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Introduction

Welcome to *Microsoft Access for Terrified Teachers*. You hold in your hands a book that is designed to help you learn how to use this very powerful database program. This book will also help you integrate the use of *Microsoft Access* into your classroom curricula.

What Is a Database?

A database is an organised collection of information or data. We use databases every day in our lives and hardly notice. For example, a telephone book is a database. The address book section of your personal organiser is a database. On your desk, the box you keep with student information jotted down on index cards is a database.

Microsoft Access just looks a little different from more common databases. It is a computerised database – one that can help you store, retrieve, sort, analyse, and print information in just a couple of keystrokes.

What Is Microsoft Access?

Microsoft Access is a database management system (DBMS). It is part of the *Microsoft Office Suite* of products that includes *Microsoft Word*, *Microsoft Excel*, *Microsoft PowerPoint*, *Microsoft Outlook* and more.

Microsoft Access allows you to create and process data. You can add data, change data and delete data in your database tables.

Using database queries, you can ask *Microsoft Access* questions about your data, such as, ‘What is the average population of the states?’ You will obtain your answer in an instant.

You can create forms in *Microsoft Access*. These forms can be used to enter data, view data and update data.

You can generate reports based upon the information in your *Microsoft Access* database. These reports are easy to create and are a great way to present your data.

Microsoft Access also allows you to save your database tables and reports as Web pages so the database you and your students create can be shared over the Internet.

Special Note: The version of *Microsoft Access* used to write this book is *Microsoft Access 2000*. If you have a different version, some of the directions may vary slightly, but you will still be able to perform all of the same functions.

What Is in This Book?

Microsoft Access for Terrified Teachers is divided into four sections: **Introduction, Getting Started, Creating Your Own Database and Student Projects.**

Introduction

The **Introduction** to *Microsoft Access for Terrified Teachers* provides you with an overview of this book. You will also learn how the student projects are presented, how to manage your database files and how to use the CD-ROM found in the back cover of this book.

Getting Started

The **Getting Started** section provides you with a ‘warm-up’ before actually creating your own *Microsoft Access* databases. You will learn how to launch *Microsoft Access*, the terminology associated with the database objects (e.g., tables, forms, and reports), different views on your screen and how to save and close the database file.

Creating Your Own Database

In **Creating Your Own Database** you will do just that – create a database of your own. You will learn how to design a database table, how to create a database form, how to sort your data within a table, how to create a report, how to query your database and much, much more.

Student Projects

In **Student Projects** you will find a variety of projects that you can do with your students that incorporate the use of *Microsoft Access* databases. The projects include English, mathematics, science, and the arts activities. All of the projects include template files, so the databases are already designed and built for you. You can use the databases as they are or modify them to meet your specific curricular needs. (Don’t worry. You will learn how to modify a database and a form in the **Creating Your Own Database** section.)