

LOG ON TO ACCESS

Types of database

Flat File Database

Ms Excel

Relational Database

MS Access

MS MQL

Oracle

Elements of Databas

Tables

elements

Queries

(retrieve the filtered data)

Form's

entering data

REPORTS

Printed data

Fields
(columns)

Records
(row)

data

Creating a Database

Templates

Contains

- Tables
- Queries
- FORMS
- Reports

Blank database

Teacher's Signature : -----



Views of a Table

Design View

Data sheet view

used to enter data in table

Field Grid
Pane

Field Properties
pane

set properties for the fields.

field name

data type

description