

Course: DCA Semester: I

Sub Code: 1DCA3 (B)

Subject Name: (B) MS Access (Elective -1)

UNIT-I

Introduction to database -What is a Database, Need Of Database, Flat Database, Relational Database, Database Elements, Tables, Query ,Form, Report, Macros and Modules.

Why use a Relational Database, Concept of primary key why to use characteristics. Entity and Referential Integrity. Relationship within database objects using Key. Database file. Introduction to MS Access: Opening and Closing, Access Interface Window, Title bar, status bar, Menu bar ,Help Button, Search Pane. Database, Windows Toolbar. Creating a New database in Access Using Wizard, save new database .Objects Types of Objects, Navigation.Opening a database through Tool bar, Menu bar and task pane, Object Bar. Short Keys.

UNIT-II

Create a Table in MS Access Database view and Design View. - Data Types, Field Properties, Fields: names, types, properties--default values, format, caption, validation rules Data Entry, Add record, delete record, Record Button, Detail Button edit text, Sort, find/replace, filter/ select, rearrange columns, freeze columns. Edit a Tables- copy, delete, import, modify table structure, find, replace. Short cut keys.

UNIT-III

Add a relationship, set a rule for Referential Integrity, Creating and Deleting Relationship between Tables. Change the join type, delete a relationship, save relationship

Queries & Filter - difference between queries and filter, filter using multiple fields , Create Query in Design View ,Query Window Design Grid, find record with select query, find duplicate record with query, find unmatched record with query, run query, save and change query.

UNIT-IV

Introduction to Forms What is Form, Create Form From Scratch, Record Source, Caption Property, Types of Basic Forms: Columnar, Tabular, Datasheet, Auto Center Property, Main/ Sub forms, Add and Resize Objects to Form, add headers and footers, add fields to form, add text to form, use label option button, check box, combo box, list box Forms Wizard, Row source, Name, control source, Source type, Column count, width, bound column ,List width ,limit to list, labels, Create Template. Save Form.

UNIT-V

Introduction to Reports, Forms vs Report, Create Report Using Wizard, From Scratch and Re save existing Report, Report Properties, Record Source, Caption for Report, Add Object to Report, Resize object, Types of Basic Reports: Single Column, Tabular Report Groups/Total, single table report, multi table report, Modify report, Add Page Header to Report, Resize text, Set up page number on Report, Add Controls, Sub Report, preview report Print preview and Layout Preview, Sorting and grouping button, Expression Builder, print report, Creating Reports and Labels. Save Report.

TEXT & REFERENCE BOOKS:

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