

MS Access 2007

Advantages of Access

- Minimizes duplicate data, increasing accuracy and consistency
- Data entry is faster and easier
- Data can be viewed and sorted in many ways
- Data is more secure
- Data can be shared and edited by several users simultaneously





Access vs. Excel

feature	Excel	Access
Layout	Provides a natural tabular layout for easy data entry	Provides a natural tabular layout as well as the ability to create customized data entry screens
Storage	Limited to approximately 65,000 records per sheet	Stores any number of records up to 2 GB
Linked tables	Manages single lists of information	Allows links between lists of information to reduce data redundancy
Reporting	Limited to the current spreadsheet arrangement of data	Creates and saves multiple presentations of data
Security	Limited to file security options such as marking the file "read-only" or protecting a range of cells	Allows users to access only the records and fields they need
Multuser capabilities	Does not easily allow multiple users to simultaneously enter and update data	Allows multiple users to simultaneously enter and update data
Data entry	Provides limited data entry screens	Provides the ability to create extensive data entry screens called forms

Terms

term	description
Field	The smallest unit of data organization; consists of a specific category of data such as a customer's name, city, state, or phone number
Record	A group of related fields that describe a person, place, or thing
Key field	A field that contains unique information for each record, such as a customer number for a customer
Table	A collection of records for a single subject
Database	A collection of tables associated with a general topic
Relational database	An Access database with multiple tables that are linked together by a common field
Objects	The parts of an Access database that help you view, edit, manage, and analyze the data, such as tables, queries, forms, reports, macros, and modules

The 4 Primary Access Objects

object	Navigation Pane icon	purpose
Table		Contains all of the raw data within the database in a spreadsheet-like view; tables are linked with a common field to create a relational database, which minimizes redundant data
Query		Allows the user to select a subset of fields or records from one or more tables; queries are created when a user has a question about the data
Form		Provides an easy-to-use data entry screen
Report		Provides a professional printout of data that can contain enhancements such as headers, footers, graphics, and calculations on groups of records