# Database Basics using Microsoft Access 2003

By:

Mary Wright

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#### Online:

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

CONNEXIONS

Rice University, Houston, Texas

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## Chapter 1

## **Database Defined**

#### 1.1 What is a Database?<sup>1</sup>

**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 1.1.1		(Solution on p. 2.)
Any collection of data,	or information, that is specially organized for	or rapid search and retrieval by
a computer is called a/	an	
Exercise 1.1.2		(Solution on p. 2.)
A basic unit of data st	orage is called $a/an$	
Exercise 1.1.3		(Solution on p. 2.)
A/An	contains one or more fields.	
Exercise 1.1.4		(Solution on p. 2.)
A/An	contains one or more records.	·
Exercise 1.1.5		(Solution on p. 2.)
Can you name a popul	ar database application?	• • •

 $<sup>^{1}</sup> This\ content\ is\ available\ online\ at\ < http://cnx.org/content/m15098/1.2/>.$ 

### Solutions to Exercises in Chapter 1

```
Solution to Exercise 1.1.1 (p. 1)
"database"
Solution to Exercise 1.1.2 (p. 1)
"field"
Solution to Exercise 1.1.3 (p. 1)
"record"
Solution to Exercise 1.1.4 (p. 1)
"table"
Solution to Exercise 1.1.5 (p. 1)
"Microsoft Access"
```

## Chapter 2

## **Tutorial**

	Tutorial 1
nis is an u	nsupported media type. To view, please see http://cnx.org/content/m15163/latest/Manag Your Multimedia Collection using Microsoft Access 2003 Course.ppt
Figure 2	2.1: Click here to access the tutorial.
	to access the tutorial. Then, click OPEN to view the tutorial in the browser. You may a tutorial to your computer by clicking the SAVE button.
${ m t}$ is sugge en. Then	sted that you open the tutorial, and resize the window so that the tutorial fits on half of open the Microsoft Access database program, and resize the program window so that it fits of the screen. In this way you can practice what you learn via the tutorial.

 $^{1}$ This content is available online at <http://cnx.org/content/m15163/1.11/>.

Available for free at Connexions <a href="http://cnx.org/content/col10465/1.5">http://cnx.org/content/col10465/1.5</a>

# 2.2 Tutorial-Maintaining Your Address Book Using Microsoft Access $2003^{\scriptscriptstyle 2}$

This is an unsupported media type. To view, please see <a href="http://cnx.org/content/m15296/latest/Maintainin Your Address Book using Microsoft Access 2003 Course.ppt">http://cnx.org/content/m15296/latest/Maintainin Your Address Book using Microsoft Access 2003 Course.ppt</a> 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 of 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.
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
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Show Me How
This is an unsupported media type. To view, please see http://cnx.org/content/m15296/latest/To Prepar  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 Prepar  Tutorial for Practice.avi
Figure 2.4

 $<sup>^2</sup>$ This content is available online at <http://cnx.org/content/m15296/1.7/>.

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### 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

 $\mathbf{C}$  course, § 2.2(4)

 $\mathbf{D}$  database, § 1.1(1), § 2.1(3), § 2.2(4)

**M** microsoft, § 1.1(1)

Microsoft Access, § 2.2(4)

 $\mathbf{P}$  presentation, § 2.2(4) program, § 2.2(4)

 $\mathbf{S}$  software, § 1.1(1)

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

 $\mathbf{W}$  workshop, § 2.2(4)

6 ATTRIBUTIONS

#### Attributions

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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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