Class: VII   Subject: Computer
Topic: Database and DBMS- Teacher: Prabhdeep
        An Introduction

Good Morning Students.
This lesson is of Class VII for the subject of
Computers. Our topic for today is Starting
Ms Access 2010, Creating Blank Database,
Views of a Table, Rules for Naming a field
and Data types. So Students let us start
with Starting Ms Access.

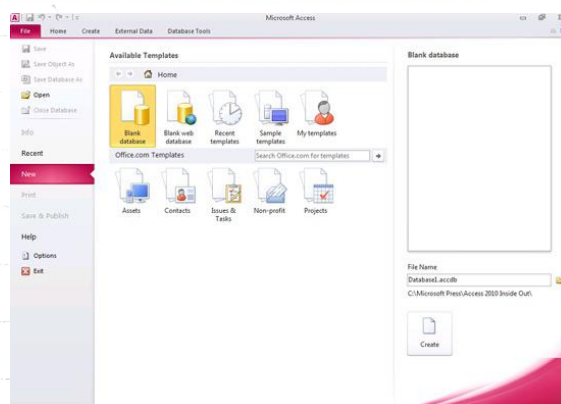## Starting Ms Acess 2010

Click on the Start button
↓
All Programs
↓
Microsoft Office
↓
Microsoft Access 2010

After this MsAccess window open and it shows
two ways to create a new database.
1. Creating a blank database
2. Creating a database using templates

1. Creating a Blank Database:

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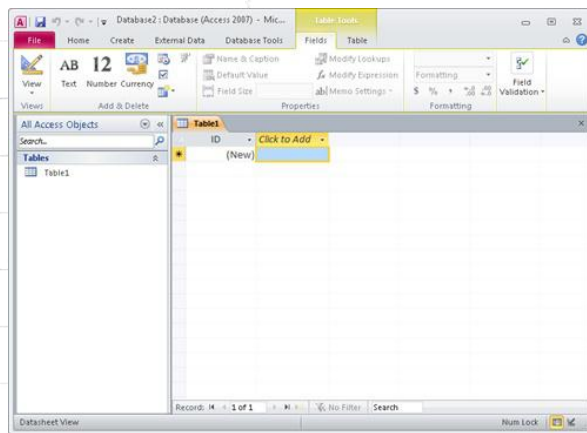   An Introduction

Open Microsoft Access 2010

Backstage view on the screen. By Default, the New tab is selected.

Click on Blank database under Available Templates

Specify file name in file name text box

Click on Create button. Empty table named Table1 in the DataSheet created

Click on Add   to add column. Asterisk (*) Sign indicates that it is ready to receive a new record.

Access automatically creates the first field called ID. By default, this field is designated as table's primary key

Press the Tab key to move to next field Access Automatically sets each field's datatype Now, the Table gets created as you enter data.

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2. Creating a Database Using Templates

This is one of the easiest ways to create database. Templates are ready-to-use database objects that contain various types of tables, queries, forms, etc. They are needed to perform specific tasks and help to speed up the database creation process.

Start Ms Access 2010

↓

By default New tab is selected. Click On the Sample templates

↓

Select Students templetes

↓

Save database by giving file name

↓

Click on create button

↓

Access creates the database and displays a table in the form view

↓

Now you enter the data. It contains the fields which are relevant to the students list

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VIEWS OF A Table

We work on a table in two Views:
1. DESIGN VIEW
2. DATA SHEET VIEW

1. Design view : Design view is further
   divided into two parts
   Field Grid Pane : In this Pane you can define
   the field names, their data types, and
   description.
   Field Properties Pane: This section is used
   to set properties for the fields defined
   in the table.

2. Datasheet view: This view displays the
   table as a grid. Datasheet view is used
   to enter data in a table. The fields are
   displayed as columns and the records are
   displayed as rows. When you double click
   on the table name, it opens the table in
   the Datasheet View.

Rules for Naming a field

1. Field can range name from 1 to 64 Characters.
2. Name can include letters, numbers and many
   special Characters.
3. field name cannot start with a blank space.
4. Properties of field name can be change
   like Storage size, format and validation
   rule.

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Data Types are used to declare the fields of a table. A data types determines the type of data for a particular field. The following table describes the available data types:

MS ACCESS DATABASE DATA TYPES		
Data Type	Use For	Size
Text	Text or combinations of text and numbers, such as addresses. Also numbers that do not require calculations, such as phone numbers, part numbers, or postal codes.	Up to 255 characters. Microsoft Access only stores the characters entered in a field; it does not store space characters for unused positions in a Text field. To control the maximum number of characters that can be entered, set the FieldSize property.
Memo	Lengthy text and numbers, such as notes or descriptions.	Up to 64,000 characters.
Number	Numeric data to be used for mathematical calculations, except calculations involving money (use Currency type). Set the FieldSize property to define the specific Number type.	1, 2, 4, or 8 bytes. 16 bytes for Replication ID (GUID) only.
Date/Time	Dates and times.	8 bytes.
Currency	Currency values. Use the Currency data type to prevent rounding off during calculations. Accurate to 15 digits to the left of the decimal point and 4 digits to the right.	8 bytes.
AutoNumber	Unique sequential (incrementing by 1) or random numbers automatically inserted when a record is added.	4 bytes. 16 bytes for Replication ID (GUID) only.
Yes/No	Fields that will contain only one of two values, such as Yes/No, True/False, On/Off.	1 bit.
OLE Object	Objects (such as Microsoft Word documents, Microsoft Excel spreadsheets, pictures, sounds, or other binary data), created in other programs using the OLE protocol, that can be linked to or embedded in a Microsoft Access table. You must use a bound object frame in a form or report to display the OLE object.	Up to 1 gigabyte (limited by disk space).
Hyperlink	Field that will store hyperlinks. A hyperlink can be a UNC path or a URL.	Up to 64,000 characters.
Lookup Wizard	Creates a field that allows you to choose a value from another table or from a list of values using a combo box. Choosing this option in the data type list starts a wizard to define this for you.	The same size as the primary key field that is also the Lookup field; typically 4 bytes.

Students I am concluding this topic here.
Thank you.

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