

Date
20-05-2020

Class - 7th
Sub - Computer Science
Note & H.W

[1]

⇒ Components of an MS Access Database:-

- ★ Tables:- Tables are responsible for storing information within the database in the form of rows and columns. A row of a table is called Tuple (Record) and the column is called Attribute (Field).
- ★ Relationships:- Relationships are essentially the connections or bonds that are formed between tables. Table can be related in one of three ways:-
 - 1 - One to One
 - 2 - One to many
 - 3 - many to many
- ★ Queries:- Queries are the requests for information. Queries can sort, calculate, filter, update data and more based on the results you are looking for.
- ★ Forms:- Form is an object used to input data into the table. It can also be used to display data.
- ★ Reports:- Reports are the layouts designed for viewing or printing the data of a database.
- ★ Pages:- Pages are used to add, View and edit data of the tables.
- ★ Modules:- Modules are the collection of programs written to access database.
- ★ Macros:- Macros are the sets of instructions that help you to calculate your repetitive task performed on a database.

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⇒ M.S. Access Window:-

⇒ M.S. Access 2010 consists of the following parts:-

- ★ The Ribbon:- The ribbon contains a series of command tabs that contain commands. The main command tabs are File, Home, Create, External Data, and Database Tools.
- ★ Microsoft Office button:- This button is located at the top left corner of the Access window. It is used to create a new file, opening an existing file, closing a database etc.
- ★ Navigation pane:- When you open a database or create a new one, the names of your database objects appear in the Navigation Pane.
- ★ Quick Access Toolbar:- This is a toolbar adjacent to the ribbon that allows one-click access to command.
- ★ Workspace:- This is the place where you actually create a table and carry out other database tasks.

How

- Q.1 - Note down all topics in your Notebook and learn.
- Q.2 - Write the difference between Forms & Reports.
- Q.3 - Difference between Tuple and Attribute?
- Q.4 - Make a table in your Notebook of your friend's addresses and mobile numbers with 10 records and 5 Fields (Name, Address, City, Mo. No. and E-mail ID).