# **Introduction to Access**

**Understanding Databases**

## A database program is .

## A database is defined by the fact that it is a and that information is related by a .

## Electronic database software is more efficient than the traditional index card system because:

# 

# 

# The major difference between a spreadsheet and a database is .

## With a Database you can but and .

## Databases are made up of *objects* that:

# 

# **Database Objects**

## 

### Like a spreadsheet

### Used to create the database

## 

### Used for data input, display and for controlling the use of the database

## 

### Way to retrieve selected information from one or more Tables

## 

### Used for formatting, calculating, printing, and summarizing selected data

## The Key to a good database is !

# **Database Terminology**

## Field -

### Example:

## Record -

### Example:

## File –

### Example:

## Database –

### Example:

## Primary Key –

### Example:

### 3 examples of databases include:

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