



Class VIII

Chapter 2

**Queries, Forms,
Reports in MS Access.**

INTRODUCTION

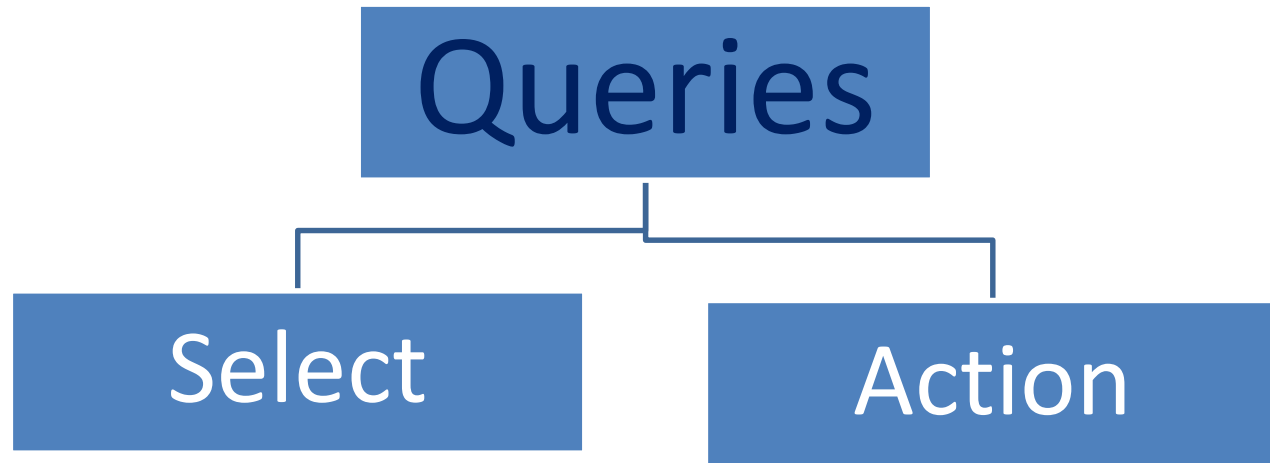
Access is a database management system (DBMS) from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software-development tools.

Database in Access are composed of four main objects--- tables, queries, forms and reports.

What is a Query?

A query is a statement of question about the data stored in the tables or it can be a request to perform an action on the data.

Types of queries:-----



What is Select?

Select is to find records in the database that match the criteria specified and displays those records in a database

What is Action?

Action is to find records in the database that match the criteria specified and performs some action on those records