#### CHAPTER 1: INTRODUCTION TO MS ACCESS



#### Objectives:

- Describe the characteristics of Database Management Systems (DBMS).
- b. Differentiate the RDBMS from DBMS.
- Discover the objects being used in MS Access.

#### Lesson 1: Overview

Microsoft Access is a Database Management System (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software development tools. It is a member of the Microsoft Office suite of applications, included in the professional and higher editions.



- Microsoft Access is just one part of Microsoft's overall data management product strategy.
- It stores data in its own format based on the Access Jet Database Engine.
- Like relational databases, Microsoft Access also allows you to link related information easily. For example, customer and order data. However, Access 2013 also complements other database products because it has several powerful connectivity features.
- It can also import or link directly to data stored in other applications and databases.
- As its name implies, Access can work directly with data from other sources, including many popular PC database programs, with many SQL (Structured Query Language) databases on the desktop, on servers, on minicomputers, or on mainframes, and with data stored on Internet or intranet web servers.
- Access can also understand and use a wide variety of other data formats, including many other database file structures.
- You can export data to and import data from word processing files, spreadsheets, or database files directly.
- Access can work with most popular databases that support the Open Database Connectivity (ODBC) standard, including SQL Server, Oracle, and DB2.
- Software developers can use Microsoft Access to develop application software.

# **Microsoft Access Lesson 1 Answer Key**

**Crystal Panek** 

#### **Microsoft Access Lesson 1 Answer Key:**

Microsoft Access 2002 Pasewark Ltd, William R. Pasewark, Jr., 2001-08-31 Introductory Tutorials from the South Western Computer Education Series provide a complete learning package that makes the mastery of software applications both easy and fun Organized for the self paced learner these provide all the information learners need to become proficient users of the most popular software programs This Introductory Tutorial teaches users the key features of Microsoft Access 2002 through numerous screen illustrations and hands on activities Microsoft Office 2010 Digital Classroom AGI Creative Team, AGI Training Team, 2011-03-16 The complete book and video training package for Office 2010 This Microsoft Office 2010 book and video training package from the same professional training experts who also create many training materials for Microsoft is like having your own personal instructor guiding you through each lesson but you work at your own pace The full color book includes 27 lessons that teach you the new features and guirks of Microsoft Office 2010 Each lesson includes step by step instructions and lesson files and provides valuable video tutorials that complement what you re learning and clearly demonstrate how to do tasks This jam packed training package takes you well beyond the basics in a series of easy to absorb five minute lessons Shows you how to use Microsoft Office 2010 the new version of the Microsoft Office suite that is available in standard 32 bit and now also a 64 bit version Walks you through 27 lessons each consisting of easy to follow step by step instructions and lesson files in full color that make each task less intimidating Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you re learning in the book Covers exciting new Office 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon Provides the perfect one stop robust learning package with book and supplementary video training on all the applications in Office 2010 Additional resources available on companion Web site www digital classroombooks com Learn the ins and outs of Office 2010 with this all in one value packed combo **Microsoft Access 2016 Training Manual** Classroom in a Book TeachUcomp, 2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory Intermediate Advanced in one book 174 pages and 105 individual topics Includes practice exercises and keyboard shortcuts You will learn all about relational databases advanced queries creating forms reporting macros and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default

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