

- **Table:** stores data in rows (records) and columns (fields).
- **Field:** a single category of data, such as a name or date.
- **Primary key:** a field that uniquely identifies each record.

3. Relationships

- Tables are linked through related fields to avoid duplication.
- **Relationships:** commonly one-to-many between linked tables.

4. Queries

- **Query:** retrieves and filters data that meets set criteria.
- Queries can combine data from several tables and perform calculations.

5. Forms and Reports

- **Forms:** provide a user-friendly interface for entering data.
- **Reports:** present and print data in an organised, formatted layout.

6. Summary

- Access organises data in related tables and uses queries, forms, and reports to enter, retrieve, and present information efficiently.