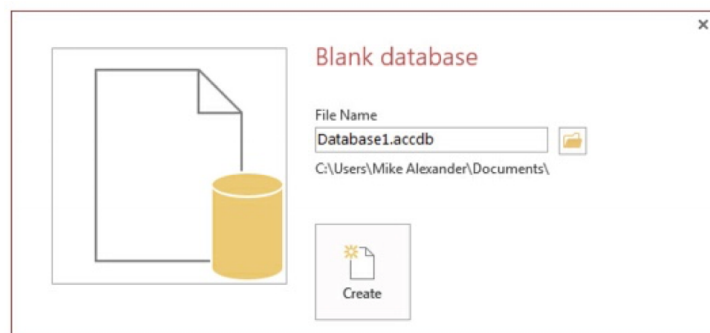


12.4: Naming Databases

Learning Objectives

- Name the database and location
- Discuss the role of tables in access
- Differentiate among types of tables



Enter the name of your database in the “File Name” field. The database location can be changed by selecting the box to the right of the “File Name” field and browsing to the location of your choice.

PRactice Question

<https://assessments.lumenlearning.co...essments/18747>

Understanding Tables

Tables are one of the key objects in Access. Access uses tables to store data. To store data, you create one table for each type of information that you track. Types of information might include customer information, products, or order details.

The example below is taken from the Microsoft Access “Northwind Traders” sample database. It is a table containing a list of orders for the fictitious company with reference to Order Number, Order Date, Order Status, etc.

Order List								
#	Order Date	Status	Salesperson	Customer	Ship Date	Shipping	Taxes	Total
81	4/25/2006	New	Andrew Cencini	Company C		\$0.00	\$0.00	\$0.00
80	4/25/2006	New	Andrew Cencini	Company D		\$0.00	\$0.00	\$380.00
79	6/23/2006	Closed	Andrew Cencini	Company F	6/23/2006	\$0.00	\$0.00	\$2,490.00
78	6/5/2006	Closed	Nancy Freehafer	Company CC	6/5/2006	\$200.00	\$0.00	\$1,760.00
77	6/5/2006	Closed	Anne Hellung-Larsen	Company Z	6/5/2006	\$60.00	\$0.00	\$2,310.00
76	6/5/2006	Closed	Anne Hellung-Larsen	Company Y	6/5/2006	\$5.00	\$0.00	\$665.00
75	6/5/2006	Closed	Mariya Sergienko	Company H	6/5/2006	\$50.00	\$0.00	\$560.00
74	6/8/2006	Closed	Michael Neipper	Company F	6/8/2006	\$300.00	\$0.00	\$810.00
73	6/5/2006	Closed	Robert Zare	Company I	6/5/2006	\$100.00	\$0.00	\$196.50
72	6/7/2006	Closed	Nancy Freehafer	Company BB	6/7/2006	\$40.00	\$0.00	\$270.00
71	5/24/2006	New	Nancy Freehafer	Company A		\$0.00	\$0.00	\$736.00
70	5/24/2006	New	Nancy Freehafer	Company K		\$0.00	\$0.00	\$800.00
69	5/24/2006	New	Nancy Freehafer	Company J		\$0.00	\$0.00	\$52.50
68	5/24/2006	New	Nancy Freehafer	Company G		\$0.00	\$0.00	

Types of Tables

There are three types of tables in Access: an object table, a transaction table, and a join table. Object tables contain data relating to a real-world object, like a company or a customer or a product. Transaction tables store information pertaining to events, like when an order is placed for a product or an invoice is sent to a customer. Finally, join tables are used to establish a relationship between two tables, like a product table and a customer table.

We will focus on object tables in this section.

Practice Questions

<https://assessments.lumenlearning.co...essments/18748>

<https://assessments.lumenlearning.co...essments/18749>

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