

Microsoft Access

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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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Table of Contents Microsoft Access Notes

1. Understanding the eBook Microsoft Access Notes
 - The Rise of Digital Reading Microsoft Access Notes
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Notes
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access Notes
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Notes
 - Personalized Recommendations
 - Microsoft Access Notes User Reviews and Ratings
 - Microsoft Access Notes and Bestseller Lists
5. Accessing Microsoft Access Notes Free and Paid eBooks
 - Microsoft Access Notes Public Domain eBooks
 - Microsoft Access Notes eBook Subscription Services
 - Microsoft Access Notes Budget-Friendly Options

6. Navigating Microsoft Access Notes eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Access Notes Compatibility with Devices
 - Microsoft Access Notes Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access Notes
 - Highlighting and Note-Taking Microsoft Access Notes
 - Interactive Elements Microsoft Access Notes
8. Staying Engaged with Microsoft Access Notes
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access Notes
9. Balancing eBooks and Physical Books Microsoft Access Notes
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access Notes
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Access Notes
 - Setting Reading Goals Microsoft Access Notes
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Access Notes
 - Fact-Checking eBook Content of Microsoft Access Notes
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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