



Microsoft Access

INTRODUCTION

A computer is an electronic device that processes data to provide meaningful information. Computer is used to process large amount of data. Microsoft (MS) Access is a **Rational Database Management System (RDBMS)** used to store and manipulate a bulk of information of any kind. It stores information in the form of related tables.



A table is a collection of information about related terms. For example, a table of customers would contain the customer's name and then details like phone no, address, etc. RDBMS lets you create, update and administer any relational data base. There are many RDBMS Software available. Some examples are Microsoft Access, Oracle, Visual, Foxpro etc. In this chapter, we shall learn about MS Access.

MICROSOFT ACCESS

Microsoft Access is a popular Database Management system. In Microsoft Access, the data is arranged in the form of tables.

MICROSOFT ACCESS OBJECTS

There are seven different database objects in Microsoft Access, which work together to make the whole database function. Each Object has a specific role to play.

Do You Know?

The initial codename of MS Access was *Cirrus*.

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Sanjay Kaul



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Microsoft SharePoint 2007 for Office 2007 Users Martin Reid, 2009-06-24 Aimed at end users who face the daunting task of mastering MOSS 2007 in the enterprise business environment this book shows you how to make effective use of what can be a confusing array of features You ll review how SharePoint is central to the Microsoft Office platform because organizations use it to organize workflow integrate Office documents with line of business applications provide search capabilities across all types of documents and data and distribute these tools internally and externally on Web sites for end users Plus the book offers you well designed examples and explanations that can be easily applied in real world situations Martin WP Reid Belfast Ireland is an analyst for The Queens University of Belfast Northern Ireland He is the author and technical editor of more than a dozen technical books He is a regular contributor to the Microsoft Office SharePoint blog Get the Point <http://sharepoint.microsoft.com/blogs/getthepoint>

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Confident Computing for the Over 50s Bob Reeves, 2010-03-26 Do you feel that you have been left behind in the technological revolution Assuming no prior knowledge of using a computer this book is written in a practical light hearted and non technical style to take the terror out of the technology Bob Reeves approaches the subject in a highly accessible way focusing on the computer applications of most interest to middle and third agers including correspondence photography shopping online personal budgets and researching your family history It begins with the very basics and ends with an invaluable jargonbuster glossary The book is made up of a series of self contained chapters with the emphasis on what the computer is being used for rather than the software needed For example rather than a chapter on word processing there is a chapter on letter writing rather than desktop publishing there is making a newsletter and making cards for all occasions rather than one on digital photography there is getting photographs on to the computer etc There will be clear instructions supported with screenshots tips and hints throughout This approach sets it apart from other books on basic computer skills as it covers what you really want to do with your computer breaking down any technical barriers and making the book totally relevant to the novice computer user

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