MICROSOFT ACCESS

Database Management

A database is a collection of any related information/data that is stored together under one logical structure. It is a collection of information related to a particular subject or purpose (people, items, places, events etc); such as tracking customer orders or maintaining a music collection. Examples include – Telephone directory, Flight-schedules, Employees records, Stock inventories, Customer details, Class register, a price list, etc.

A database management system (DBMS) is a tool or a program that allows one to create, maintain, update and store the data within a database. Examples of DBMS programs include:-

i)   Ms-Access
ii)   FoxPro
iii) Dbase III Plus
iv)   Dbase IV
v)   Dbase V
vi)   Oracle
vii) Lotus Approach
viii) Visual Basic

Microsoft Access can be installed as a stand-alone program but it is mainly found within the Ms-Office suite. It is very useful for routine and simple database management tasks but it has a limit to the maximum number of records it can comfortably deal with. For performing intensive database management you need powerful and advanced software such as: Oracle or SQL server (used by K.P.L.C.).

These powerful programs allow simultaneous database entry and can accept up to 2 million new records daily.

Dbase and FoxPro were the biggest competition for Access in 1980's and 90's. The Microsoft Company owns FoxPro and this has pushed Access into the position of DBMS.

Ms-Access is commonly used because of its multiple tables and database objects like queries, forms, reports, macros, modules etc that can be created within a database file.

Advantages of DBMS

You can link many database tables and source data from these tables.
With modern equipment there is easy recording of data.
There is first retrieval of stored information.
It is easy to maintain the database.
It is easy to analyze stored information and to prepare summary reports and charts.

Types of Databases

1. **Hierarchical** - Records are stored in multiple levels, units further down the system are subordinate to the ones above (in a tree-like structure). In most cases hierarchical database uses arrows to connect data at different levels.

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