

DATABASE OBJECTS

❖ Tables

- This is the basic structure that holds the data values for the database.
- It is the part of the database that holds the data.
- It is also known as a datasheet.
- Tables are made up of columns (vertical) and rows (horizontal).

❖ Queries

- This object is used to display only the data that meet certain criteria.
- It takes fields from one or more tables to make another table meeting the specified criteria.
- A query can be run several times to obtain the desired data.
- Each time the query is run, any data entered into the table will be reflected in the query.

❖ Forms

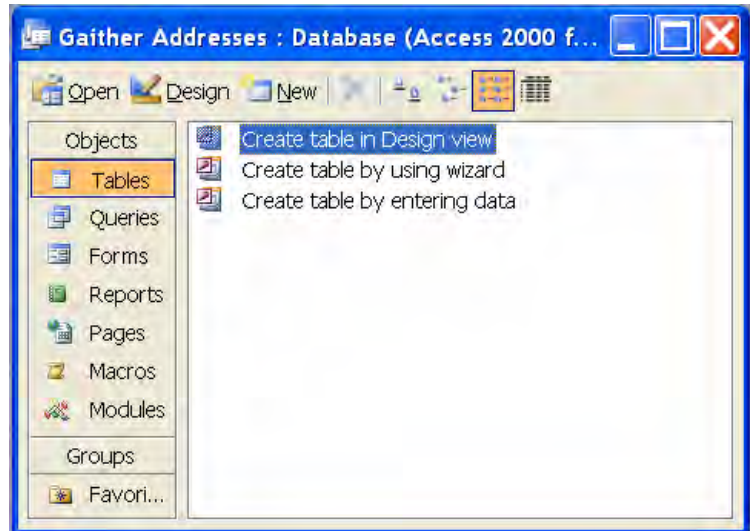
- Forms are used to display records.
- They allow the user to make changes to the field values in records.
- They allow customized designs that display field values.
- They may be used to display more than one table at a time.
- When new fields are added to a table, these changes are not reflected in the form.
- To add these fields to a form, a new form has to be created.
- A form containing all the fields from a table can be created quickly by using a Form Wizard. A wizard walks the user step-by-step through the process of creating the report.

❖ Reports

- Reports are used primarily for printed output.
- They may be used to display information in the way you want it.
- Reports can be created quickly by using a Report Wizard. A wizard walks the user step-by-step through the process of creating the report.
- There are several different types of reports available, such as Mailing Labels, Tabular Reports, and Columnar Reports.

❖ Pages

- Pages are separate files outside the Access database.
- They are created in HTML format.
- They can be placed on the Web to facilitate data sharing with the world-wide Internet community.



❖ **Macros**

- These are a set of Access commands that cause an action.
- They are stored as miniature programs.
- Macros can be replayed, when necessary, without reentering the commands from the keyboard.

❖ **Modules**

- These are objects containing custom procedures that are coded using Visual Basic Applications.
- They are a collection of Visual Basic Statements grouped together as a program.
- They are used to provide specialized processing calculations that cannot be accomplished with ordinary Access methods.
- They provide a more discrete flow of actions.
- Modules allow a way to trap errors.

❖ **Groups**

- Groups are used to organize database objects.
- A group consists of shortcuts to the objects that belong to it.
- Adding an object to a group does not change the original location of an object.
- Deleting a database object from a group does not delete the object itself.

❖ **Favorites**

- This option displays a list of Web sites that you have included in your Favorites list on the Web.
- These links can be clicked to access Web pages.
- It is an object in Groups.