Access Module 1a
Creating a Database
Creating a Table Object in Datasheet View

Microsoft Office 2016 Introductory

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 objects** that is organized to be easily accessed, managed and updated, and range from relational databases to cloud databases.
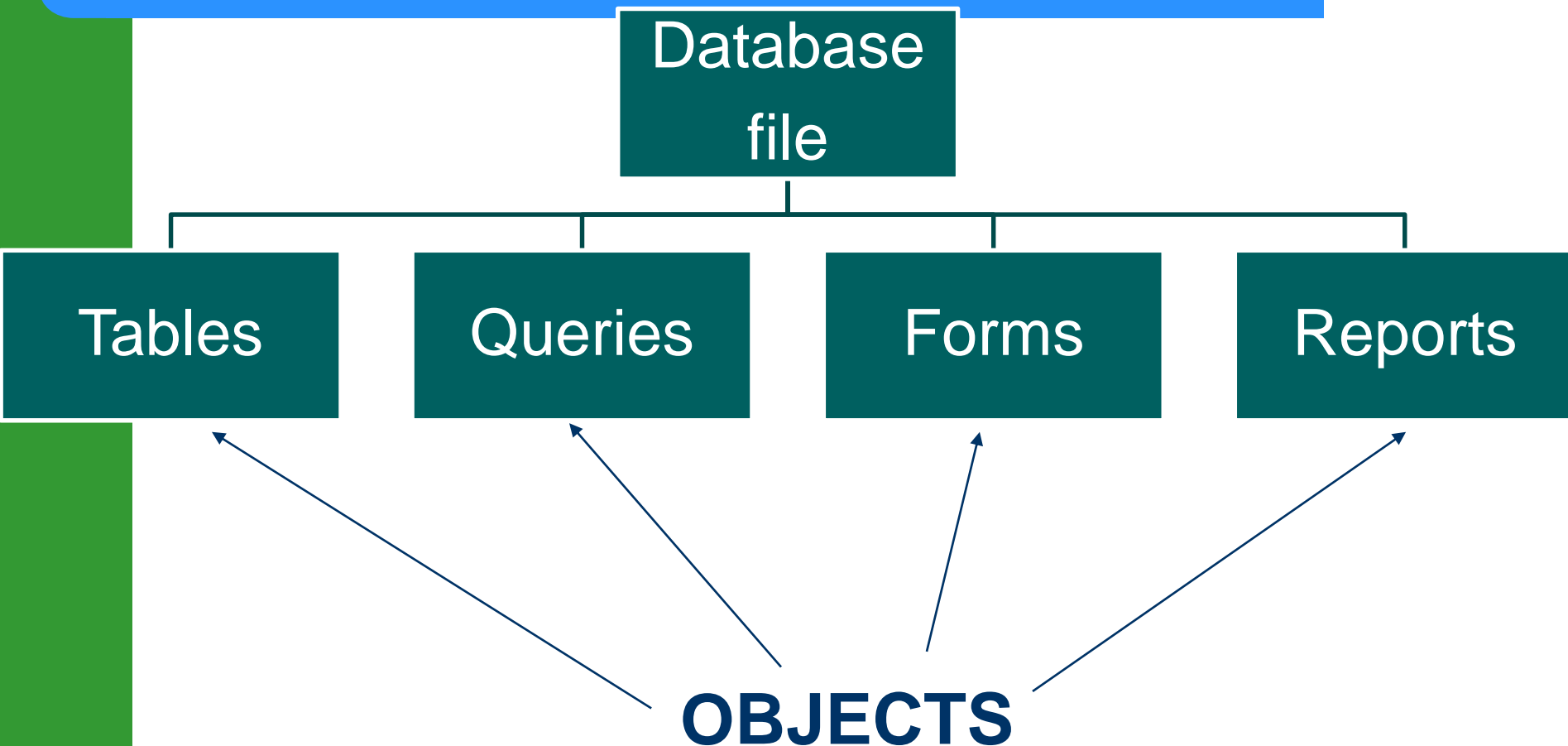
Examples of Databases

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

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, their owners, billing, vendors, and products.

DATABASE OBJECTS

```
                    ┌──────────────┐
                    │  Database    │
                    │    file      │
                    └──────┬───────┘
          ┌───────────┬────┴────┬───────────┐
    ┌─────────┐ ┌─────────┐ ┌───────┐ ┌─────────┐
    │ Tables  │ │ Queries │ │ Forms │ │ Reports │
    └─────────┘ └─────────┘ └───────┘ └─────────┘
```

OBJECTS

Database Terms

Term	Description
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