

Database Basics

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Questions

- What is a database?
- What are databases good for?
- Why use a database verses a spreadsheet?
- What are easy databases for beginners?
- What are better databases?

What is a database?

Often abbreviated *DB*. A collection of information organized in such a way that a computer program can quickly select desired pieces of data. You can think of a database as an electronic filing system.

What are databases good for?

- Accounting Systems
- Inventory Control Systems
- Point of Sale Systems
- Customer Information Systems
- Document Management
- Storage of any data

Why use a database verses a spreadsheet?

- Multi-dimensional capabilities
- Automated Indexing
- Built-in data lookup features
- Built-in reporting features
- Built-in interface features

What are easy databases for the beginners?

- Microsoft Access
- TopSpeed Clarion
- Microsoft Visual Basic
- Delphi with Paradox Tables
- Microsoft Visual FoxPro

What are better databases?

- MS SQL Server
- MySQL
- Pervasive SQL / Btrieve
- Progress
- Oracle
- Sybase

Microsoft Access Highlights

Using Microsoft Access, you can manage all your information from a single database file. Within the file, you can use:

- ⑩ Tables to store your data.
- ⑩ Queries to find and retrieve just the data you want.
- ⑩ Forms to view, add, and update data in tables.
- ⑩ Reports to analyze or print data in a specific layout.
- ⑩ Data access pages to view, update, or analyze the database's data from the Internet or an intranet.

Store data once in one table, but view it from multiple locations. When you update the data, it's automatically updated everywhere it appears.

Display data in a query

Display data in a form

Display data in a report

Display data in a data access page

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Thank You