







What's the Biggest Software Company in the World?

Microsoft

What Does Microsoft Sell?

- Windows 7 & 8
- Word
- Excel
- Access
- PowerPoint
- Outlook
- Publisher
- Visio
- Project
- SQL Server
- Windows Server
- Linked In
- Xbox One
- Skype
- Bing
- Surface
- Exchange Server
- Visual Studio
- Visual Basic
- Age of Empires
- Mouse
- Keyboard
- OneDrive

What's the *Second* Biggest Software Company in the World?

Oracle

Who?

What Does Oracle Sell?

- Basically, one thing

Database Programs

What's a Database?

**A Table
Of Data**

A Database Management System:

1. Handles *huge* tables of data
2. Keeps data secure
3. Rows are *Records*
4. Columns are *Fields*
5. One table or several

What's the Most Popular Program for Databases?

Excel

What's the *Best* Program for Databases for Small Businesses?

Access

What Is Access?



- Database Management System (DBMS)
- Part of certain Office bundles
- Windows only (no Mac support)
- Launched in 1992

Microsoft Access 2016

1. Not in Microsoft Office
2. Only in Office 365
3. Very important for Businesses
4. Few people know it
5. Thus, great opportunity

Working with Access

1. View Data
2. Maintain Data
3. Analyze Data
4. Modify the Database
5. Design the Database

Working with Access

1. View Data
 2. Maintain Data
 3. Analyze Data
 4. Modify the Database
 5. Design the Database
- Easy
↓
Hard

Access Objects

- **Tables** — Stores data
- **Queries** — Selects certain data
- **Forms** — Views & Edits data
- **Reports** — Prints data

What Is a Database?

- One or More Tables of Data

Excel vs. Access

Excel

- Rows
- Columns
- Cells
- Worksheets

Access

- Records
- Fields
- Fields
- Tables, Queries, Forms, Reports

We each probably have hundreds of these things. What are they?

Songs

What database program do we usually use to keep track of these items?


