

ASPIRATION SOLUTIONS

Microsoft Access

Microsoft Access is a Database Management System offered by Microsoft. It uses the Microsoft Jet Database Engine and comes as a part of the Microsoft Office suite of application.

Topics to be covered
1) Tables:
2) Relationships
3) Queries:
4) Form
5) Reports

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Elements of database

1) Tables:

2) Relationships

- **One-to-One:** A single instance of an entity is associated with a single instance of another entity. This type of relationship is relatively uncommon; it is typically used when an entity can be classified into several sub-types. An example where a one-to-one relationship might be used is one teacher teaching only one course.
- **One-to-Many:** An instance of an entity (called the parent) is associated with zero or several instances of another entity (called the child). An example of this type can be found by examining the teacher and class entities. A teacher may instruct zero or more classes during the course of a semester.
- **Many-to-Many:** Many instances of an entity are associated with many instances of another entity. Consider the enrollment relation between a student and a class. A single student may be enrolled in many classes, and a single class may enroll many students

3) Queries:

Queries are used to view, change, and analyze the data in different ways. Queries can be used as the source of records for forms and reports. You can formulate simple queries that look for records. A query displays a subset of all or specific fields and records in a table.

- **Simple query**
In simple query you can select different fields from different tables and find a particular data. here the condition specified for the query is constant.
- **Query Parameter:**
In query parameter you can enter the condition at runtime, i.e. during the execution of the query, and then query parameter must be specified. If a query parameter is entered, then while executing a query, it will ask the user to enter a value based on which the result will be displayed.
- **Calculated Query:**
A query can display the content of fields or the result of calculation specified using the fields in the tables. The table contains the field deposit. Using this,

the discount can be calculated as 25% of deposits and displayed.

➤ **Make Table Query:**

When you run a select query MS-Access shows a Datasheet View that draws its data from the tables included in the query. If you edit the datasheet view, you end up changing the data in the underlying tables. At such times you can save the data in new tables so that you do not alter the original tables. Basically you can add fields from different tables and make a new table.

➤ **Update Query:**

Update query can be used to make global changes to a table instead of using edit replace to change one record at time.

4) Form

You can use the form tool to create a form with a single mouse-click. When you use this tool, all the fields from the underlying data source are placed on the form. You can start using form immediately, or you modify it in Layout view or Design view to better suit your needs. These are direct forms:

➤ **Form Design:**

In form design you can select different fields from different tables on a blank form by using add existing fields feature.

➤ **Command Buttons:**

Command Buttons are like the OK or CANCEL buttons that you see in most of the window-based applications. When you click on a command button, MS-Access automatically performs a predetermined function. You can associate one or more functions with command buttons.

➤ **List Box & Combo Box:**

using list control you can add different fields from the tables and make a List Box or a Combo Box. A list box and a combo Box can be used to locate a particular record instead of for

5) Reports

Report is a component of the database, which is used to organize and present the data in the tables in an understandable form. MS-Access allows us to base a report on a query as well as on a table.