

MS Access - Lesson 3: Objects in the database

Objects in the database include tables, queries (queries), reports (reports), forms (forms), ...

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Table (Table)

A table is a collection of information placed in rows and columns. Information about an item is displayed in one line. The column contains the same type of information for each item. The table with the first line tells you what data is contained in the column.

Makhach	Tenkhach	Diachi	Dienthoai	Add New Field
K1	Đại lý Hoàng Minh	88 Thái Hà, Hà Nội	048867567	
K2	Siêu thị Lê Lợi	32 Hàng Bông, Hà Nội	047865432	
K3	Đồ Ngăn Hà	12 Hàng Bài, Hà Nội	046677882	
K4	Cửa hàng Toàn Thắng	76 Cửa Bắc, Hà Nội	045635465	
K5	Đồ Sơn hai	66 Trần Phú, Hà Nội	048367978	

Figure 1: Example of table information To view data in a table:

- Click the arrow to open the **Navigation pane** .
- Select **Tables** object.
- Then, double-click the table name to open the table.

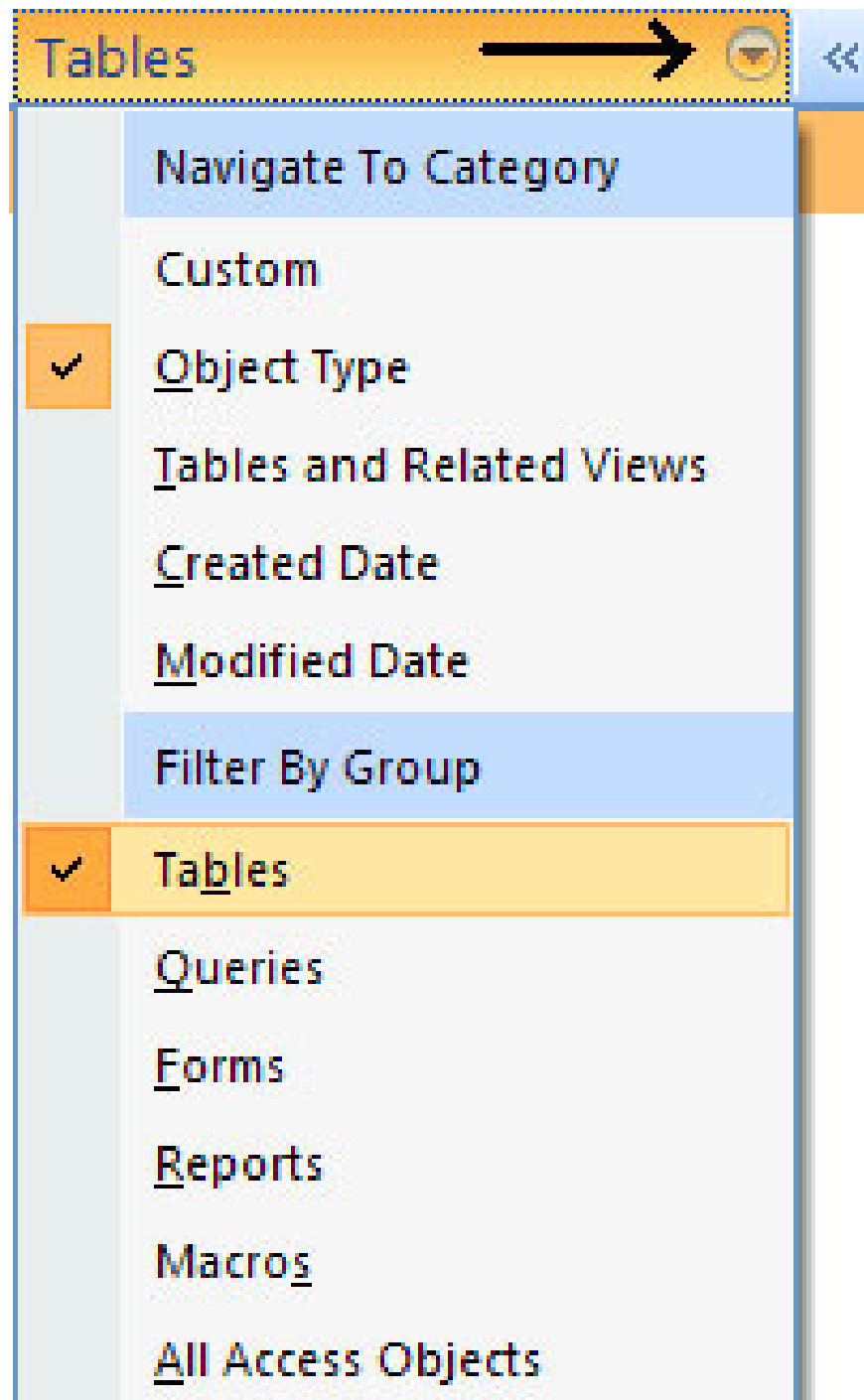


Figure 2: Viewing data in the **Query** table (**Queries**)

Queries select records from one or more tables in the database, so that they can be viewed, analyzed, and stored in datasheet mode. A query can execute operations and display results. The set of results of the records is called **dynaset**, which is saved as a database object and can be easily used. The query will be updated whenever the original table is updated. If the query type is select **select queries**, extracting data from tables based on specific values, the type of query is **find duplicate**, then displaying the records with copying values to One or more specific fields, and the **find** query type **unmatched** display records from a table without values corresponding to the second table.

To execute a query:

- Click the arrow to open the Navigation pane.
- Select **Queries** object.
- Double click on the query name.

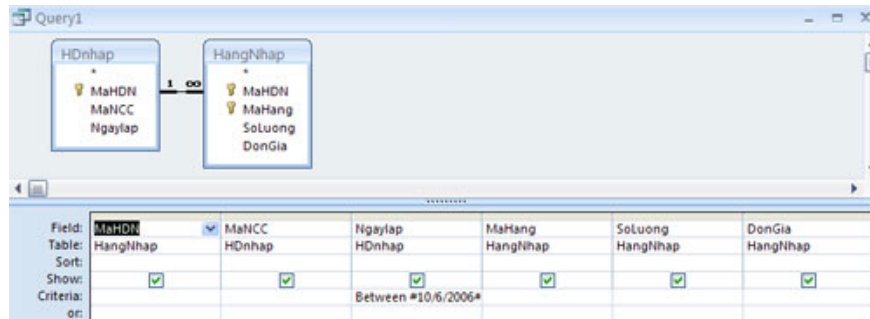


Figure 3: **Recordset**query design example

A recordset is a table that displays groups of records from a table or a query result.

Form

A Form is a graphical interface used to display and edit data. Forms can be developed from a table or a query. Forms include operations, graphics and objects such as label, textbox, combobox, checkbox, .

To view data from a form:

- Click the arrow to open the Navigation pane.
- Select **Forms** object.
- Double click on the form name.

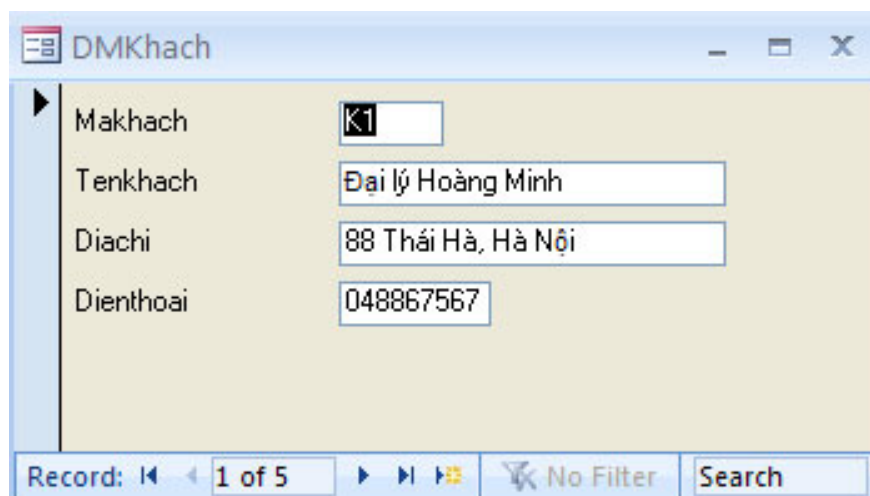


Figure 4: Information on form Customer **Report (Report)**

A report is an output of data as required. Reports can execute operations and display results. Reports are used to

print data.

To view data using a report:

- Click the arrow to open the Navigation pane.
- Select **Reports** object.
- Double click on the report name.

THỐNG KÊ KHÁCH HÀNG - TÊN HÀNG

Tenkhang Đại lý Hoàng Minh

STT	Tenhang:	SoLuong:	Donvi:	Tien:
1	Bias Ha Ni	4	thong	584000

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Figure 5: Example of report

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