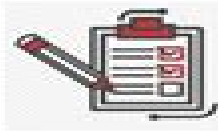


CHAPTER 1: INTRODUCTION TO MS ACCESS

**Objectives:**

- a. Describe the characteristics of Database Management Systems (DBMS).
- b. Differentiate the RDBMS from DBMS.
- c. 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

Ying-Ying Zheng



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 quirks 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.digitalclassroombooks.com Learn the ins and outs of Office 2010 with this all in one value packed combo

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Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running A Query 6 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Selections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls To Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls Group 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform Subreport Control Reports 1 Using the Report Wizard 2 Using Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Using Program Flow with Macros 4 Creating Autoexec Macros 5 Creating Data Macros 6 Editing Named Data Macros 7 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar 2016 Only *Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software* Microsoft Official Academic Course,2012-01-24 This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Automated grading via OfficeGrader saves instructors time and enables consistent grading Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics **Windows Server Administration**

Fundamentals Crystal Panek,2019-10-28 Did you know 91% of hiring managers consider certification as part of their hiring requirements IT Professionals who are new to the industry need a strong foundational understanding of the fundamentals before moving on towards more challenging technology certifications This book covers everything you need to know about understanding how to manage windows servers and storage along with monitoring and troubleshooting servers as well Written to the Windows Server Administration Fundamentals MTA Certification it is a recommended entry point into IT certification This book covers the basics of Windows Server Administration Each chapter closes with a quiz to make sure you can practice exam questions and test your knowledge before moving to the next section We start by discussing what a server is and does by providing an in depth overview including installation of Windows Server 2016 There are sections dedicated to the following Performing configurations and managing your Windows Server by configuring your IP address settings and managing devices and device drivers Managing your storage by identifying storage technologies understanding disk structure and using disk management tools Monitoring and troubleshooting servers by managing information technology and understanding performance backups and performing server repair Overview of popular Windows network services and applications like understanding remote access server virtualization and introducing remote administration IT Professionals looking to understand more about Windows Server Administration will gain the knowledge to effectively install and manage a Windows Server including basic troubleshooting Thanks to some troubleshooting tools and tips it will be easier to apply the skills in real world situations and feel confident when taking the certification *Microsoft Access 2002* Joseph W. Habraken,2002 Because most people don't have the luxury of sitting down uninterrupted for hours at a time to learn Excel this 10 Minute Guide focuses on the most often used features covering them in lessons designed to take 10 minutes or less to complete In addition this guide teaches the user how to use Excel without relying on technical jargon and by providing straightforward easy to follow explanations and lists of numbered steps that tell the user which keys to press and which options to select **MCITP Self-paced Training Kit (Exam 70-647)** David Miller,John Policelli,2011 Annotation Using this training kit you will learn how to do the following plan network and application services design core identity and access management components design support identity and access management components and design for business continuity and data availability **Configuring Microsoft SharePoint 2010** Dan Holme,Alistair Matthews,2011 A preparation guide for the MCTS Microsoft Certified Technology Specialist certification for Microsoft SharePoint 2010 **Access 2003 Personal Trainer** CustomGuide Inc,2005 A fully illustrated modular approach to the features of Access allows readers to proceed at their own pace *Training Guide Configuring Advanced Windows Server 2012 R2 Services (MCSA)* Orin Thomas,2014-05-06 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on configuration of advanced services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance

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math discussions The chapters unpack the five practices and guide teachers to a deeper understanding of how to use each practice effectively in an inquiry oriented classroom This book will help you launch meaningful mathematical discussion through Key questions to set learning goals identify high level tasks anticipate student responses and develop targeted assessing and advancing questions that jumpstart productive discussion before class begins Video excerpts from real high school classrooms that vividly illustrate the five practices in action and include built in opportunities for you to consider effective ways to monitor students ideas and successful approaches for selecting sequencing and connecting students ideas during instruction Pause and Consider prompts that help you reflect on an issue and in some cases draw on your own classroom experience prior to reading more about it Linking To Your Own Instruction sections help you implement the five practices with confidence in your own instruction The book and companion website provide an array of resources including planning templates sample lesson plans completed monitoring tools and mathematical tasks Enhance your fluency in the five practices to bring powerful discussions of mathematical concepts to life in your classroom

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