

Name

Date

Database Basics

Microsoft Access will help me to manage the data I collected from my survey. Five menu options that will help me do this are:

- **Insert Menu**
 - **Table**

A table holds data so I need to create a table for the information from my survey. Tables are the starting point for a database.
 - **Form**

A form is used for data entry. I can arrange all the fields in a layout that works better for data entry. I can also add rules for the data entry in a form. Forms make my data entry more accurate.
 - **Query**

A query will let me see just the data that I want to see. I can filter the records in different tables by using examples and Boolean operators. Queries made it simple to find the data I want.

- **Tools Menu**
 - **Relationships**

The Relationship option will tell Access how the data in the tables is related to each other. I can show how the tables are connected. The Relationships option makes it easy to show the connection.

- **View Menu**
 - **Toolbars**
 - **Task Pane**

The Task Pane show options I can use for different actions in Access. The Task Pane opens automatically when I do certain things, like open a database file and it shows me what to do. The Task Pane lets me get help whenever I need it. I will analyze my data faster with the Task Pane.