Database Basics using Microsoft Access 2003

By:
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Online:
< http://cnx.org/content/col10465/1.5/ >

C O N N E X I O N S

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Chapter 1

Database Defined

1.1 What is a Database?[1]

DEFINITION: Database

According to ENCYCLOPAEDIA BRITANICA, it is also called an "electronic database." Primarily, a database is "any collection of data, or information, that is specially organized for rapid search and retrieval by a computer."

"A database is stored as a file or a set of files on magnetic disk or tape, optical disk, or some other secondary storage device. The information in these files may be broken down into records, each of which consists of one or more fields."

"Fields are the basic units of data storage, and each field typically contains information pertaining to one aspect or attribute of the entity described by the database."

"Records are also organized into tables that include information about relationships between its various fields."

"Databases are structured to facilitate the storage, retrieval, modification, and deletion of data in conjunction with various data-processing operations."

"Typical examples of databases include employee records and product catalogs."

NOTE: See also, computer science: Information systems and databases; information processing.

Exercise 1.1 ***(Solution on p. 2.)***

Any collection of data, or information, that is specially organized for rapid search and retrieval by a computer is called a/an

Exercise 1.2 ***(Solution on p. 2.)***

A basic unit of data storage is called a/an

Exercise 1.3 ***(Solution on p. 2.)***

A/An _____ contains one or more fields.

Exercise 1.4 ***(Solution on p. 2.)***

A/An_____ contains one or more records.

Exercise 1.5 ***(Solution on p. 2.)***

Can you name a popular database application?

[1] This content is available online at <http://cnx.org/content/m15098/1.2/>.

Solutions to Exercises in Chapter 1

Solution to Exercise 1.1 (p. 1)
"database"
Solution to Exercise 1.2 (p. 1)
"field"
Solution to Exercise 1.3 (p. 1)
"record"
Solution to Exercise 1.4 (p. 1)
"table"
Solution to Exercise 1.5 (p. 1)
"Microsoft Access"

Chapter 2

Tutorial

2.1 Tutorial-Managing your Multimedia Collection- Access 2003[1]

Tutorial 1

This is an unsupported media type. To view, please see http://cnx.org/content/m15163/latest/Manage Your Multimedia Collection using Microsoft Access 2003 Course.ppt

Figure 2.1: Click here to access the tutorial.

Click the link to access the tutorial. Then, click OPEN to view the tutorial in the browser. You may also download the tutorial to your computer by clicking the SAVE button.

It is suggested that you open the tutorial, and resize the window so that the tutorial fits on half of the screen. Then open the Microsoft Access database program, and resize the program window so that it fits on the other half of the screen. In this way you can practice what you learn via the tutorial.

Show Me

This is an unsupported media type. To view, please see http://cnx.org/content/m15163/latest/To Prepare Tutorial Window for Practice Presentation.ppt

[1] This content is available online at <http://cnx.org/content/m15163/1.11/>.

2.2 Tutorial-Maintaining Your Address Book Using Microsoft Access 2003[2]

Tutorial 2

This is an unsupported media type. To view, please see http://cnx.org/content/m15296/latest/Maintaining Your Address Book using Microsoft Access 2003 Course.ppt

Figure 2.2: Click here to access the tutorial.

Click the link to access the tutorial. Then, click OPEN to view the tutorial in the browser. You may also download the tutorial to your computer by clicking the SAVE button.

It is suggested that you open the tutorial, and resize the window so that the tutorial fits on half of the screen. Then open the Microsoft Access database program, and resize the program window so that it fits on the other half of the screen. In this way you can practice what you learn via the tutorial. Click this link for help in resizing your windows.

Show Me How

This is an unsupported media type. To view, please see http://cnx.org/content/m15296/latest/To Prepare Tutorial window for Practice Presentation.ppt

Figure 2.3: Click here for instructions on how to prepare the tutorial window for practice.

This is an unsupported media type. To view, please see http://cnx.org/content/m15296/latest/To Prepare Tutorial for Practice.avi

Figure 2.4

[2]This content is available online at <http://cnx.org/content/m15296/1.7/>.

Index of Keywords and Terms

Keywords are listed by the section with that keyword (page numbers are in parentheses). Keywords do not necessarily appear in the text of the page. They are merely associated with that section. *Ex.* apples, § 1.1 (1) **Terms** are referenced by the page they appear on. *Ex.* apples, 1

A access, § 1.1(1), § 2.1(3)
appication, § 2.2(4)
application, § 1.1(1)

C course, § 2.2(4)

D database, § 1.1(1), § 2.1(3), § 2.2(4)

M microsoft, § 1.1(1)
Microsoft Access, § 2.2(4)

P presentation, § 2.2(4)
program, § 2.2(4)

S software, § 1.1(1)

T tutorial, § 1.1(1), § 2.1(3), § 2.2(4)

W workshop, § 2.2(4)

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Database Basics using Microsoft Access 2003

This course is a series of tutorials that serve as a general introduction to Microsoft's Access 2003 database program. In this course, we will learn how to create databases both to manage your personal multimedia collection and to manage your address book. This course is designed for adults with some computer experience but little or no previous database experience. It is suggested that you open the tutorial, and resize the window so that the tutorial fits on half of the screen. Then open the Microsoft Access database program, and resize the program window so that it fits on the other half of the screen. In this way you can practice what you learn via the tutorial.

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