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| **Academic Year 2018-2019 العام الدراسي Grade: 6** | | |
| **Subject: computer** | **Computer revision sheets** |  |

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| United Arab Emirates **Department of Education and Knowledge** Bani Yas International Private School | Description: BANNER BANI YAS INTERNATIONAL | **دولة الإمارات العربية المتحدة**  **دائرة التعليم والمعرفة**  **مدرسة بني ياس الدولية الخاصة** |

**MS Access**

**Data base :**

A set of interrelated data stored in a single frame

**Table :**

Consist of a set of interrelated **records** with a common relationship

**Record**:

Consist of a set of interrelated **fields** ,with common relationship

**Fields :**

Consist of a set of **data**

**Access objects**

* Tables
* Reports
* Query
* Forms
* macro

**Data base types of data**

* 1- text : accept data consisting of letters and numbers
* 2- number : accept data consisting of integers numbers such as 3,5or real numbers such as 3.5
* 3- memo : accept data consisting of letters and numbers more than one line
* 4- currency : accept numbers plus currency symbol such as 34$
* 5- date/ time : accept different forms of date and time
* 6- Boolean (yes/no) : accept the data which has the correct or wrong value

**The benefits of database**

* 1-store large amount of data in small place in computer
* 2- quick access to information
* 3- the ability to add ,modify or delete data
* 4- extract reports quickly and easily

**Design and Create Tables**

**How to create and design a table ?**

1- creating a table using design view

2- creating a table using a datasheet

**1- creating a table using design view**

1- run MS Access

2- click on view design in tool bar

3- write the name of the table and click ok

4- Enter fields names and data type and click close table and save the last changes

**Quires**

* In Microsoft access all of your data is stored in one or more tables .
* You can use query to display that data whichever way you want
* A query allow you to sort the data by one or more fields ,such as last name or first name or age
* You can specify criteria in your query to filter the results shown

**How we can design a query ?**

* 1-click on create menu
* 2- you have 2 ways to create query :
* A- query wizard B-query design

**in the table below write the data type for each field in the second column :**

( short text – number –date/time- currency –long text )

|  |  |
| --- | --- |
| **Type** | **Field name** |
| Number | Student no |
| Short text | Student name |
| Date / time | Birthday |
| Long text | Address |
| Currency | Income |

**match the icons to their functions:**

Tables A set of interrelated data stored in a single frame

Database Consist of a set of interrelated records with a common relationship

Text accept data consisting of letters and numbers

Fields Consist of a set of data

Date/time accept different forms of date and time

**State true or false**

1-table is the main object in database ( true )

2-to create a table you have to click on create menu ( true )

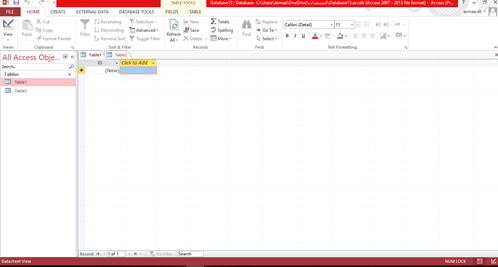
3- to save a database click on file menu and choose open (false )

4- Record is Consist of a set of interrelated fields ,with common relationship ( true )

5- form is one of database objects ( true )

**Write in down table Ms access main screen parts**

**( menu bar- title bar – status bar – access objects – record )**



2

1

3

4

5

|  |  |
| --- | --- |
| **menu bar** | **1** |
| **Access objects** | **2** |
| **Record** | **3** |
| **Title bar** | **4** |
| **Status bar** | **5** |

**Complete the following sentence:**

**(database – table – number – currency -date/time )**

1. **…………………Consist of a set of interrelated records with a common relationship**
2. **……………………A set of interrelated data stored in a single frame**
3. **……………. accept data consisting of integers numbers**
4. **…………………….accept different forms of date and time**
5. **……………………….accept numbers plus currency symbol such as 34$**

**The answer :**

**1-Table**

**2-database**

**3-number**

**4- date /time**

**5-currency**