Warm Greetings!

Dear Students,

   In this note, we are going to discuss

Chapter 2:Learn To Use MS Access 2007

RELATIONSHIP:

   After you have created multiple tables in your MS Access database, you need a way to tell Access how to bring that information together again. The first step in this process is to define relationships between the tables. After creating relationships, you can create queries, forms and reports to display information from several tables at once.

   A Relationship works by matching data in key fields, usually a field with the same name in both tables. In most cases, these matching fields are the primary key from one table, Which provides a unique identifier for each record, and a foreign key in the other table.

   For example, student can be associated with their result, by creating relationship between the students table and the result table using the Roll Number field.

To create a relationship, follow the given steps:

Step-1: Create both the tables and open one of them in the Datasheet view and click the
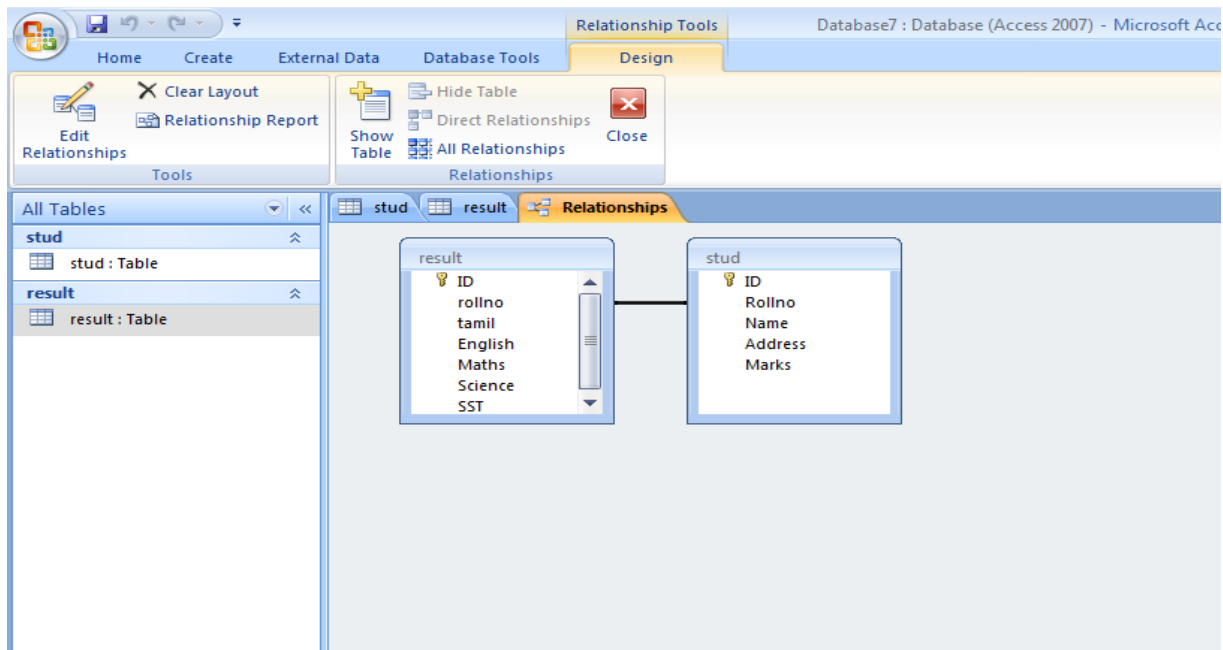   Datasheet tab on the ribbon.

Step-2:Click the Relationships option from the Relationships group. The Show Table
       dialog box appears.

Step-3:Select the table and then click the Add button. Select another table to link,
       Click the Add button.

Step-4:Click the Close button.

Step-5: Drag the primary key of the parent table (here, students table), and drop it into
       the same field in the child table (here, Result table).The Edit Relationships dialog
       box appears.

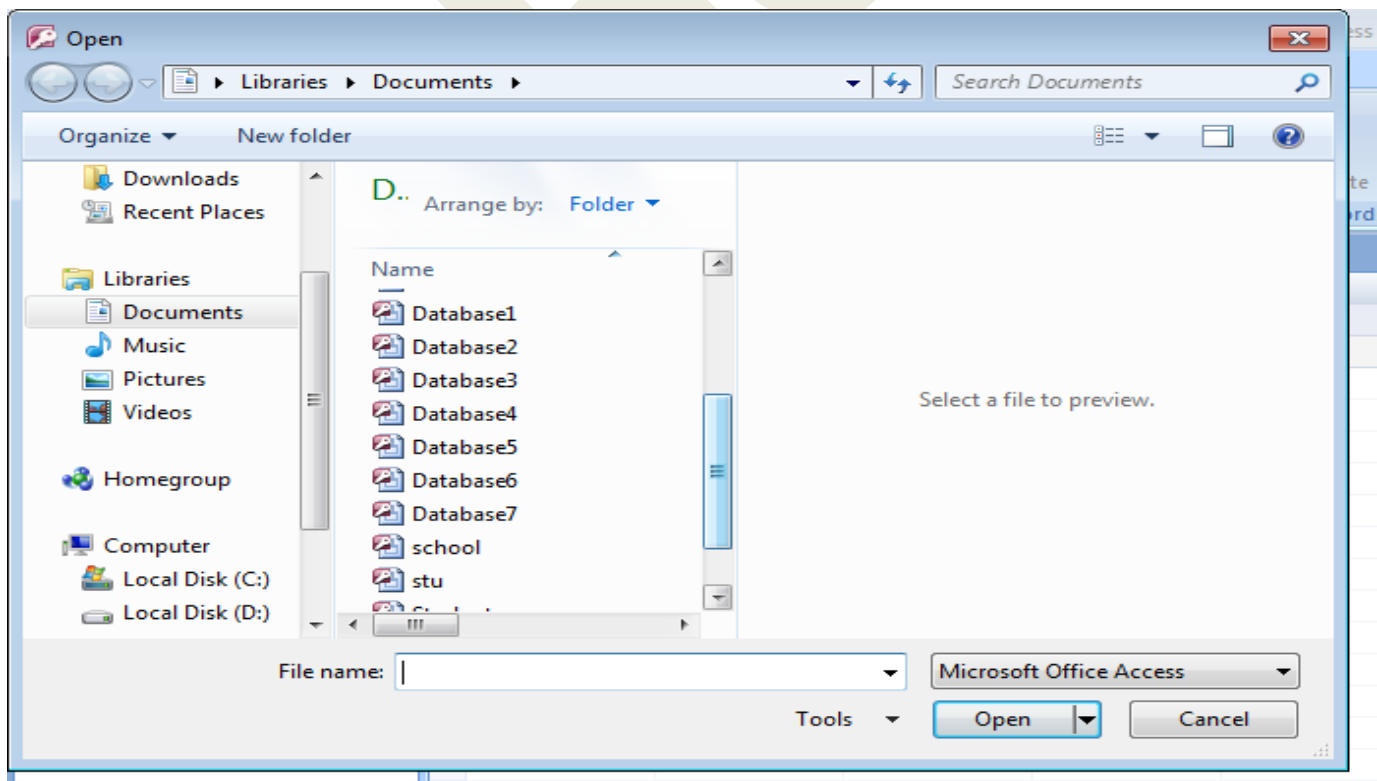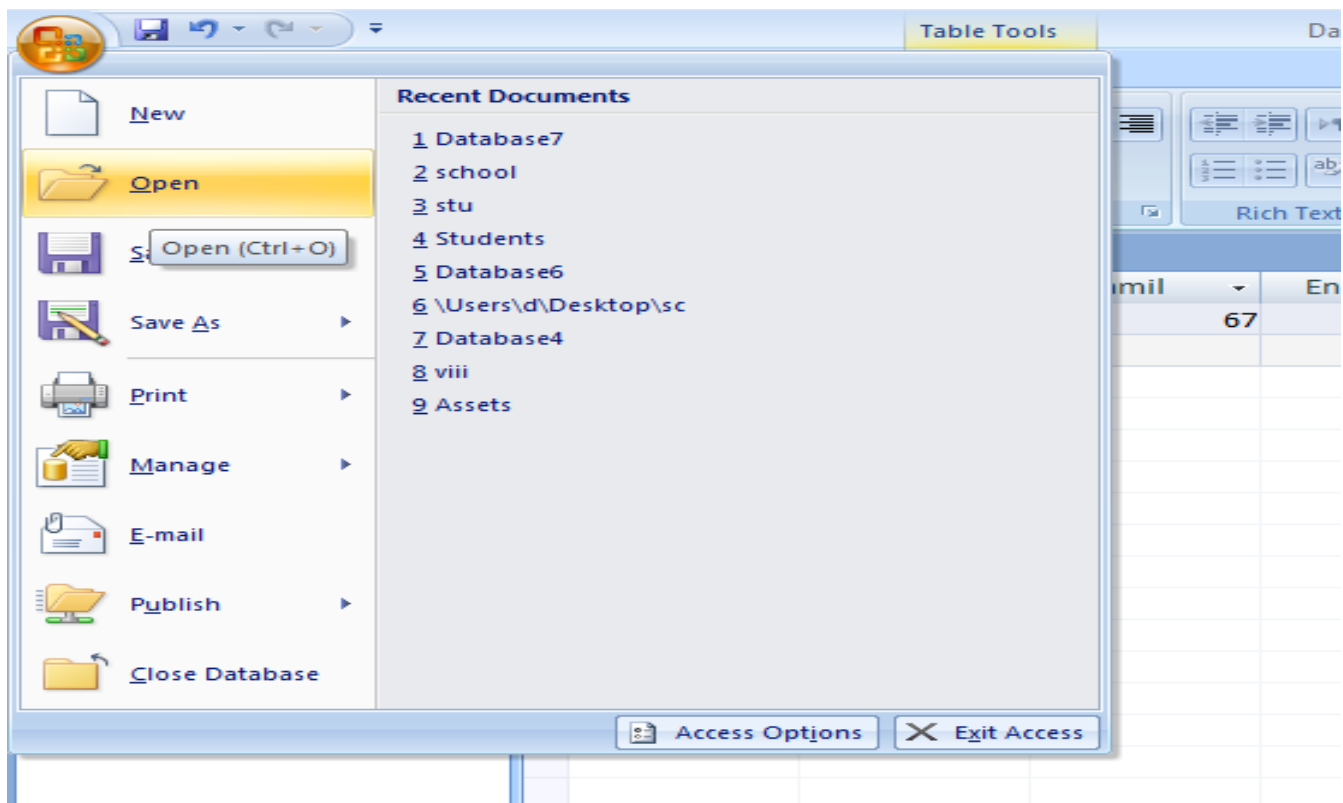Step-6: Click the Create button. You see the relationship created. Save your work.

OPENING AN EXISTING ACCESS DATABASE:

To Open an Existing Access database, follow the given steps:

Step-1: Click the Office button -> Open option. The open dialog box appears.

Step-2: Look for the folder where the database is saved.

Step-3:Select the required database to open and click the open button. The selected

database table gets opened

Keyboard shortcut:

- Press ctrl+S to save a database.

- Press F2 to rename a table

- Press ctrl+O to open an existing database.

- Press ALT+F4 to quit Microsoft Access.

Keyboard Points:

- Database is a collection of related tables with data.

- MS Access is a powerful program to create and manage databases.

- Table is a collection of data about a specific topic.

- A table structure identifies the name, size and types of various fields.

- Primary key refers to one or more fields(columns) which uniquely identify each record in a table.