

ST CLEMENT'S SECONDARY SCHOOL

DATABASES

MICROSOFT ACCESS

Grade 11



DESIGN DATABASES



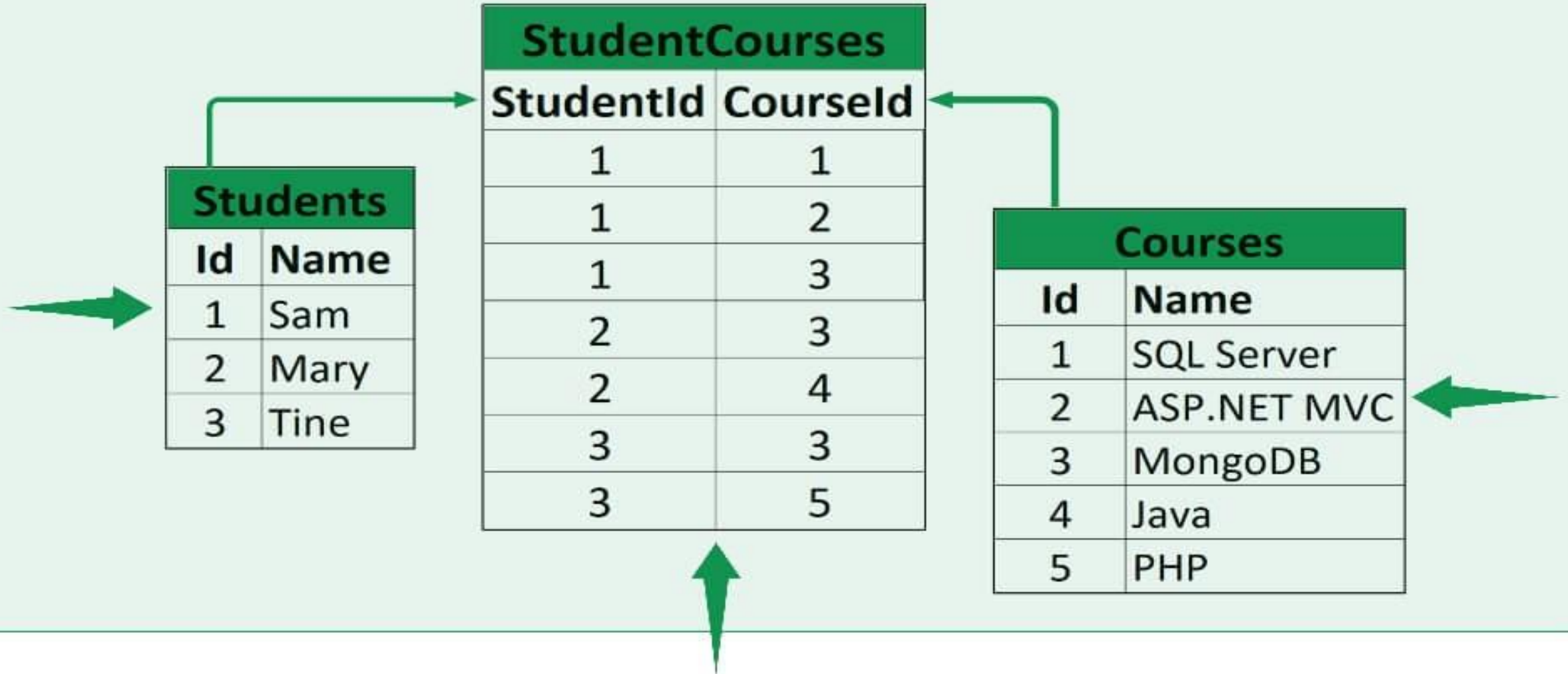
Database

- A database is an organized collection of structured information, or data, typically stored electronically in a computer system

Relational database

- A relational database is a collection of data items with pre-defined relationships between them.
- These items are organized as a set of tables with columns and rows.
- Tables are used to hold information about the objects to be represented in the database.

Relational Database



Microsoft Access

- Microsoft Access is a popular information management tool that helps you store all kinds of information for reporting, analysis, and reference.
- With Microsoft Access, you can manage data more efficiently and analyse large amounts of information.

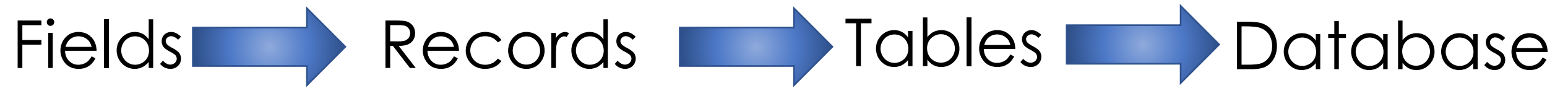


- Database tables are collections or lists of *records*, each record holding individual pieces of information in *fields*
- As a database Management System (DBMS), Access enables a user to create and maintain these tables, employing sophisticated, yet easy-to-use, tools to facilitate defining, constructing, and manipulating data

Identifying Basic Database Structure

- In a relational database, all data are stored in tables.
- A table is a major database object that stores all data in subject-based list of rows and columns.
- Tables are made of records and fields.
- A record is a complete set of related data about one entity or activity. e.g. sales transaction, phone directory.

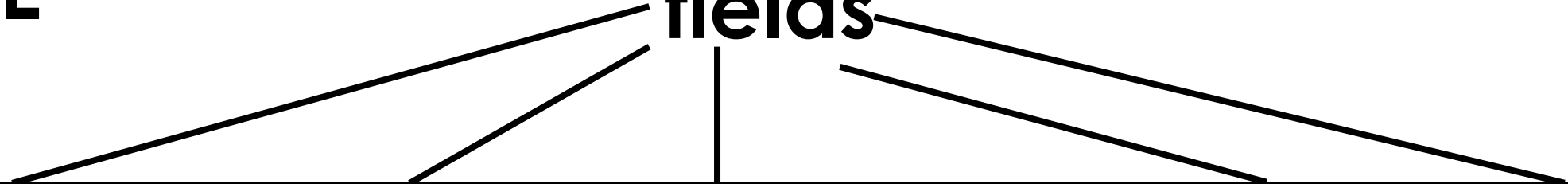
DATA HIERARCHY



Data organisation

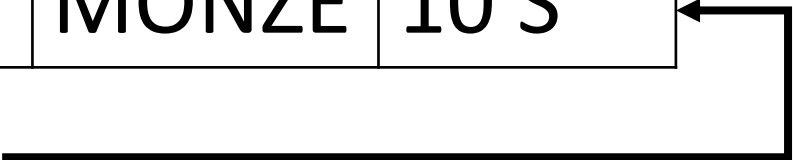
TABLE

fields



FIRST NAME	SURNAME	DATE OF BIRTH	TOWN	CLASS
LUMUNO	BWEENDO	22/02/2013	MANSA	11 G
KANDALA	IAN	12/04/2012	LUSAKA	12M
MWANSA	HENRY	28/12/2015	MONZE	10 S

Record



Working with Microsoft Access Database

- When a database is open it cannot be moved nor renamed.
- It does not have certain file operations that are available for other applications such as word or excel.

Exercise

1. Define relational database
2. Explain the use of DBMS
3. Explain two uses of Microsoft Access.
4. Draw database hierarchy

ACCESS DATABASE OBJECTS



Access database objects

- Tables
- Forms
- Queries
- Reports
- Pages
- Macros
- Modules

Tables

- Store data about people activities, items and events.
- It consists of records made up fields.
- The information in a table appears in rows (records) and Columns (fields)

Queries

- Queries display and organise data depending on the question being queried.
- You can specify criterial or condition to show records and fields.
- You can create queries to perform actions

Forms

- Forms display data on the screen in a user-friendly formats.
- Forms make data entry and editing simpler.
- With forms, you can view, add, delete and edit fields and records.

Reports

- Reports organise and format data to be used as printable documents.
- Reports are professional looking, formal documents that display information derived from database queries.
- Reports can only display recordsets.
- Recordsets

Exercise

1. State for major database objects.
2. In two sentences write about the following
 - (a) forms
 - (b) queries
 - (c) reports

BUILD A DATABASE



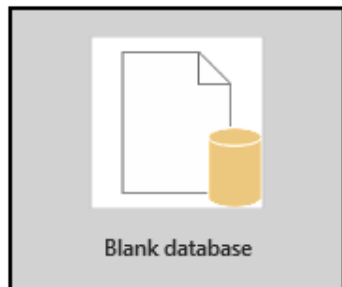
Create new Database

1. Click start button and choose all programs
2. Click Microsoft Office folder and choose Microsoft Access

Access

Good evening

▼ New



Blank database



Asset tracking



Contacts



Students



Event management



Task management

[More templates](#) →

Recent

Pinned

	Name	Date modified
	st clements Documents	Fri at 8:56 am
	Database2 Documents	Thu at 7:28 pm
	Database1 Documents	14/10/2022

[More databases](#) →



Home



New



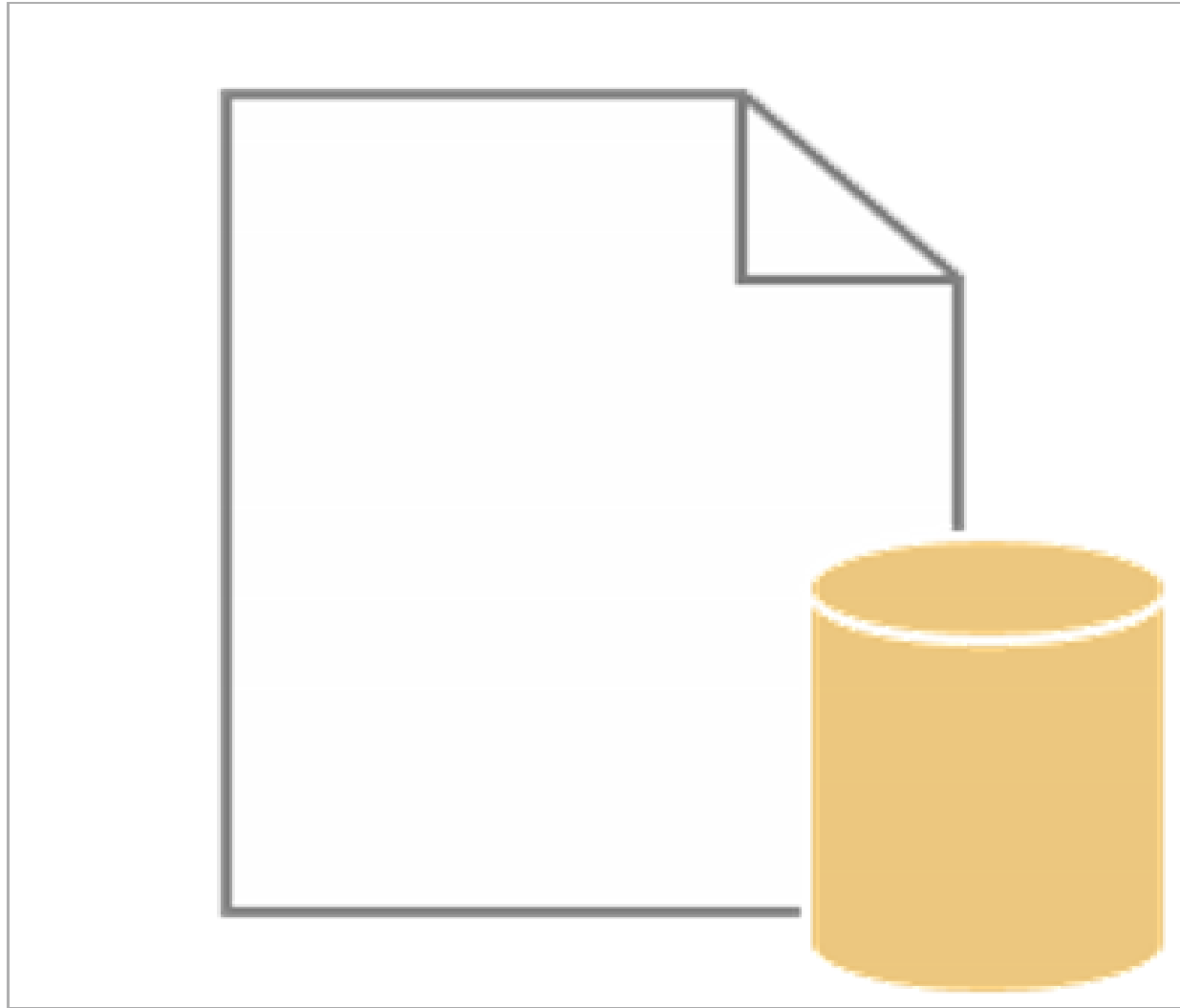
Open

Account

Feedback

Options





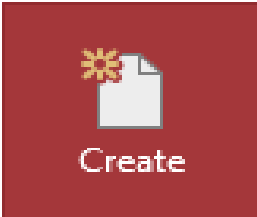
Blank database

File Name

ST CLEMENTS TEACHERS.accdb



C:\Users\chong\OneDrive\Desktop\



Views

AB 12

Short Number Currency

Text

Date & Time

Yes/No

More Fields

Delete

Name & Caption

Default Value

Field Size

Modify Lookups

Modify Expression

Memo Settings

Data Type:

Format: Formatting

% ' ←.0 .00 →.0

Required

Unique

Indexed

Validation

All Access Objects

Search...

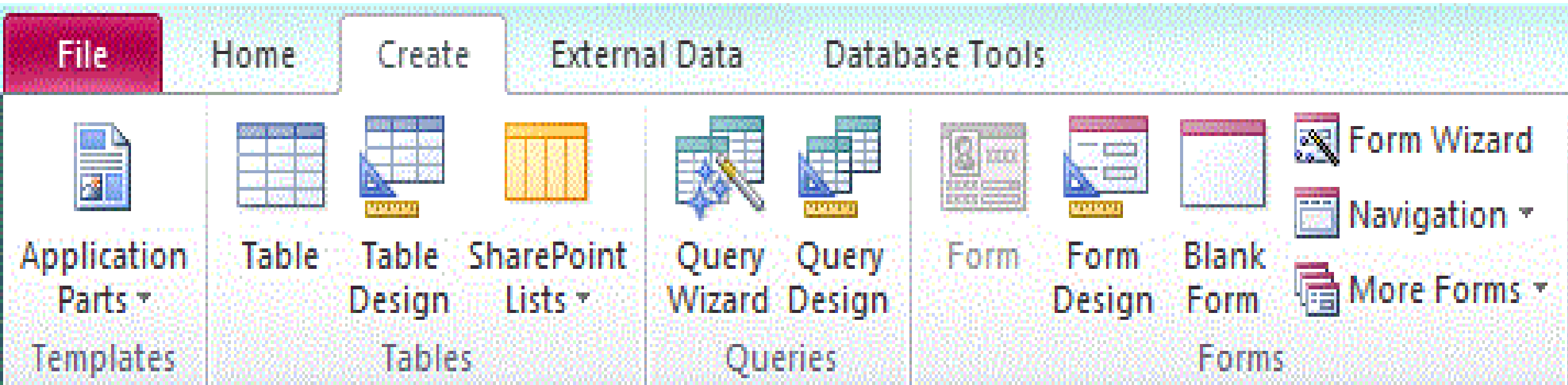
Tables

Table1

ID	Click to Add								
*	(New)								

Record: 1 of 1 No Filter Search

Components of Access





Click a tab to see more commands

Each tab is divided into groups

Contextual tools tabs appear when certain items or views are selected

Some groups will have an arrow that you can click for more options

The image shows the Microsoft Access ribbon interface with several annotations. The ribbon tabs are FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, and a contextual tab labeled TABLE TOOLS. The TABLE TOOLS tab is divided into two sub-tabs: FIELDS and TABLE. The ribbon groups include Views, Clipboard, Filter, Sort & Filter, Records, Find, and Text Format. The ribbon is currently displaying the TABLE TOOLS - TABLE group, which includes commands like New, Save, Delete, Refresh, and Find. The ribbon is also displaying the TABLE TOOLS - FIELDS group, which includes commands like Ascending, Descending, and Remove Sort. The ribbon is also displaying the TABLE TOOLS - TABLE group, which includes commands like New, Save, Delete, Refresh, and Find. The ribbon is also displaying the TABLE TOOLS - FIELDS group, which includes commands like Ascending, Descending, and Remove Sort. The ribbon is also displaying the TABLE TOOLS - TABLE group, which includes commands like New, Save, Delete, Refresh, and Find. The ribbon is also displaying the TABLE TOOLS - FIELDS group, which includes commands like Ascending, Descending, and Remove Sort.

Each tab is divided into groups

Click an arrow for more group commands

Click a tab to see more commands

Contextual tabs will appear when certain items are selected

ID	First Name	Last Name	Street Address
110	Michael	Turkolou	4 Strawberry Ct.

MANIPULATING DATABASES



MICROSOFT ACCESS DATA TYPES



- When creating tables in Access, you need to select a data type for each column of data.
- The Short Text data type is a popular choice since it lets you enter almost any character (letter, symbol, or number).

DATA TYPES

Data Type	Usage	Size
Number	Numeric data.	1, 2, 4, 8, or 16 bytes.
Date/Time	Dates and times.	8 bytes.
Currency	Monetary data	8 bytes.
AutoNumber	Unique value	4 bytes (16 bytes for ReplicationID).

Data Type	Usage	Size
Short Text (formerly known as "Text")	Alphanumeric data (names, titles, etc.)	Up to 255 characters.
Long Text (formerly known as "Memo")	Large amounts of alphanumeric data: sentences and paragraphs.	Up to about 1 gigabyte (GB)
Yes/No	Boolean (true/false) data	1 byte.

Hyperlink

A link address to a document or file on the Internet contain up to 2048 characters).

Attachment

You can attach files Up to about 2 GB. such as pictures, documents

Calculated

You can create an expression that uses data from one or more fields.

Dependent on the data type of the Result Type property.

Exercise

A database below was created to show statistics for teachers at St Canisius.

Name	Dept	amount	Ts number
Mario MKC	M	K1250	20202
Mwinga S	SS	K1500	10874
Mbinji M	L	K 1000	2345
Chibwe BC	NS	K 2000	08762

- (a) How many records are shown in the database above?
- (b) Name the validation method on Ts number field.
- (c) How many fields are in the database above?
- (d) State data types you would choose for each of the following fields.
 - (i) Ts number
 - (ii) Amount

DATA VALIDATION AND DATA CHECK



Data validation

- Data validation refers to **the process of ensuring the accuracy and quality of data.**
- Data validation makes Access test data to make sure that it conforms to what you want to appear in the table.
- Data validation works best in number, currency, and date/time fields.

Validation rules

1. Field validation rules

- Use a field validation rule to check the value that you enter in a field when you leave the field.

2. Record validation rules

- Use a record validation rule to control when you can save a record (a row in a table).

3. Validation on a form

- You can use the **Validation Rule** property of a control on a form to specify a criterion that all values input to that control must meet.

Types of data validation

- Data type validation
- Range and constraint validation
- Code and cross-reference validation
- Structured validation
- Consistency validation

Example of data validation

For example, when signing up for a user account on a website, the validation might include:

- presence check - a username must be entered.
- length check - a password must be at least eight characters long.

Benefits of data validation

- Data validation provides accuracy, cleanness, and completeness to the dataset by eliminating data errors from any project to ensure that the data is not corrupted.

Data validation check

- Data validation refers to the process of ensuring the accuracy and quality of data.
- It is implemented by building several checks into a system or report to ensure the logical consistency of input and stored data.

Data Type Check

- A data type check confirms that the data entered has the correct data type. For example, a field might only accept numeric data.
- If this is the case, then any data containing other characters such as letters or special symbols should be rejected by the system.

Range Check

- A range check will verify whether input data falls within a predefined range. For example, latitude and longitude are commonly used in geographic data.
- A latitude value should be between -90 and 90, while a longitude value must be between -180 and 180. Any values out of this range are invalid.

Format Check

- Many data types follow a certain predefined format. A common use case is date columns that are stored in a fixed format like “YYYY-MM-DD” or “DD-MM-YYYY.”
- A data validation procedure that ensures dates are in the proper format helps maintain consistency across data and through time.

Consistency Check

- A consistency check is a type of logical check that confirms the data's been entered in a logically consistent way. An example is checking if the delivery date is after the shipping date for a parcel.

check digit

- A check digit is a digit added to a string of numbers for error detection purposes. Normally, the check digit is computed from the other digits in the string.
- A check digit helps digital systems detect changes when data is transferred from transmitter to receiver.

Presence Check

- A method of validation that checks if the user has entered some data.

EXERCISE

Mr. Chongo has decided to set up a database to keep information about the books in his shop for Sale. The database table BOOKS will contain the following fields:

Title; Author; Description; Catalogue Number; Size (area in square centimetres) Price; Arrived (Date the book arrived in the shop); Sold (whether the book is already sold)

(a) (i) state what data type would you choose for each field.

Title.....

Author

Description.....

Catalogue Number

Size

Price

Arrived

Sold

(ii) State which field you would for primary key

(b) Give validation check that you can perform on each of these fields. Each Validation check must be different.

Catalogue Number

Size

Price

Arrived

DATABASE KEYS



Keys

- Keys play an important role in the relational database.
- It is used to uniquely identify any record or row of data from the table.
- It is also used to establish and identify relationships between tables.

Types of Keys in DBMS

- Primary Key.
- Super Key.
- Candidate Key.
- Alternate Key.
- Foreign Key.
- Composite Key.
- Unique Key.

Primary key

- It is the first key used to identify one and only one instance of an entity uniquely. An entity can contain multiple keys, as we saw in the PERSON table.
- The key which is most suitable from those lists becomes a primary key.
- License_Number and Passport_Number as primary keys since they are also unique.

Super Key

- A super key refers to the set of all those keys that help us uniquely identify all the rows present in a table.
- It means that all of these columns present in a table that can identify the columns of that table uniquely act as the super keys.

Candidate Key

- The candidate keys refer to those attributes that identify rows uniquely in a table.
- In a table, we select the primary key from a candidate key. Thus, a candidate key has similar properties as that of the primary keys that we have explained above.
- In a table, there can be multiple candidate keys.

EXERCISE

1. List three keys in Database.
2. Define a key
3. Explain what primary key means.
4. Give an example of a key that can be a primary key

Alternate Key

- As we have stated above, any table can consist of multiple choices for the primary key. But, it can only choose one.
- Thus, all those keys that did not become a primary key are known as alternate keys.

Foreign Key

- We use a foreign key to establish relationships between two available tables.
- The foreign key would require every value present in a column/set of columns to match the referential table's primary key.
- A foreign key helps us to maintain data as well as referential integrity.

Composite Key

- The composite key refers to a set of multiple attributes that help us uniquely identify every tuple present in a table.
- The attributes present in a set may not be unique whenever we consider them separately.
- Thus, when we take them all together, it will ensure total uniqueness.

Unique Key

- A unique key refers to a column/a set of columns that identify every record uniquely in a table.
- All the values in this key would have to be unique.
- Remember that a unique key is different from a primary key. It is because it is only capable of having one null value.
- A primary key, on the other hand, cannot have a null value.

EXERCISE

A database below was created to show statistics for provinces in Zambia.

REF	PROVINCE	POPULATION	NUMBER OF HOUSES
LP	LUAPULA	30, 000	23,000
SP	SOUTHERN	24, 000	20, 000
LP	LUSAKA	70, 000	62, 000
CP	CENTRAL	22, 000	15, 000
WP	WESTERN	16, 000	10, 000
EP	EASTERN	10, 000	5, 000

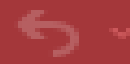
- (a) Explain what unique key mean.
- (b) How many records are shown in the database above?
- (c) Name one validation method for the number houses field.
- (d) How many fields are in the database above.
- (e) Differentiate between unique key and primary key

CREATE TABLE



TABLE

1. In the Open dialog box
2. select the database that you want to open
3. then click Open on the Create tab
4. In the Tables group, click Table.
5. A new table is inserted in the database and the table opens in Datasheet view.



File

Home

Create

External Data

Database Tools

Help

Table Fields

Table



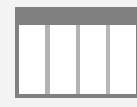
Application Parts
Templates



Table



Table Design
Tables



SharePoint Lists



Query Wizard



Query Design
Queries



Form



Form Design



Blank Form



Form Wizard



Navigation



More Forms

Forms

All Access Objects

Search...

Tables

Table1

Table1

ID

Click to Add

*

(New)

TABLE VIEWS

- Datasheet view
- Design view

Data entry and edit



(1) (i) Create a table as shown below

Field Name	Data type	Field size
Staff_ID	Text/short text	4
Data	Date/time	
Booking	Text/short text	6
Week	Number/integer	
Price	Number/integer	
Number	Number/integer	
Tour	Look up wizard	

(ii) select an appropriate key field for the table structure.

(b) Enter the following records

Staff_ID	Date	Booking	Price	Week	Number	Tour
MC01	02/02/2023	Mansa	700	1	3	Yes
JB02	13/05/2023	Mongu	340	1	3	No
AC03	24/04/2023	Solwezi	600	1	6	No
DMC04	20/10/2023	Sesheke	550	2	2	No
DC05	16/12/2023	Lusaka	400	2	7	Yes
GMC06	03/01/2023	Ndola	400	2	7	No
MBC07	17/09/2023	Mbala	750	1	2	No

(2) Create the database tables below. Fields are indicated for each table

StudentFields	Lesson Fields	Instructor fields	Lesson Type Fields
StudentId	LessonNo	InstructorId	LessonType
Title	StudentID	Title	Cost
Surname	InstructorId	Surname	
Firstname	Datestarted	Firstname	
	Starttime	Address	
	Lengthoflesson	HometelNo	
	Lesson type	MobileNo	

(b) Select primary key for each of the tables in
(a)

(c) (i) enter the following data in the table
instructor

instuctorId	Title	Surname	Firstname	address	Hometel	Mobile
1	Mr	Makangha	Mario	Kitwe	2690	0978
2	Mrs	Mudenda	Choolwe	Mansa	2297	0950
3	Mr	Bwalya	John	Kaoma	02111	0767

(ii) Enter the following data in the table lesson

Lesson No	Student ID	Instructor	date	starttime	Length of Lesson	Collection Point	Drop Point	Lesson Type
1	1	1	1/2/23	08 hrs	1	Home Add	Home	standard
2	2	1	2/3/23	10 hrs	2	Home Add	Home	Standard
3	3	1	4/3/23	14 hrs	1	Home Add	Home	standard

(iii) Enter the following data in the table
Lesson Type

Lesson type	Cost
Introductory	900
Pass plus	800
Standard	1000
Test	1500

CREATE QUERY



Create a select query

1. Select Create > Query Wizard .
2. Select Simple Query, and then OK.
3. Select the table that contains the field
4. Add the Available Fields you want to Selected Fields
5. Select Next.
6. Choose whether you want to open the query in Datasheet view or modify the query in Design view,
7. Select Finish.

Simple Query Wizard



Which fields do you want in your query?

You can choose from more than one table or query.

Tables/Queries

Table: GRADE 10

Available Fields:

ID
NAME
CLASS
HOUSE
DATE OF BIRTH
AMOUNT OF MONEY RECEIVED



Selected Fields:

Empty box for selected fields.

Cancel

< Back

Next >

Finish

Simple Query Wizard



Which fields do you want in your query?

You can choose from more than one table or query.

Tables/Queries

Table: GRADE 10

Available Fields:

Empty box for available fields.



Selected Fields:

ID
NAME
CLASS
HOUSE
DATE OF BIRTH
AMOUNT OF MONEY RECEIVED

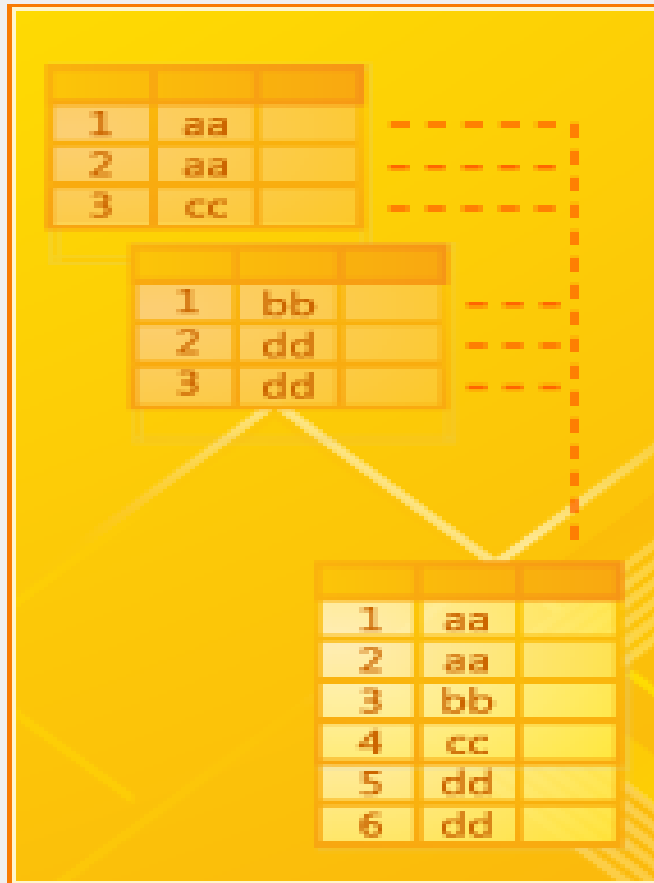
Cancel

< Back

Next >

Finish

Simple Query Wizard



Would you like a detail or summary query?

- Detail (shows every field of every record)
- Summary

Summary Options ...

Cancel

< Back

Next >

Finish

Simple Query Wizard



What title do you want for your query?

That's all the information the wizard needs to create your query.

Do you want to open the query or modify the query's design?

-
-

Cancel

< Back

Next >

Finish

QUERY

All Access Objects

Search...

Tables

- GRADE 10
- GRADE 11 G
- Table1

Queries

- GRADE 10 Query

ID	NAME	CLASS	HOUSE	DATE OF BIR	AMOUNT OF
1	IAN K	11 G	MAC	08/03/2013	K100.00
2	NATHAN	11S	MOTO	16/03/2014	K300.00
*	(New)				K0.00

CREATE FORM



FORM

1. In the Navigation pane, select the table you want to use to create a form. ...
2. Select the Create tab, locate the Forms group, and click the Form command.
3. Your form will be created and opened in Layout view.
4. To save the form, click the Save command on the Quick Access Toolbar.



File

Home

Create



View



Paste



Cut



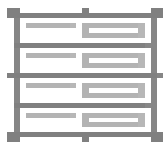
Copy



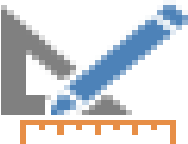
Forma



Form View



Layout View



Design View

FORM VIEW

 GRADE 10



GRADE 10

ID

1

NAME

IAN K

CLASS

11 G

HOUSE

MAC

DATE OF BIRTH

08/03/2013

AMOUNT OF MONEY RECEIVED

K100.00

LAYOUT VIEW



GRADE 10



GRADE 10



ID	1
NAME	IAN K
CLASS	11 G
HOUSE	MAC
DATE OF BIRTH	08/03/2013
AMOUNT OF MONEY RECEIVED	K100.00

DESIGN VIEW

The screenshot displays the Microsoft Access Design View for a form titled "GRADE 10". The ribbon at the top includes the following groups: Font, Number, Background, and Control Formatting. The Control Formatting group contains options for Shape Outline, Shape Effects, Quick Styles, Change Shape, and Conditional Formatting. The form is structured as follows:

- Form Header:** Contains a label "GRADE 10" with a list icon, highlighted by an orange border.
- Detail:** Contains seven text boxes, each with an orange border:
 - 1. ID
 - 2. NAME
 - 3. CLASS
 - 4. HOUSE
 - 5. DATE OF BIRTH
 - 6. AMOUNT OF MONEY RECEIVED
- Form Footer:** Currently empty.

Form layout options

- Next the Form Wizard asks how you want to lay out the data on the form.
- **Columnar:** Displays one record at a time in a format that's easy to read.
- **Tabular:** Displays multiple records at a time.
- **Datasheet:** Displays multiple records at a time and looks like a table in Datasheet view.
- **Justified:** Displays one record at a time. The format usually creates complicated forms that are difficult to work with.

Searching for records



Operators

1. Arithmetic operators (+, - , /, *, mod)
2. Comparison operators (<, >, <>, <=, >=, =)
3. Logical operators (AND, OR)
 - AND, Returns True when Expr1 and Expr2 are true.)
 - OR, Returns True when either Expr1 or Expr2 is true.)

Expressions

=[FirstName] & " " & [LastName]

Displays the values that reside in table fields called FirstName and LastName.

"London" Or "Hedge End"

Uses the Or operator to display orders shipped to London or Hedge End.

Examples

1. (No of doors = 4) AND (fuel used (km/lt) > 15)

Create a Calculated Field

1. In Design View, click the field row of a blank column in the design grid.
2. Enter the field name for the field that will display the results of the calculation, followed by a colon (:).
3. Enter the expression you want Access to calculate, using the proper syntax.
4. Save and run the query.

Sorting, Filtering, Copying

- **Sorting** is the process of arranging data into meaningful order so that you can analyse it more effectively.
- You can sort both text and numbers in two ways: in ascending order and descending order.
- **Ascending** means going up, so an ascending sort will arrange numbers from smallest to largest and text from A to Z.
- **Descending** means going down, or largest to smallest for numbers and Z to A for text.

Exercise

Radio Yangeni keeps a database of all music CDs. Here is part of this database.

Ref No	CD title	No of tracks	Sepecial Ed.	CD length	No of hits
1111	Nakwita	12	N	50	6
1112	Amazing grace	10	N	40	3
1113	Broke nolunkumbwa	8	N	43	5
1114	Love	15	Y	70	1
1115	Let it be	9	N	23	0
1116	Moonlight	12	N	33	2
1117	Cowboy	11	N	60	2
1118	Aftermath	MARIO@2023 14	Y	73	3

(a) If the following query was input

(CD length < 60) AND (number of hit track > 3)

(b) Write down the query to select which CDs are **special edition** or have more than 10 tracks.

(d) The Database is sorted in descending order on **CD length**. Using **Ref Number** only, write down the order of the records following this sort

Relationships

One to one database relationship

capital	
capital_id	int
name	varchar

country	
country_id	var
name	var
capital_id	



Relationships

- A relationship in Access helps you combine data from two different tables.
- Each relationship consists of fields in two tables with corresponding data.
- For example, you might have a ProductID field in a Products table and in an OrderDetails table.

Types of table relationships

1. A one-to-one relationship.
2. A one-to-many relationship
3. A many-to-many relationship

A one-to-one relationship

- A one-to-one relationship is a link between the information in two tables, where each record in each table only appears once.

FILE

HOME

CREATE

EXTERNAL DATA

DATABASE TOOLS

DESIGN

Edit Relationships

Clear Layout

Relationship Report

Tools



Show Table

Hide Table

Direct Relationships

All Relationships



Close

Relationships

All Acc... <<

Search...

Tables ^

Customers

Orders

Queries ^

OrderDates

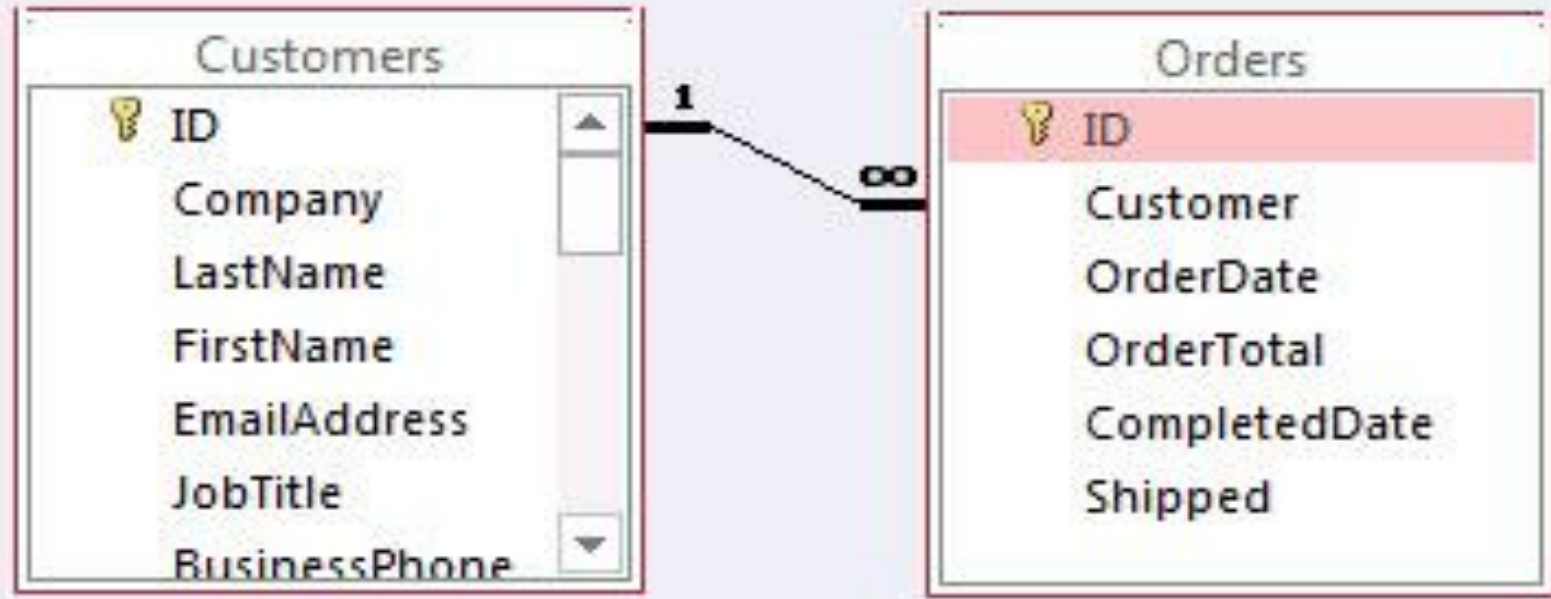
Relationships

Customers	
ID	
Company	
LastName	
FirstName	
EmailAddress	
JobTitle	
BusinessPhone	

1

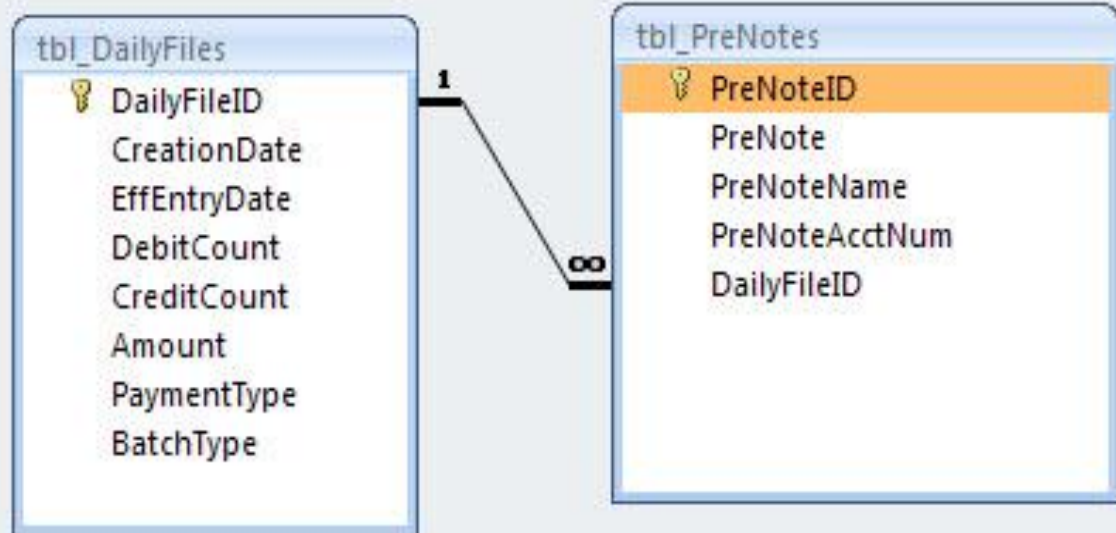
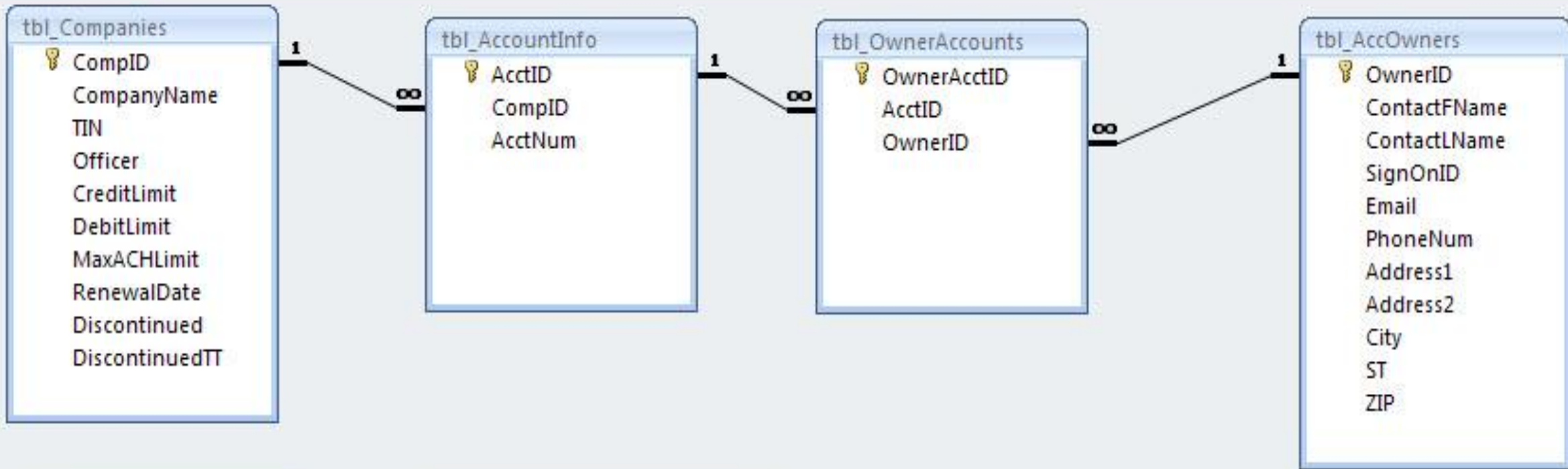
∞

Orders	
ID	
Customer	
OrderDate	
OrderTotal	
CompletedDate	
Shipped	



A one-to-many relationship

- A one-to-many relationship is created if only one of the related columns is a primary key or has a unique constraint.



A many-to-many relationship

- In a many-to-many relationship, a row in table A can have many matching rows in table B, and vice versa.
- You create such a relationship by defining a third table that is called a junction table.
- The primary key of the junction table consists of the foreign keys from both table A and table B.

File

Home

Create

External Data

Database Tools

Design

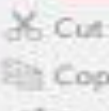
Tell me what you want to do



View



Paste



Cut



Copy



Format Painter



Filter



Ascending



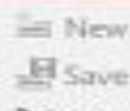
Descending



Remove Sort



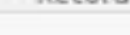
Refresh All



New



Save



Delete



Records



Find



Text Formatting

B

I

U

A

All Access Objects

Search

Tables

- tblAuthors
 - tblAuthorJunction
 - tblEmployee
 - tblHRData
 - tblProjects
 - tblTasks
 - Temp2
- Queries
- Query1

Relationships



Database security

database security



Database security

- Database security refers to the collective measures used to protect and secure a database or database management software from illegitimate use and malicious cyber threats and attacks.

- Database security covers and enforces security on all aspects and components of databases. This includes:
- Data stored in database.
- Database server.
- Database management system (DBMS).
- Other database workflow applications.

Data confidentiality

- Data confidentiality refers to protection of data from unauthorized access and disclosure, including means for protecting personal privacy and proprietary information.

Data integrity

- Data integrity refers to the overall accuracy, completeness, and reliability of data.
- It can be specified by the lack of variation between two instances or consecutive updates of a record, indicating that your information is error-free.

Threats to data security

- Accidental Exposure.
- Phishing and Other Social Engineering Attacks.
- Insider Threats.
- Ransomware.
- Data Loss in the Cloud.
- SQL Injection.
- Data Discovery and Classification.
- Data Masking.



Exercise

1. Define database security.
2. What is data integrity?
3. List three threats to data security
4. Explain each of the threat

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4. Bookworld Africa (2018) Computer Studies
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