

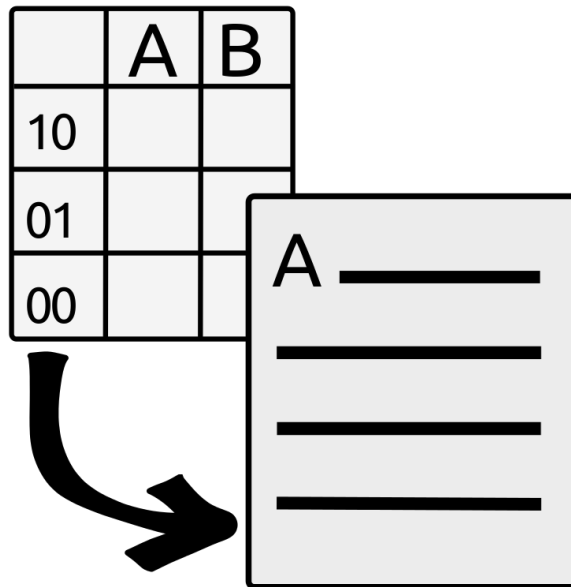


# Introduction to Database



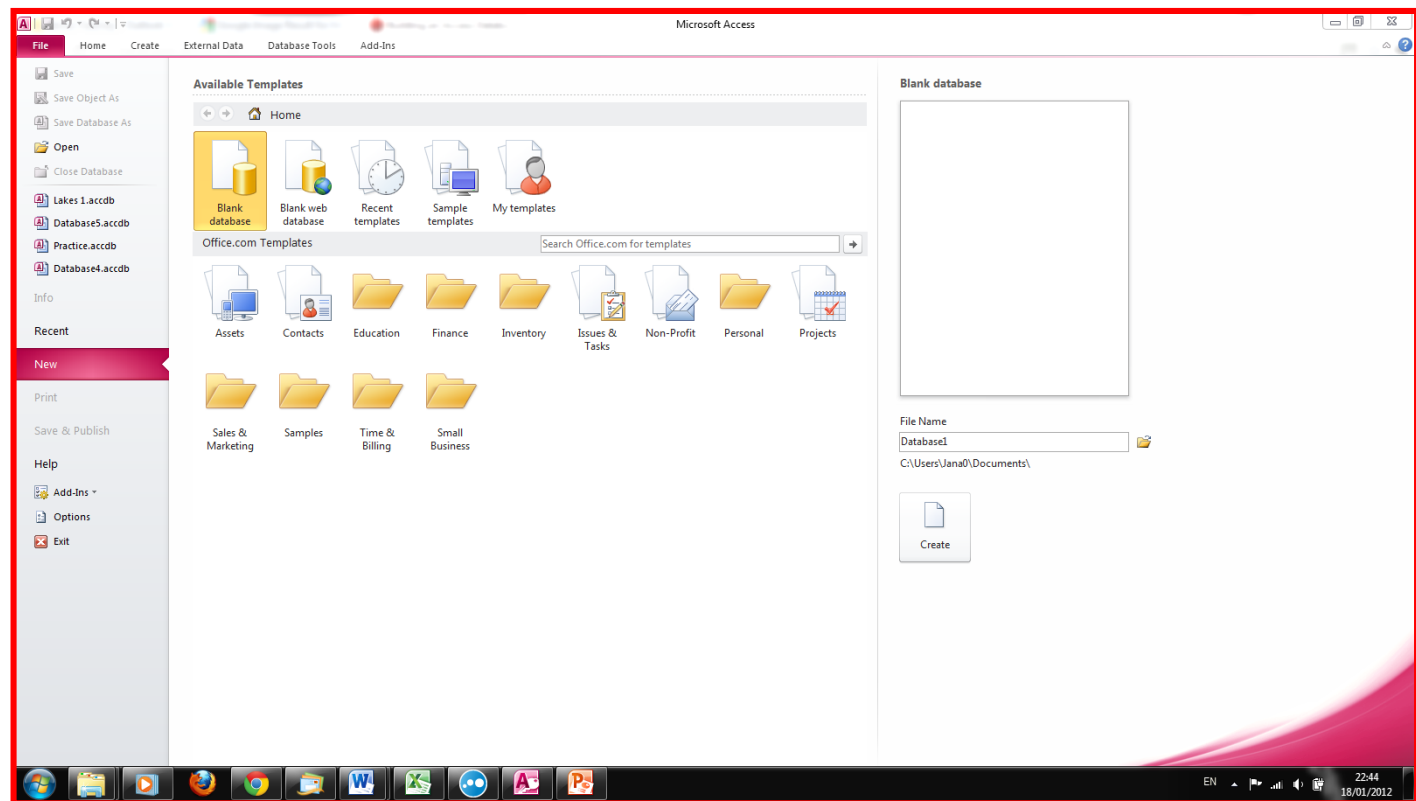
# What is a database?

- What is a database? Quite simply, it's an organised collection of data. A database management system (DBMS) such as **Access**, FileMaker Pro, Oracle or SQL Server provides you with the software tools you need to organise that data in a flexible manner. It includes facilities to add, modify or delete data from the database, ask questions (or queries) about the data stored in the database and produce reports summarising selected contents.



# Create a new database

- Click on **Microsoft Access**.
- Click on **New**.
- Name your database. Click on **Create**.





# Fields

- In database there are different types of fields, e.g. **text fields** and **number fields**.
- Other types of fields could include: Yes/No, date, time, etc.
- **Records** hold information about a person/object.

# Setting up your database

- Click on **View** and **Design View**.
- Enter the given **Table name**.
- Click OK.



The screenshot shows the Microsoft Access interface in Design View. The ribbon includes 'File', 'Home', 'Create', 'External Data', 'Database Tools', and 'Add-Ins'. The 'View' dropdown is open, showing 'Design View' selected. The 'Table1' tab is active, showing a table with columns for ID and a 'Click to Add' dropdown. The 'All Access Objects' pane shows 'Table1' under 'Tables'.

ID	Click to Add
*	(New)





# Choosing your own data type

- In Data type, click on 'Look up wizard'
- Choose 'I will type in the values I want'.
- Click on 'Next'.
- Type in what you require.



**Lookup Wizard**

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

Col1			
Male			
Female			
*			

Cancel < Back Next > Finish



# Datasheet View


- Once you are finished, click on **View**.
- Go to **Datasheet View**.
- You will be prompted to save the table, click on 'yes'.



# Fill in your table

- Type in the information.



Students						
ID	Name	Age	Sex	Junior Cert	Click to Add	
1	Jake	20	Male	<input checked="" type="checkbox"/>		
2	Jill	16	Female	<input type="checkbox"/>		
	3 Kevin	18	Male	<input checked="" type="checkbox"/>		
*	(New)			<input type="checkbox"/>		

# Adding new information to your table

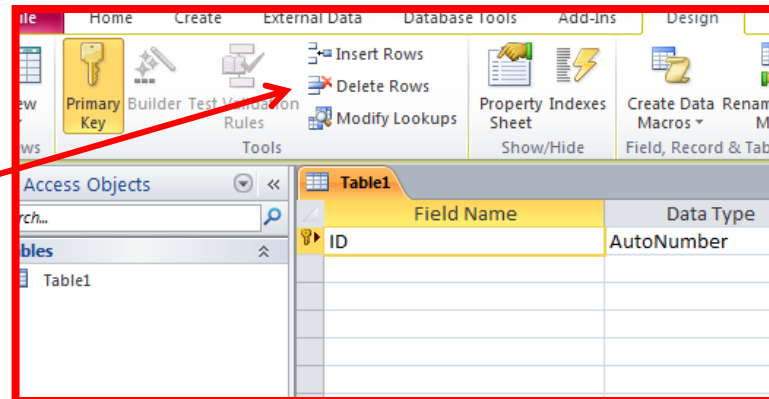
- Click on **Design View**.
- **Insert row** where you want it to appear.
- Add **field name** and **data type**.



# Deleting information



- Click on **Design View**.
- Click **outside** information you need to delete.  
(Should highlight the whole row)
- Click on **Delete Rows**.



# Change page orientation

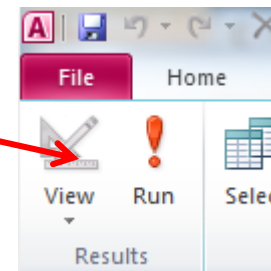
- Click on **File**.
- Click on **Print Preview**.
- Click on **Landscape**.

A screenshot of the Microsoft Access application interface. The 'File' menu is open, showing 'Print Preview' and 'Add-Ins' options. The 'All Access Objects' pane on the left shows 'Tables' and 'Queries' sections. The 'Students' table is selected under 'Tables', and the 'Students Query' view is active. The main window displays a table with three columns: ID, Name, and Age. The data rows are: 1 Jake 20, 2 Jill 16, and 3 Kevin 18.

ID	Name	Age
1	Jake	20
2	Jill	16
3	Kevin	18

# Designing a query

- Click **Create** on tabs bar.
- Click **Query Design**.
- Click **Add** and **Close** on Show Table.
- Drag down information (headings)
- On Criteria row, under appropriate heading, type in query (use = or < or >)
- Click on the red **Run** button.
- Close query.
- Click yes to save.
- Type in name of query.
- Click OK.



# Designing a report

- Click on **Create**.
- Click on **Report Wizard**.
- Select the fields you want.
- Click on **Next** until you see **Landscape** - click on this.
- Click **Finish**.



Good Luck!

