

Microsoft Access 2007 Developing an Access Database

An Access database can be as small as a single table that tracks one topic of information, or a database can contain many tables – each one related to a specific purpose. A database that stores information in multiple related tables is referred to as a *relational database*.

Good table structure is the foundation of a well-designed relational database. Creating a table that is structured properly begins by understanding database concepts. When you understand the “theory” behind developing a database and what good table structure is, you ensure fewer problems in the management of your data. The source of a query, form, or report object begins with a table. Therefore, taking the time up front to design proper tables and establish correct relationships will make the creation of other objects easier, and ensure accurate results.

In this workshop, we will begin by going over important database concepts: What is the purpose of your database and each table within the database? What fields do you want to keep track of? Which field is going to be the “primary key?” What type of data will each field track, and do you want to set any limits to that field?

After creating your tables, you will have to get them to “talk to each other.” You do this in the Relationships window by defining your primary table, your related table, and the common field you’ll use to link them together (the primary key and the foreign key). We will also cover the concept of “referential integrity.” If referential integrity is not enforced, a user is able to enter whatever they want in the “primary key” field, and could also delete a “parent” record - leaving what are referred to as “orphan records.” This leads to inaccurate results when creating other database objects.

This two-day training session is a great starting point for anyone new to database development. If you are the owner of a database, and would like a refresher on database concepts, please join us!

****Please Note****

This is a **two-day** training session. You must be able to attend both days during the time specified. Dates cannot be split up.

Details:

Topics to be covered:

- Database concepts
- Create Tables
 - Fieldnames
 - Data types
 - Properties
- Create relationships
 - Primary vs. related table
 - One-to-One relationships
 - One-to-Many relationships
 - Enforcing referential integrity

Dates & Times:

Day 1 - We will discuss the theory behind creating a database. You will complete an exercise to be used on Day 2.

Day 2 - We will use the exercise completed on Day 1 to create a database.

Pick either Session 1 or Session 2:

Session 1:

Day 1: Tuesday, Nov. 10th
9:30 am – 11:30 am

Day 2: Wednesday, Nov. 11th
9:30 am - 11:30 am

Session 2:

Day 1: Tuesday, Nov. 10th
12:30 pm – 2:30 pm

Day 2: Wednesday, Nov. 11th
12:30 pm – 2:30 pm

Location:

- Basement of Eggers
Room 062
(Interactive Media Lab)

Registration:

Seating is limited, please reserve your seat now by emailing:

icttraining@maxwell.syr.edu

