

Components of MS Access

There are seven major components of Microsoft Access. When we create a component in Access it is an object, and several similar objects grouped together will constitute a class. Let us take a look at the components.

Tables

In MS Access Tables store the data or the information that you feed the program. The data table can be created with the required field names, properties etc as desired by the user. If the table is not created correctly, the database may be slow in giving results or give wrong results entirely. So it is essential the table be created properly and carefully.

Relationships

Relationships are the connections that form between one or more table. So the relationships can be one-on-one, one-to-many and then of course many-to-many.

Queries

Queries are when the user or the programmer requests the database for information. The objects help create a SQL compatible query, which can help store data and retrieve information from the database. Queries can also sort and filter data as per the query statement.

Forms

This is an object class which allows the programmer/designer to create a user interface for MS Access. A form is defined by tables and queries.

Reports

Once all the data has been entered into the database, the user will want to view the information. For this he can run reports which will allow him to view the information, or summarize the information. The reports can be customized by the user. The source of the information in these reports are the tables and the queries.

Macros

Macros are tools on MS Access that allow you to automate tasks on your forms or reports. They are predefined actions that add functionality and efficiency to your database. They can perform a series of actions like open a table, run queries, create reports etc. The command will be performed each time the macro button is clicked on.

Modules

These are the foundations of the software that allows the programmer to create a set of predefined instructions called sub-routines. These modules can be used throughout the database, they can be used from anywhere in the database.