

## Microsoft Access

\* The Ms-access is one of the relational database management system in which a user can work on two or more than two tables.

→ To work with ms-access, the user opens it from microsoft office package.

\* Once the application being open then the following steps are used to create database and their tables, these are-

- a) Choose blank database option.
- b) Put the name of the database and click on create option.

\* Table creation-

The database file when created then the extension is ".mdb". Every RDBMS having more than one table therefore, the tables are created by the use of following steps-

- a) Choose 'creat' menu of database.
- b) select table design option.

\* The design option having three components that is fieldname, data type and description -

Data type	Definition
Text	Stores alphanumeric data
Number	stores numeric value
Memo	stores multiline data
Date/time	stores date and time value

When the fields as well as data type being specified in the table and need to create uniqueness in any field then first select the field and choose primary key icon from design menu.

Create as many as tables the database required.

The type of relationship depends on the primary key implemented in the tables.

Relationship creation-

When a relationship need to create among the tables then first relationship option has been selected from database tool menu.

It will open relationship window from where tables are selected among which

relation need to create then click on add button. Choose referential integrity, cascade update and cascade delete checkbox then choose create button. It will create the relation because the field is being drag and drop from one table to another.

## \* Form creation -

The form is one of the 4 interfaces from where data entry operation can be performed by the user inside the table.

\* To create the form, the following steps are used -

- Choose create menu of the database.
- Choose form option from toolbar.
- Choose all tables option from right side window of form interface.
- Choose specified table then click on plus (+) symbol to get the field name.
- Double click on the field name to place on form interface.

→ To customize the size of input column, select the column and perform right click of mouse then choose properties option, from where we can set the height and width of the text box.

→ To work with records and form, a user can create different types of buttons for that following steps become used -

- a) Open the form design interface
- b) Choose design menu then select button icon
- c) Drag and drop the button on form interface.
- d) Choose categories option then its related action from their window.
- e) Choose next then select text radio button.
- f) Click on next then finish button.

At the form interface different buttons are available to work, that is -

Category	Action
Record navigation	Find record, first record...
Record operation	Add record, Delete record
Form operation	Close form

To work with on our command operation there are certain steps to be followed -

- a) Click on button icon.
- b) drag and drop the button then choose cancel option.
- c) Double click on button then put appropriate name on the button.
- d) Right click on button and select properties option.
- e) Choose built event option then macro builder.
- f) put the name of the macro as operable in the textbox and press enter

g) Put or select the table name to open when click on button.

h) Save the setting.

Choose "form view" from "form list box" from toolbar, click on the button to activate it.

## \* Query creation -

The query is one of the objects that are used to get the value from one or more than one tables.

To create the query following steps are used, these are -

a) Choose create menu then select query design option.

b) It will open a window where the name of the tables are available that is earlier created by user.

c) Select either one or more than one table from it. It will appear on query window with list of field name.

d) Double click on the field name to put the field in the query interface.

e) Choose run (!) option from the toolbar.

→ There are different types of query in ms-access that is -

i) Select query -

It is one of the query in which the fields either from one table or more than one table can be selected to get the resultant. It is the default query.

ii) Make table query-

To create a new table from one or more than one previously created table's field it is used.

iii) ~~Update~~ Update query-

When certain column value need to be change with other value with or without condition then it is used.

iv) Append query-

When certain column value of a table need to attach to some field of other table then it is used.

v) Delete query-

To remove certain record from the table by getting certain criteria then it is used.

vi) Crosstab query-

The query that show the summarize information from either a single table or multiple table.

\* The query having three setting that is -

a) Criteria - To put certain condition on field it is used.

b) Sort - To arrange the value of the column in ascending or descending order it is used.

c) Where - To give condition on the field by giving value it is used.

d) Or :- To put another condition apart from where it is used.

## \* Report creation -

To create a report from the table or query it is used. The report is used to get the print either of single or multiple records.

\* To create the report following steps are used -

- Choose report design from the create menu.
- Choose select all table link from right side of report window.
- Choose the table name then double click on the report interface.
- Choose report preview from report list box.

Every report having three components that is -

### a) Report header -

The heading of the report can be created in this section of report.

### b) Report body -

It contains the list of field names of table or query that appears in report.

### c) Report footer -

It contains the page number as well as date and time of report generations.