

# Introduction to Databases

*Microsoft Access*  
2000

**1) Define  
database**

**3) Identify  
Elements**

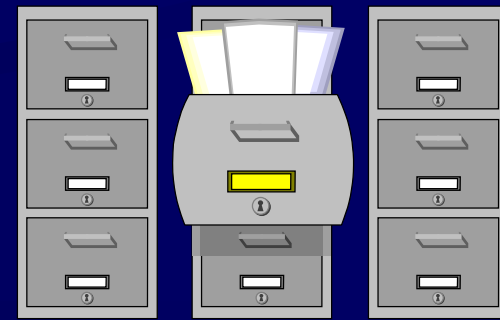
**Workshop Objectives**

**5) Create  
Database**

**2) Describe  
Functions**

**4) Use  
Database**

# 1) Define database



# Data Storage Structure



File

|                           |              |          |
|---------------------------|--------------|----------|
| Montgomery Leander        | 64 Med       | 687-9642 |
| Montgomery Lile Mae       | 94 Quincy    | 552-9721 |
| Montgomery M              | 818 Hawthorn | 254-9788 |
| Montgomery Mary           | 6 Michael    | 733-1134 |
| Montgomery Michael        | 30 Putman    | 666-7933 |
| Montgomery Michael & Mary | 190 E4       | 222-4896 |
| Montgomery Milse          | 140 Quey     | 687-9621 |
| Montgomery Peggy          | 711 Narrows  | 376-6377 |
| Montgomery Ray            | 25 State     | 253-8858 |

Record

|                |          |          |
|----------------|----------|----------|
| Montgomery Ray | 25 State | 253-8858 |
|----------------|----------|----------|

Fields



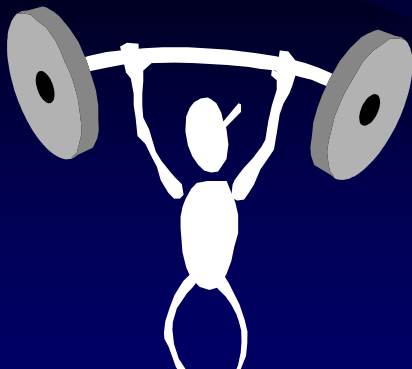
**Define  
database**

# **Information Management Device**

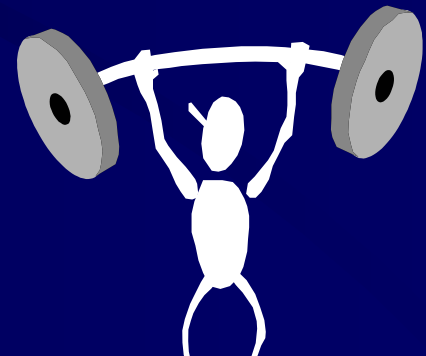


# Define database

**A collection of information organized in such a way that a computer program can quickly access, update, display, manipulate, analyze, and format it.**



**An electronic  
filing system.**



## 2) Describe Functions

Organize

Analyze

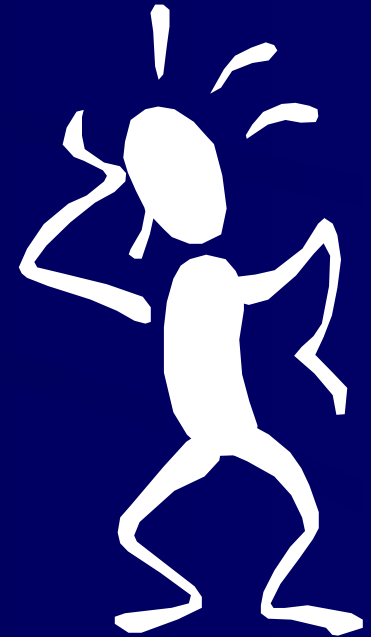
Manipulate

Update

Display



### 3) Identify Elements



**Records**

**Fields**

**Queries**

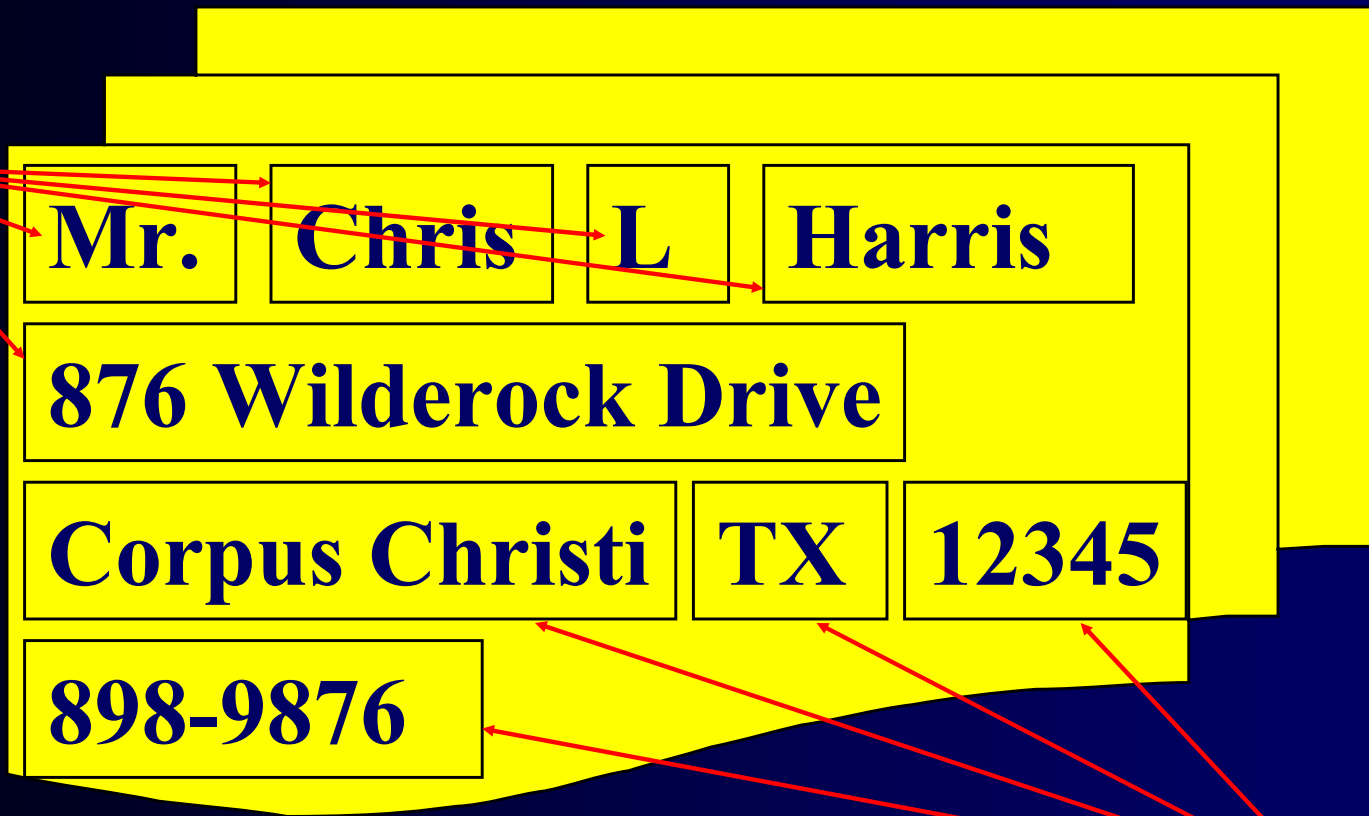
**Tables**

**Forms**

**Reports**

# Records and Fields

Fields



Fields

# Records and Fields

1 Record

Mr.

Chris

L

Harris

876 Wilderock Drive

Corpus Christi

TX

12345

898-9876

1 Record

# Records and Fields

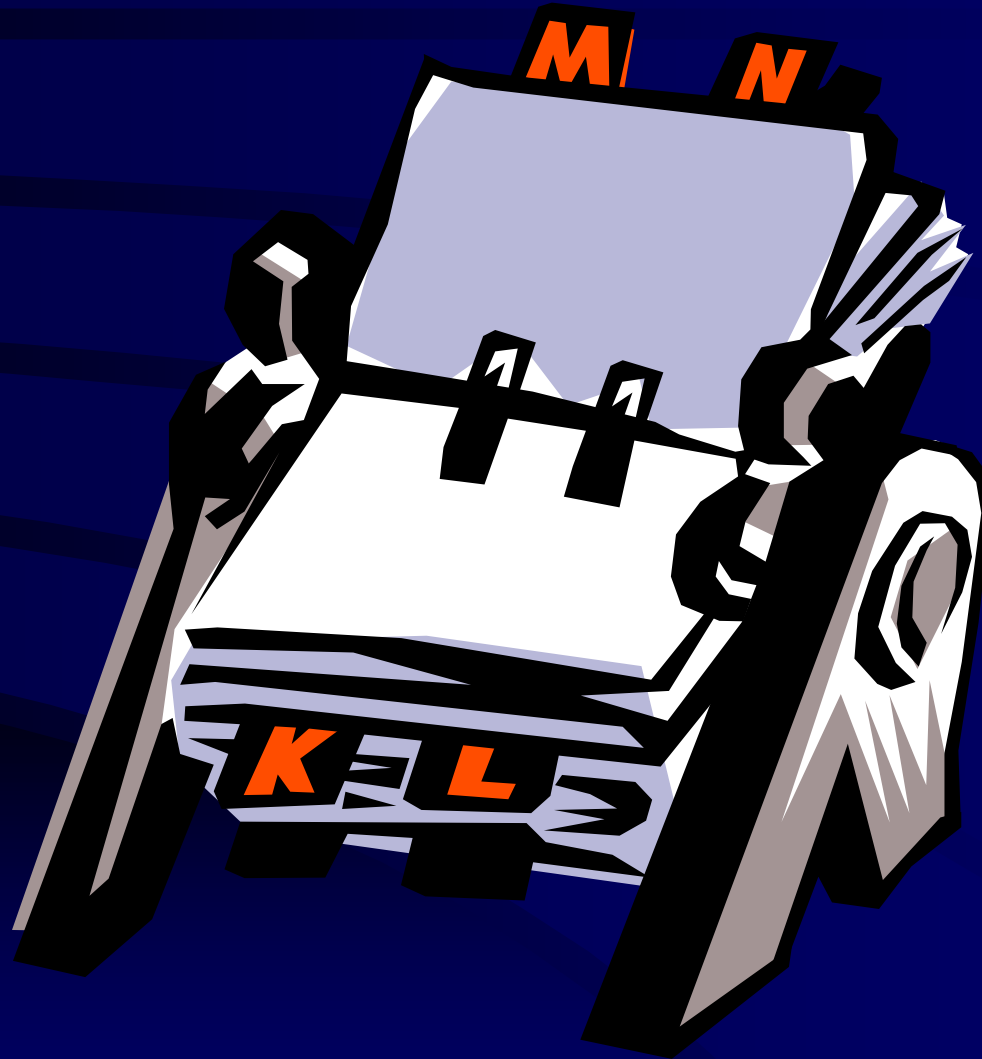
Mr. Chris L Harris

876 Wilderock Drive

Corpus Christi TX 12345

898-9876

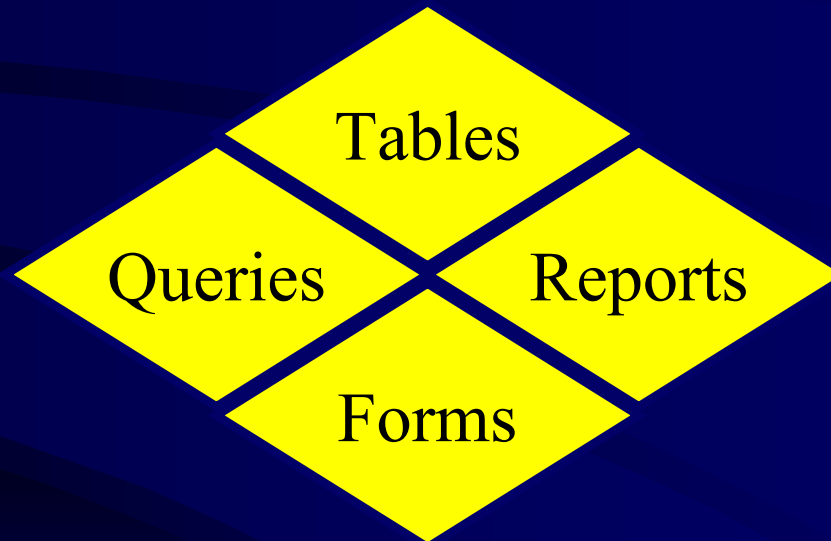
# An Illustration



# Access Database Elements

Macros

Modules



# Tables

|          |          |          |            |
|----------|----------|----------|------------|
| \$1.00   | \$2.00   | \$3.00   | \$4.00     |
| \$3.00   | \$4.00   | \$5.00   | \$6.00     |
| \$6.00   | \$5.00   | \$7.00   | \$8.00     |
| \$45.00  | \$67.00  | \$9.00   | \$10.00    |
| \$123.00 | \$543.00 | \$963.00 | \$1,383.00 |
| \$121.40 | \$467.70 | \$774.60 | \$1,110.80 |
| \$150.00 | \$582.20 | \$967.00 | \$1,387.00 |

# Queries

**Products : Table**

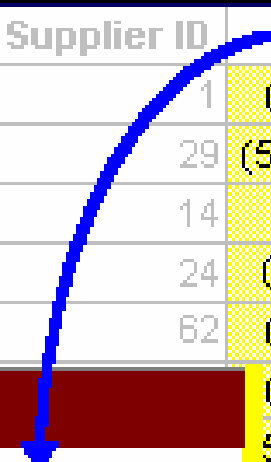
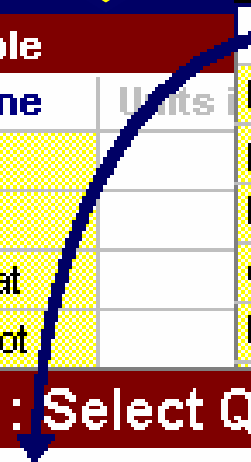
| Product Name      | Units |
|-------------------|-------|
| Alice Mutton      |       |
| Aniseed Syrup     |       |
| Boston Crab Meat  |       |
| Camembert Pierrot |       |

**Suppliers : Table**

| Supplier                | Supplier ID | Phone          |
|-------------------------|-------------|----------------|
| Exotic Liquids          | 1           | (71) 555-2222  |
| Forêts d'érables        | 29          | (514) 555-2222 |
| Formaggi Fortini s.r.l. | 14          | (0544) 600000  |
| G'day Mate              | 24          | (02) 555-5555  |
| Pavlova, Ltd.           | 62          | (03) 444-2343  |

**Products and Suppliers : Select Query**

| Product Name      | Supplier            | Phone          |
|-------------------|---------------------|----------------|
| Alice Mutton      | Pavlova, Ltd.       | (03) 444-2343  |
| Aniseed Syrup     | Exotic Liquids      | (71) 555-2222  |
| Boston Crab Meat  | New England Seafood | (617) 555-3267 |
| Camembert Pierrot | Gai pâturage        | 38.76.98.06    |



# Forms

**Coop Data Entry Form**

|                   |                        |               |   |
|-------------------|------------------------|---------------|---|
| District          | Banquete ISD           | DaysScheduled | 2 |
| Title             | Mrs.                   |               |   |
| FirstName         | Nancy                  |               |   |
| LastName          | Mooney                 |               |   |
| Position          | Technology Coordinator |               |   |
| Address           | P.O.Box 369            |               |   |
| City              | Banquete               |               |   |
| State             | TX                     |               |   |
| Zip               | 78339                  |               |   |
| CoopDaysPurchased | 6                      |               |   |
| DaysUsed          | 2.5                    |               |   |

Record: 1 of 10

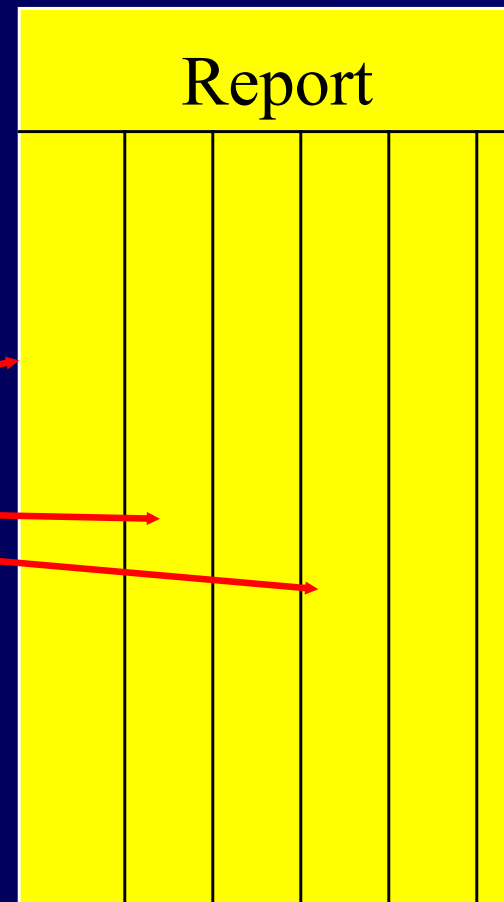
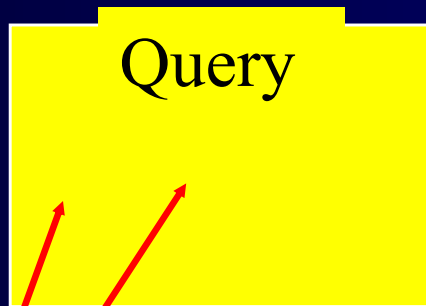
# Reports

## Coop Report

| <u>District</u>  | <u>Unaff/Unassigned</u> | <u>Unaff/Unid</u> | <u>Unaff/Unassigned</u> | <u>Unaff/Unassigned Unid</u> |
|------------------|-------------------------|-------------------|-------------------------|------------------------------|
| Marquette CRU    | 4                       | 2.5               | 3.5                     | 4.5                          |
| Howe Hill CRU    | 28                      | 3.5               | 23.5                    | 4.5                          |
| Georgia West CRU | 3                       | 3                 | 4                       | 4                            |
| Rogersville CRU  | 28                      | 7.5               | 20.5                    | 4.5                          |
| London           | 48                      | 2.5               | 7.5                     | 3.5                          |
| McCallum CRU     | 4                       | 4.5               | 2.5                     | 2.5                          |
| Palmer CRU       | 4                       | 4                 | 3                       | 4                            |
| Holbrook CRU     | 3                       | 4                 | 3                       | 3                            |
| San Diego CRU    | 44                      | 3.5               | 7.5                     | 7.5                          |
| Home Avenue CRU  | 3                       | 2                 | 3                       | 2                            |

Flat-File  
Database

|       |     |     |
|-------|-----|-----|
| Table | 1   | 2   |
|       | 3   | 4   |
|       | 6   | 5   |
|       | 45  | 67  |
|       | 123 | 543 |

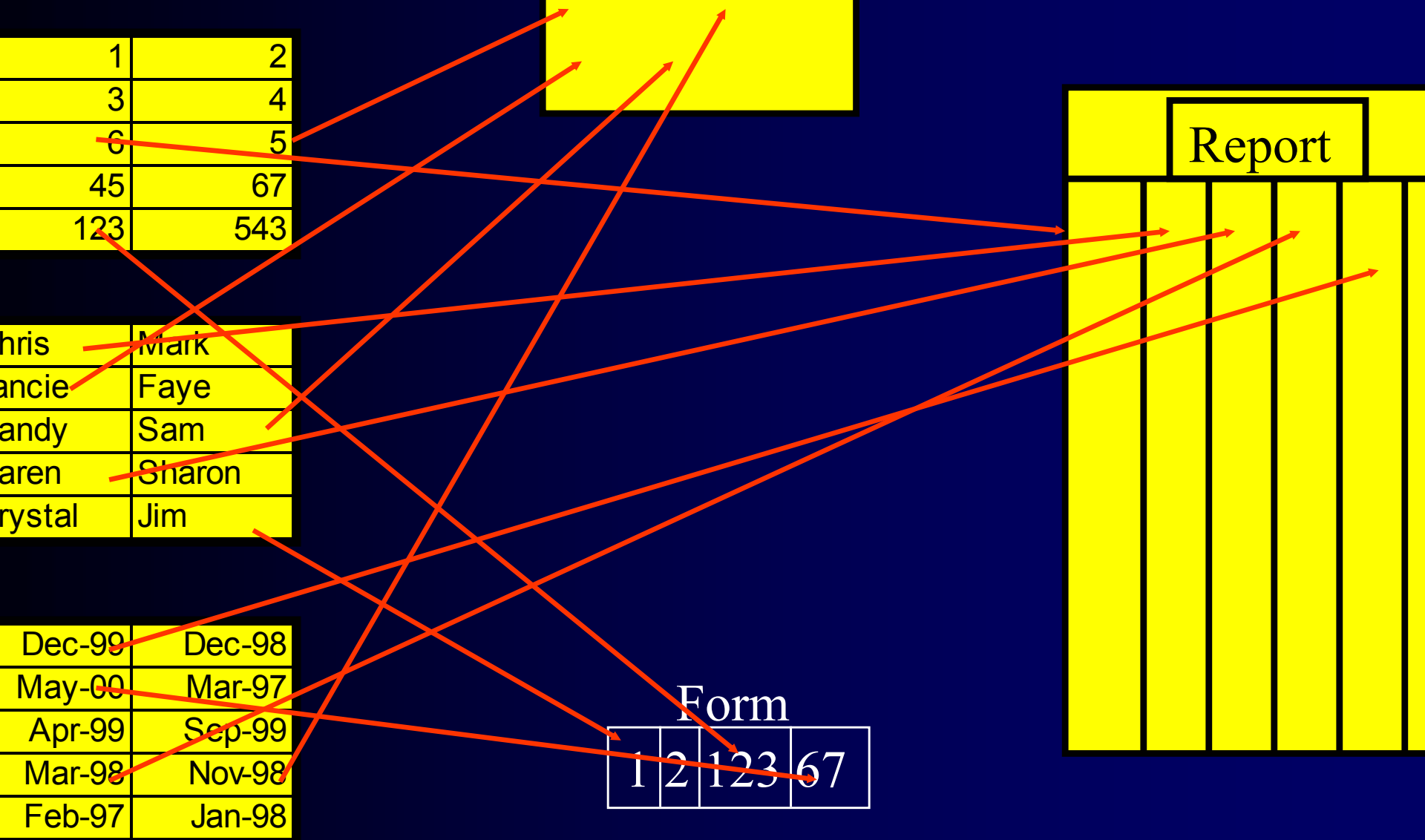
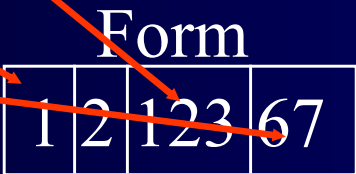
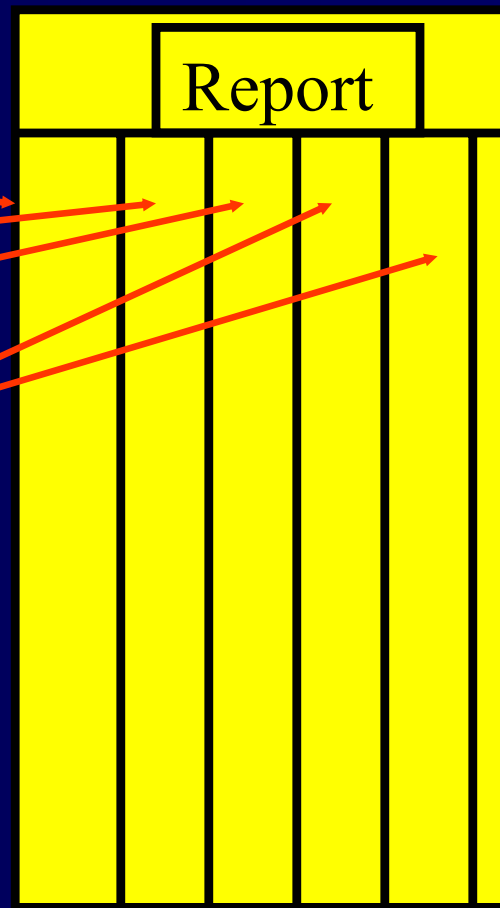
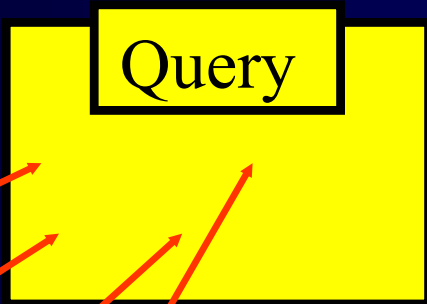


# Relational Database

|     |     |
|-----|-----|
| 1   | 2   |
| 3   | 4   |
| 6   | 5   |
| 45  | 67  |
| 123 | 543 |

|         |        |
|---------|--------|
| Chris   | Mark   |
| Fannie  | Faye   |
| Gandy   | Sam    |
| Maren   | Sharon |
| Crystal | Jim    |

|        |        |
|--------|--------|
| Dec-99 | Dec-98 |
| May-00 | Mar-97 |
| Apr-99 | Sep-99 |
| Mar-98 | Nov-98 |
| Feb-97 | Jan-98 |





**View Data**



**Edit Data**

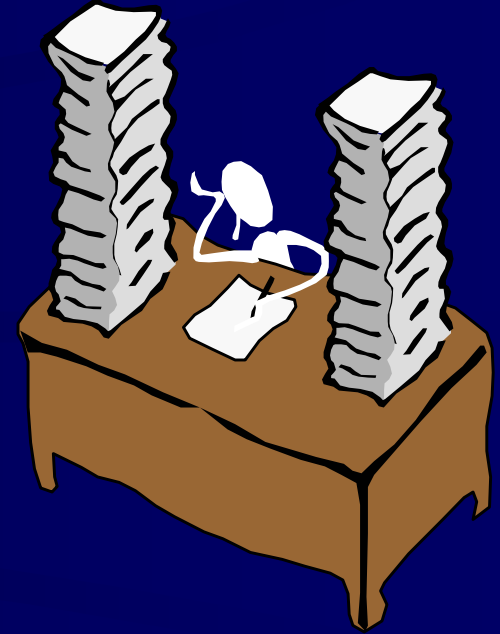
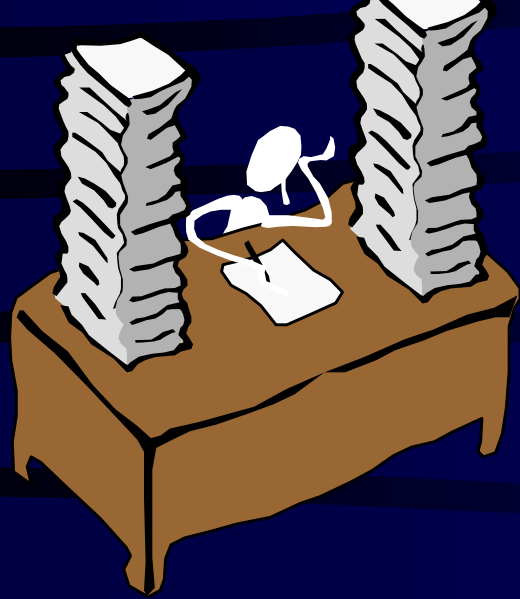
**4) Use Database**



**Add Data**



**Delete Data**



**5) Create Database**

**Tables**

**Queries**

**Forms**

**Reports**