

## WHAT IS ACCESS?

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Access is a Database Management System that is used to store items such as reports, queries, forms, and macros. It is also possible to create a Web Access Database using Access.

### ❖ Database Management System

- It is a package of computer programs and documentation that allows you to establish and use a database.

### ❖ Database

- A database is a collection of related data in tables, queries, reports, forms and so forth.
- It contains data about a particular topic or for a particular purpose.

### ❖ Access Database

- This type of database is stored in a single large file that contains all the database objects for a particular application.

### ❖ Tables - The main object in a database. It is the basis for all other objects in a database.

#### ➤ A table is made up of Fields and Records.

##### ▪ Fields

- Fields contain the data items.
- One column in a table is equal to one field.
- They contain characteristics such as data type and length.

##### ▪ Record

- A record is a group of related fields of information about one object or event in the database.
- One row in a table represents a record.