

MICROSOFT ACCESS

INTRODUCTION

Probably you have ever worked with a large and enormous data which made your data analysis and management difficult. You were probably not alone. Take it that you were employed in a statistics firm and your work is collecting data or probably you are a secretary of your school and you always receive large data at the end of the day. How do you manage it?

Microsoft Company has come with a program that can help you to work on your databases easily and effectively.

A data base is a collection of information that is related to a particular subject or purpose such as tracking customer orders or maintaining a music collection.

Using Ms. Access you can

Manage all your information from a single database file.

You can divide your data into separate storage containers called tables.

View, add and update table data by using online forms

Find and retrieve just the data you want by using queries

Analyze or print data in a specific layout by using reports

STARTING MICROSOFT ACCESS

Start your computer which automatically loads Windows 95/98/xp [or any other], start Ms-Word by any of the following methods:

Select the **START** button, point to Programs, Point to Ms-Office or Microsoft office application, click on Microsoft access. [This depends on the way programs are organized in your machine]

OR

On the desktop, look for a Microsoft access Icon and double click on it to open.

The Ms Access window has three main features:

- The menu bar
- The tool bar
- The status bar

THE MENU BAR

This consists of commands that will be used while working with Ms. Access

THE TOOL BAR

It provides buttons (shortcuts) for creating a new database, opening an existing database, accessing cue cards and accessing Help. A variety of more tools will appear depending on the object being worked on.

THE STATUS BAR

It is used for displaying messages or tags for tools and menus selected.

OVERVIEW OF MS ACCESS

CREATING A NEW DATABASE

A new Ms. Access database can be created by:

Using a blank database

Ms Access Manual

N Colangelo

Ms Access Manual:

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