

BASIC INTRODUCTION TO MICROSOFT ACCESS

Introduction

Microsoft Access is a computer software program designed exclusively to manipulate and maintain any entered data and process it to give useful information out of these raw data.

These data are recorded and stored in a systemically organised system called a **database**.

A **database** is a collection of related data with minimum duplication to provide a common pool of information to serve one or more functions. A database can store and manipulate both text and numerical data.

Pest ID	Pest Genus	Pest Species	Pest Common Name	Pest Group
1	Peregrinus	maidis		arthropods
2	Tarophagus	proserpina	Taro planthopper	arthropods
3	Colgar	sp.		arthropods
4	Catacanthus	viridicatus		arthropods

← field names (attributes)

← a record

fields

Most database have several such tables. Usually each table applies to one object or event. See the PLD User Manual Figure.13. Main Tables and their relationships.

How to Open MS Access

1. Click "Start" at the bottom left corner of the desktop window of your computer
2. Select "Program" (this gives a list of your Software programs)
3. Select MS Access (it will open MS Access into your working window)

How to Open a Database File

1. Open MS Access
2. Click on "File" at the menu bar
3. Click on "Open Database"
At the "Look in" cell, click at the down arrowhead to give a drop down list of the directories and files. Please select the appropriate directory in which you last saved your database file.
4. Select the filename of your required database
5. Click on "Open" button.