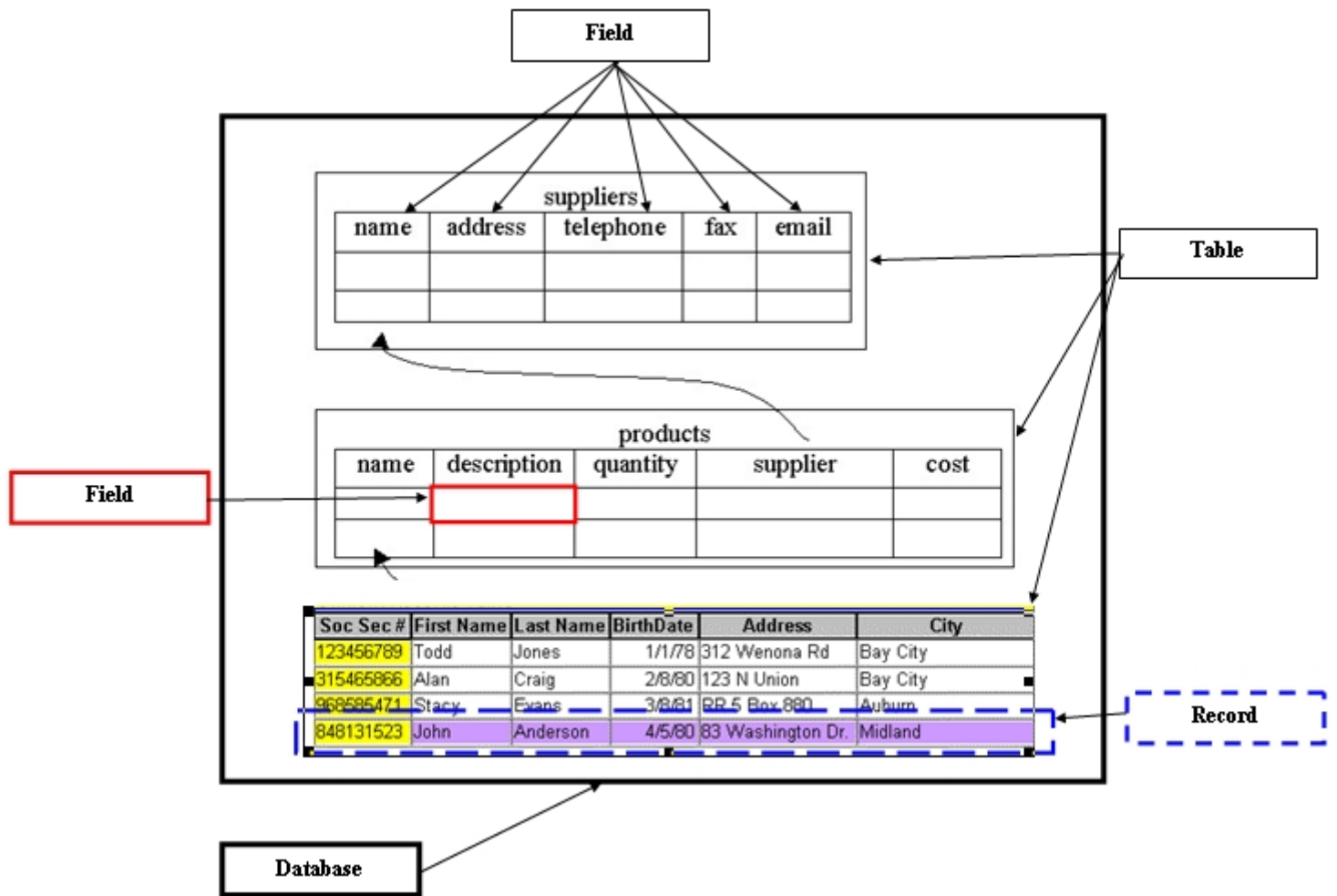
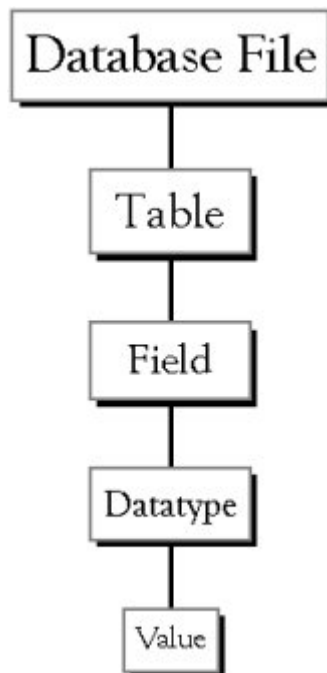


Access Layout Diagram



db1.mdb



Objects



Tables



Queries



Forms



Reports

Each field in the Student Records table contains the same type of information for every student, such as student's Social Security Number (Soc Sec #). This is an example of a COLUMN

Student Records Table

Soc Sec #	First Name	Last Name	BirthDate	Address	City
123456789	Todd	Jones	1/1/78	312 Wenona Rd	Bay City
315465866	Alan	Craig	2/8/80	123 N Union	Bay City
968585471	Stacy	Evans	3/8/81	RR 5 Box 880	Auburn
848131523	John	Anderson	4/5/80	83 Washington Dr.	Midland

Each record in a Student Records table contains all of the information about one student, such as their First Name, Last Name, Birthday, Address, and City, etc... This is an example of a ROW.

suppliers

name	address	telephone	fax	email

products

name	description	quantity	supplier	cost

orders

number	product	quantity	cost

Term	Definition
Database	An organized collection of information.
Relational Database	A management system that allows the definition of data structures, storage and retrieval operations and rules to preserve data quality (integrity constraints).
Table	An object comprised of fields (columns) that collect records (rows of data) about a specific topic.
Field	A table column that stores specific information and when combined with other fields (columns), makes up a record.
Record	A row in a table that is a collection of related data treated as a unit.
Primary Key	One or more fields whose value or values uniquely identify each record in a table.
Foreign Key	One or more table fields that refer to the primary key field or fields in another table.
Query	An object that can allow for the retrieval, display, and updating of data from one or more related tables.
Form	An object designed primarily for the display and/or entry of data into a table, query, or other Access object but that can also be used for other execution purposes.
Report	An effective way to present data in a printed format from a table, query, or SQL statement.
Data Access Pages	A special type of web page especially designed for viewing and working with data (stored in an Access database, Microsoft SQL Server database, or some other type of database) from an Internet or intranet
Macro	An action or set of actions used to automate tasks.
Module	An object that contains a collection of Visual Basic for Applications (VBA) declarations and procedures that are stored together as a unit.

Database Window

