

Access Module 1

Creating a Database

Creating a Table Object in Datasheet View

Student Learning Outcomes:

SLO#1: Create a **DATABASE** file.

SLO#2: Create a **TABLE OBJECT** in **DATASHEET** View.

SLO#3: Enter **FIELD NAMES** and Select **DATA TYPES**

SLO#4: Enter **RECORDS** in Datasheet View

SLO#5: **COPY** records from one database file to another database file

What is a Database?

A **database** is an **collection of data** that is organized to be:

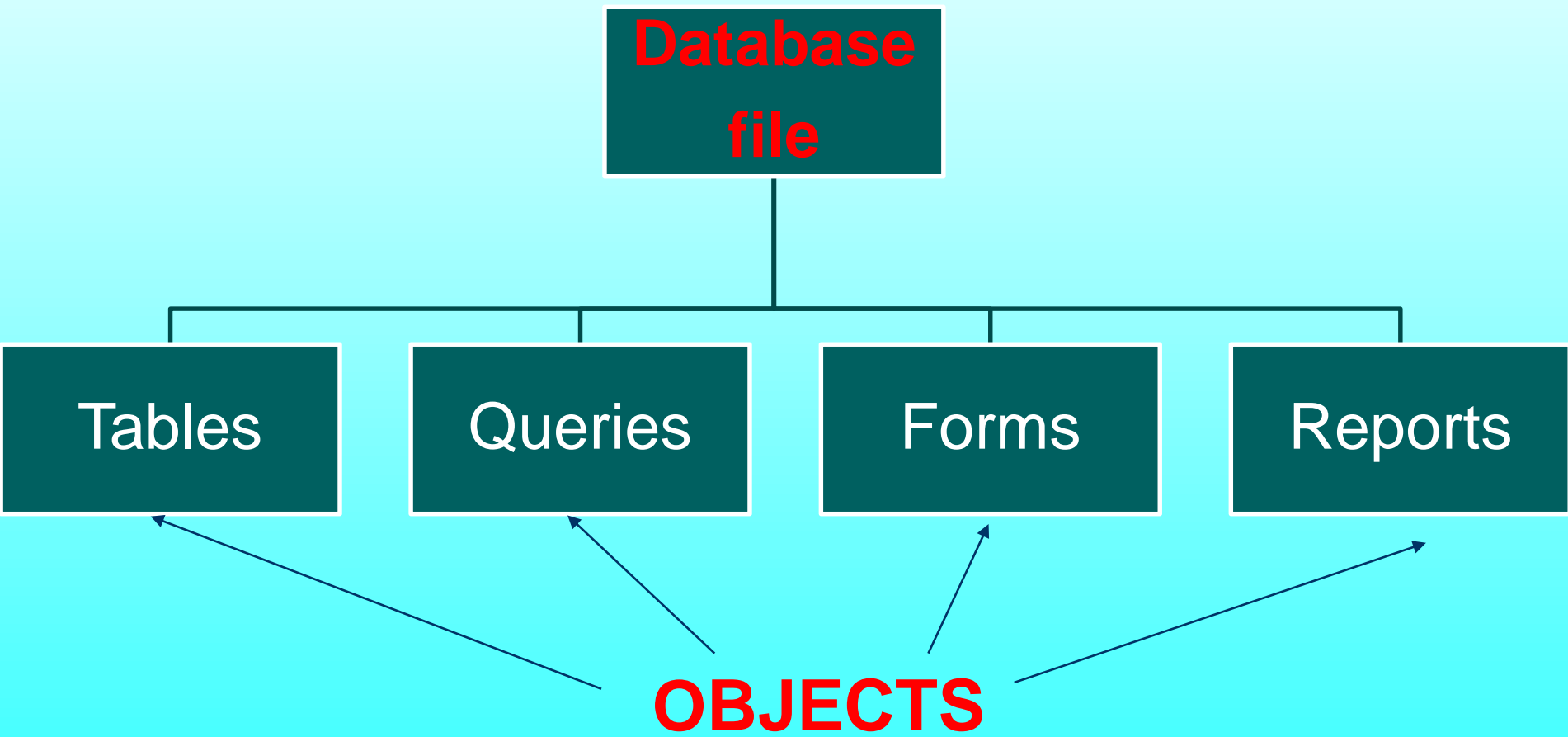
- easily accessed,
- managed and updated,
- and range from relational databases to cloud databases.

Microsoft Access Database

Stores the **collection of data** as the following **OBJECTS** in:

- Tables
- Queries
- Forms
- Reports

DATABASE OBJECTS



How does the following use a database?

- **Nissan Motors**
- **Payless Supermarkets**
- **American Medical Clinic**

Project Scenario: Riverview Veterinary Care Center

Kimberly Johnson, the office manager for **Riverview Veterinary Care Center** wants her staff to **use a database to store information:**

- about the **animals**
- **owners**
- **billing**
- **vendors**
- **products**

Riverview Veterinary Care Center – Animal Table

The screenshot displays the Microsoft Access interface for the 'Animal' table. The ribbon at the top includes 'File', 'Home', 'Create', 'External Data', 'Database Tools', 'Fields', and 'Table'. The 'Table' ribbon is active, showing options like 'Filter', 'Sort & Filter', 'Records', and 'Find'. The 'Animal' table is open in a data view, showing a list of animals with their IDs, owner IDs, names, birth dates, types, and breeds. The first row, with Animal ID 12278, is highlighted.

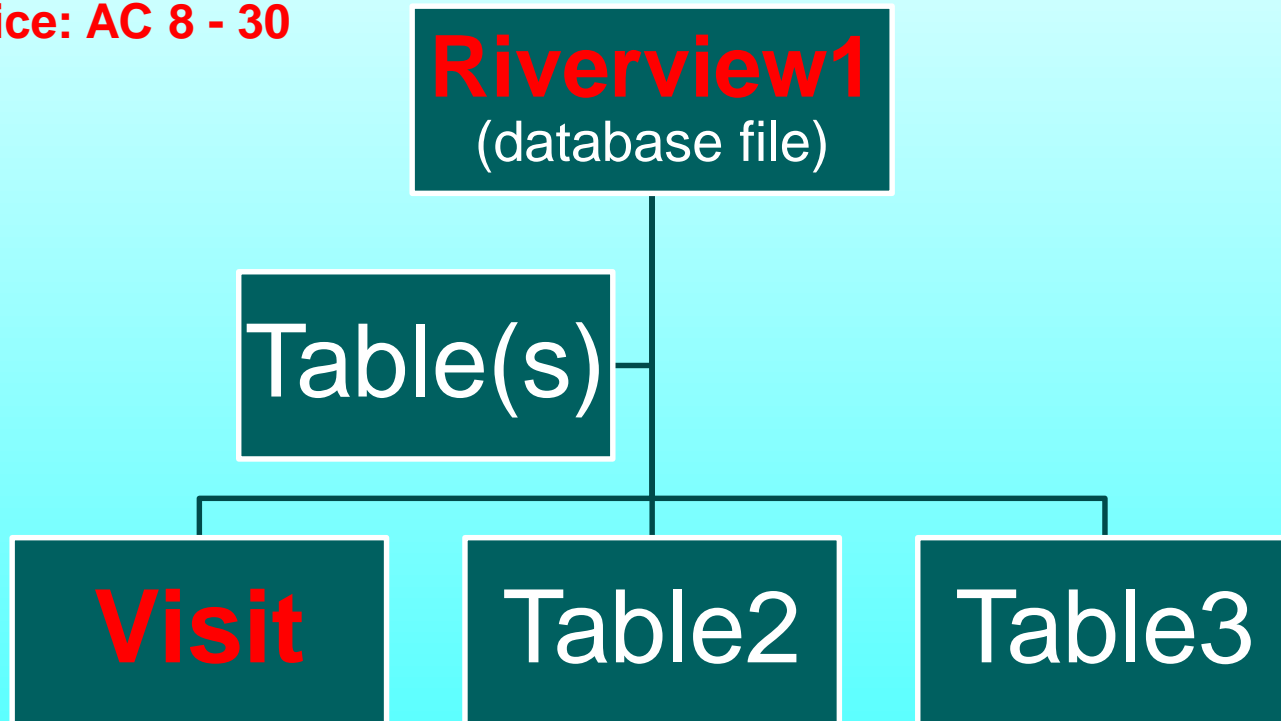
Animal ID	Owner ID	Animal Name	Animal Birth Date	Animal Type	Animal Breed
12278	2412	Bailey	05/09/2013	Dog	Beagle
12282	2310	Whiskers	04/10/2014	Cat	Burmese
12286	2318	Lady	08/12/2015	Dog	Border collie
12290	2325	Rustle	09/02/2015	Dog	Australian shepherd
12294	2335	Bushy	03/02/2015	Cat	Himalayan
12296	2350	Patches	02/09/2013	Cat	Siberian
12300	2358	Buddy	08/02/2013	Dog	Russell terrier
12304	2366	Tweets	11/12/2010	Bird	Parakeet
12308	2375	Rosie	07/05/2013	Dog	Dalmatian
12312	2412	Molly	04/29/2009	Dog	Labrador retriever
12315	2380	Silly	05/02/2012	Dog	Chihuahua
12318	2314	Tracker	04/29/2013	Dog	Bloodhound
12322	2322	Ellie	12/22/2014	Dog	Scottish terrier
12325	2340	Butch	11/16/2012	Dog	Bulldog
12328	2354	Lovie	02/03/2002	Bird	Lovebird

Database Terms

Term	Description
Table	A collection of fields that describe a person, place, object, event, or idea. Formatted in a datasheet .
Record	Each ROW - Set of field values.
Field (Name)	Each COLUMN - A single characteristic or attribute of a person, place, object, event, or idea.
Field Value	DATA in the cell.
Primary Key	A field whose values uniquely identifies each record.

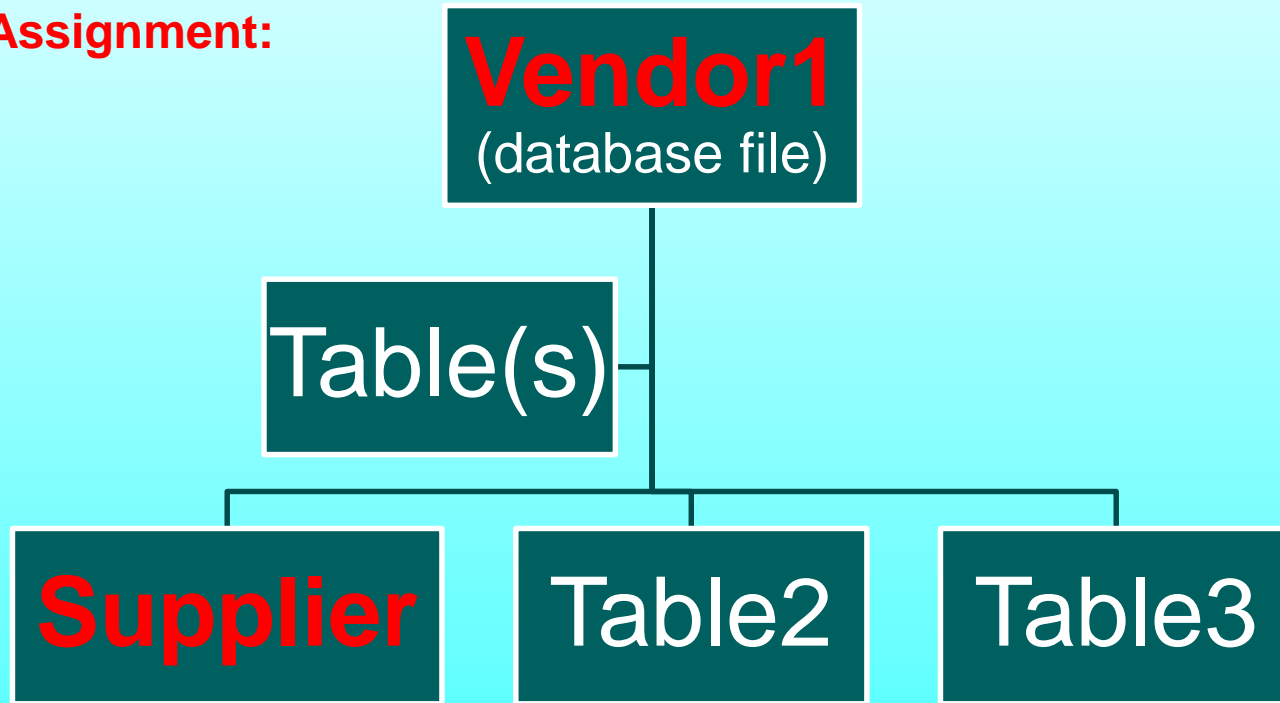
DATABASE OBJECTS

Practice: AC 8 - 30



DATABASE OBJECTS

Review Assignment:
AC 45



DATABASE OBJECTS

Case Problem 1: AC 46

