

# The four key parts to an access database

There are four crucial objects in an access database. Each object provides a key function.

## Tables

- Tables provide the structure for your information
- Tables provide a way to key in information
- Tables allow you to see multiple pieces of information at one time

EMPLOYER ID	LASTNAME	FIRSTNAME	INITIAL	GENDER	DEPARTMENT	PHONE
1	Smith	Kim	Y	Female	SALES	(603)555-8773
2	Beman	Sandy	J	Female	EXECUTIVE	(213)555-0554
3	Bicksby	Becky	F	Female	SALES	(602)555-1278
4	Campbell	Susan	H	Female	SALES	(602)555-1974
5	Cohen	Geoff	A	Male	SALES	(217)555-4204
6	Collins	Sara	H	Female		(503)555-0953
7		Dominique	F	Female		(609)555-0911
8		Todd	S	Male		(504)555-3737
9	Dean	Christine	W	Female	EXECUTIVE	(301)555-3193
10	Drasin	Pedro	E	Male	SALES	(203)555-1522
11	Drendon	Kelly	A	Female	SALES	(805)555-8674
12	Egan	Michelle	P	Female	SALES	(303)555-7337
13	Eivera	Harry	E	Male	EXECUTIVE	(213)555-3232
14	Barnett	Lena	D	Female	EXECUTIVE	(702)555-9121
15	Adams	Nathan	K	Male	SALES	(505)555-4556
16	Gilbert	Chuck	H	Male	SALES	(202)555-9626

## Queries

- Queries provide a way for you to ask questions of your database

For example: I want to see all the women in the sales department in alphabetical order by surname...

FIRSTNAME	LASTNAME	DEPARTMENT	GENDER
Becky	Bicksby	SALES	Female
Susan	Campbell	SALES	Female
Kelly	Drendon	SALES	Female
Michelle	Egan	SALES	Female
Lisa	Kaufman	SALES	Female
Linda	Kotky	SALES	Female
Jill	Larson	SALES	Female
Kathy	Loftus	SALES	Female
Ellen	Michaels	SALES	Female
Jan	Pope	SALES	Female
Ann	Rizzo	SALES	Female
Kathy	Sanders	SALES	Female
Kim	Smith	SALES	Female

 Forms

- Forms provide a way to key in information that is much more user friendly
- Forms allow you to see just one piece of information at a time

EMP ID	<input type="text"/>	EXEMPT	<input type="checkbox"/> Yes
LASTNAME	<input type="text" value="Smith"/>	FULL TIME	<input type="checkbox"/> Yes
FIRSTNAME	<input type="text" value="Kim"/>	DOB	<input type="text" value="30/09/61"/>
INITIAL	<input type="text" value="Y"/>	GRADE	<input type="text" value="5"/>
GENDER	<input type="text" value="Female"/>	RATE	<input type="text" value="20"/>
DEPT	<input type="text" value="SALES"/>	SALARY	<input type="text" value="20000"/>
PHONE	<input type="text" value="(603)555-8773"/>	TITLE	<input type="text" value="SALESPERSON"/>
SPECIALTY	<input type="text" value="COMMERCIAL"/>	YEARS EXP	<input type="text" value="3"/>
COMMENTS	<input type="text"/>	ADDRESS1	<input type="text" value="10564 Ventura Blvd."/>
AWARDS	<input type="text"/>	ADDRESS2	<input type="text"/>
HIRE DATE	<input type="text" value="06/03/85"/>	CITY	<input type="text" value="Manchester"/>
DEGREE	<input type="text"/>	STATE	<input type="text" value="NH"/>
		ZIP	<input type="text" value="03108"/>
		PERSONAL FILE	<input type="text" value="c:\work\kimsmith.doc"/>

Record:  of 47

 Reports

- Reports provide a way of producing professional looking output

## *Full list of Female Sales Staff*

<i>DEPARTMENT</i>	<i>FIRSTNAME</i>	<i>LASTNAME</i>
<i>SALES</i>	Becky	Bicksby
	Susan	Campbell
	Kelly	Drendon
	Michelle	Egan
	Lisa	Kautman
	Linda	Kotky
	Jill	Larson
	Kathy	Loftus
	Ellen	Michaels
	Jan	Pope
	Ann	Rizzo
	Kathy	Sanders