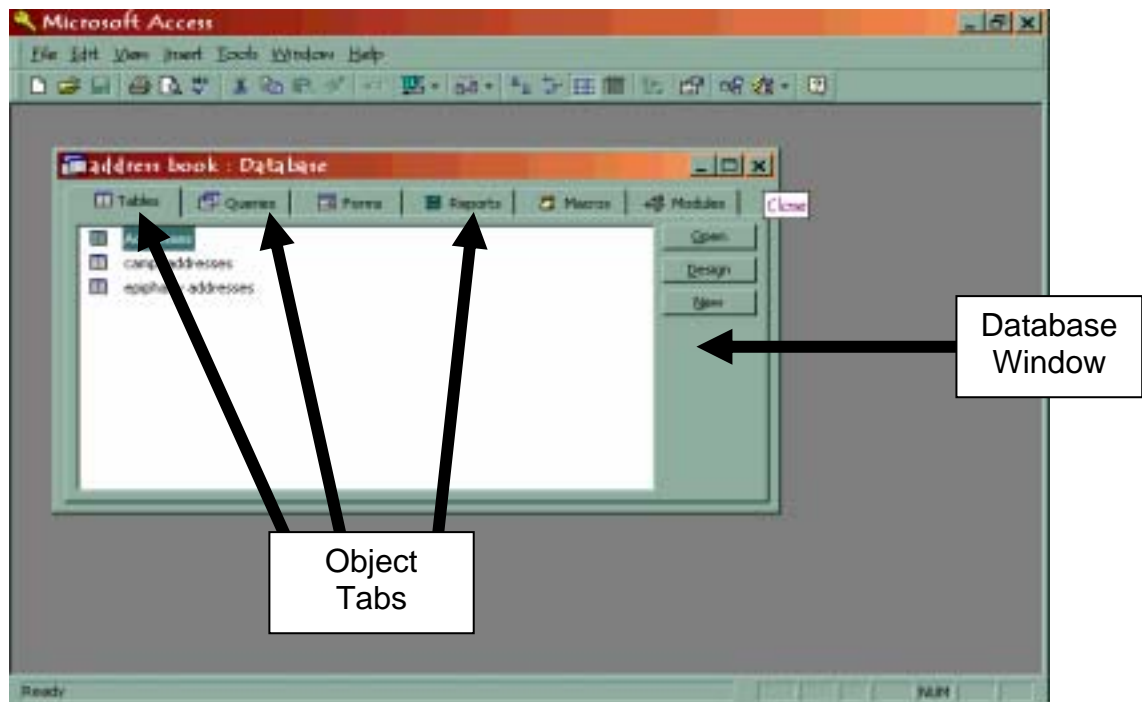


Microsoft Access

Database→ a collection of information (or “data”) that is organized to make retrieving specific information easy.

Elements of a database→

- *Tables* store information about a person, place, or thing.
- *Queries* search for and retrieve data from one or more tables that meet certain criteria that you specify.
- *Forms* provide an alternative way for entering or presenting data in one ore more tables.
- *Reports* are used to print data from a table or query on paper.
- *Macros* run a series of commands. You can write macros for repetitive activities and to automate the procedures you use most often
- *Modules* contain Visual Basic for Applications (VBA) code.



The 3-letter extension that all database files are saved as are: .mdb