

Key Skills IT - Databases

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## Databases

The following is a database of videos held by a shop :

Open Microsoft Access database software and open this file at :

	Title	Distributor	Certificate	Price	Number of Copies
	Bounce	Buena Vista	12	£9.99	10
	The Family Man	Entertainment	12	£6.99	13
	Unbreakable	Buena Vista	15	£10.99	20
	Vertical Limit	Columbia TriStar	12	£8.99	21
	Beautiful Creatures	UIP	18	£9.99	10
	Cast Away	UIP	12	£8.99	16
	Dracula 2000	Buena Vista	18	£8.99	12
	Hannibal	UIP	18	£11.99	15
	The Ladies Man	UIP	15	£10.99	15
	Pay it Forward	Warner	12	£6.99	23
	Requiem for a Dream	Momentum	18	£9.99	13
	Scream 3	Buena Vista	18	£11.99	12
	The Big Boss	Medusa	18	£8.99	20
	The Beach	Columbia TriStar	15	£10.99	15

Examples\teapool\cathy\exercises\films.mdb

## FIELD

A Field is a column in a database -

- ✓ Title
- ✓ Distributor
- ✓ Certificate
- ✓ Price
- ✓ Number of copies

## RECORD

A record is all the information held about **one field** :

Scream 3	Buena Vista	18	£11.99	12
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## Examples of Databases

The Telephone Book

Yellow Pages

Customer information held by banks, shops, insurance companies etc.

Student Records held by College

Card Index at a Library

Airline Timetable

## Searching for Information

There are several different ways of finding information from a database. First we'll work out which **FIELD TYPES** we have in this database :

### Field Types

- ✓ Title

This is a **Text Field** - it could be sorted alphabetically

- ✓ Distributor

Another **Text Field**

- ✓ Certificate

This is also a **Text Field**. You would only use a Number field if you were going to make calculations with the numbers. You would not add up the Certificate numbers so it remains a Text field.

- ✓ Price

This is obviously a **Currency Field** because you are using a £ sign. You can calculate with a price field to find out things like how much you have spent on buying in videos.

- ✓ Number of copies

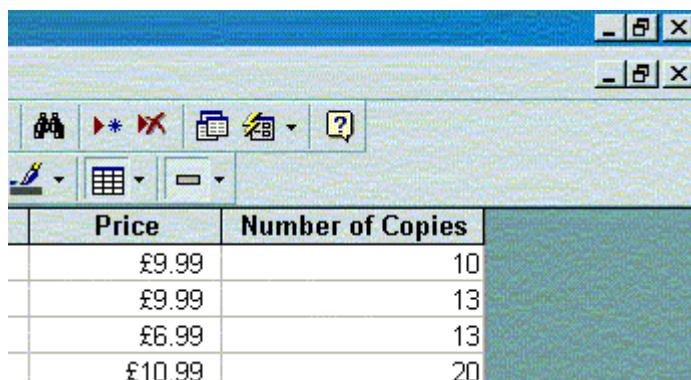
You would want to calculate with the Number of Copies field, eg. add up how many videos you have in stock etc. so this is a **Number Field**.

### Queries

These instructions will step you through one search. Try using them to make some more searches, listed at the end of this document.

We are going to try finding all the videos that cost £8.99.

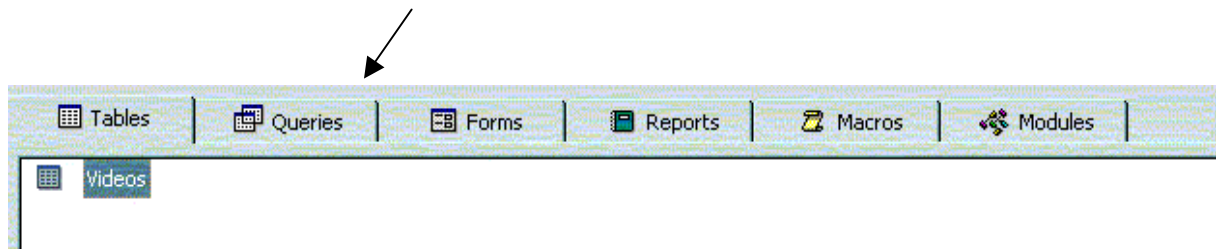
First you need to get to the different Menu Tabs in Access so click on the lower of the two X's at the top right corner of the screen :



Price	Number of Copies
£9.99	10
£9.99	13
£6.99	13
£10.99	20

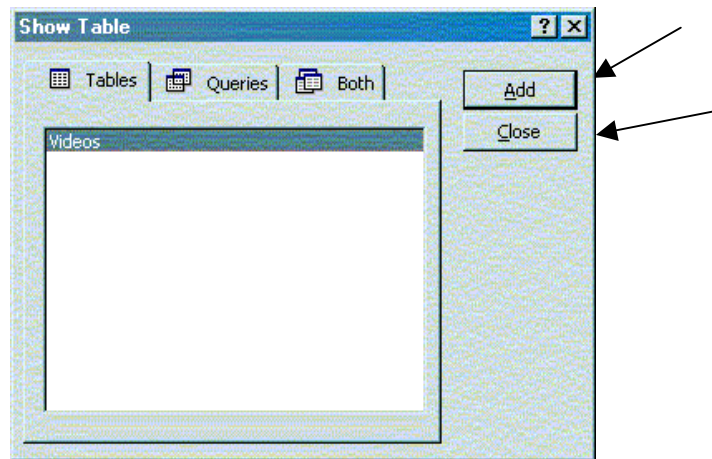
This should allow you to see the different Tabs that you can use in Access, see overleaf.

## Key Skills IT - Databases

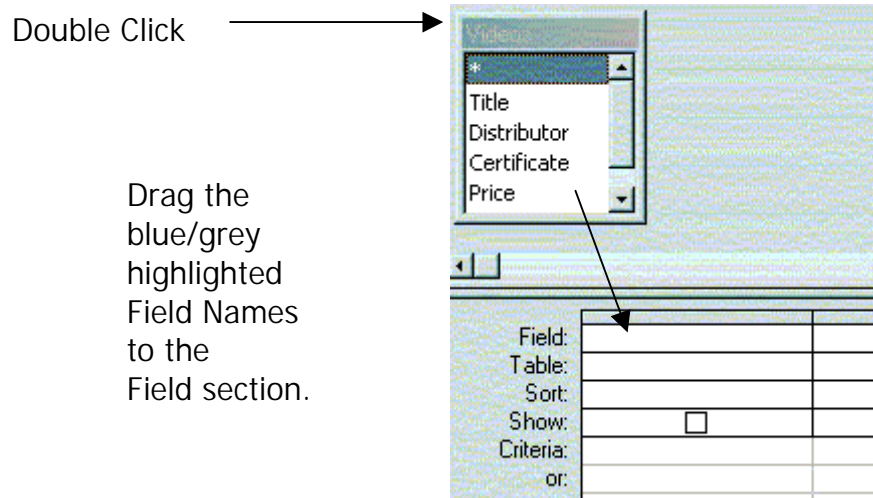


- Click on
- ✓ Queries
  - ✓ New
  - ✓ Design View

- Then click on :
- ✓ Add
  - ✓ Close



You then will get the Search screen. Double click on the 'Videos' heading :

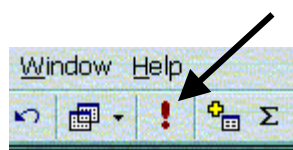


You then need to fill in the **Search Criteria** section. This is where you type in what you are looking for.

Field:	Title	Distributor	Certificate	Price	Number of Copies
Table:	Videos	Videos	Videos	Videos	Videos
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				8.99	
or:					

We are looking for all videos that cost £8.99. So in the Price area of Criteria you need to type **8.99 (Access will not let you use a £ sign here)**

Then click on the Run button :



You should then get the following table as the Answer Table :

	Title	Distributor	Certificate	Price	Number of Copies
▶	Vertical Limit	Columbia TriStar	12	£8.99	21
	Cast Away	UIP	12	£8.99	16
	Dracula 2000	Buena Vista	18	£8.99	12
	The Big Boss	Medusa	18	£8.99	20
*				£0.00	0

Don't worry about that last blank record.

Save the answer table, typing your name as the query name and print it.

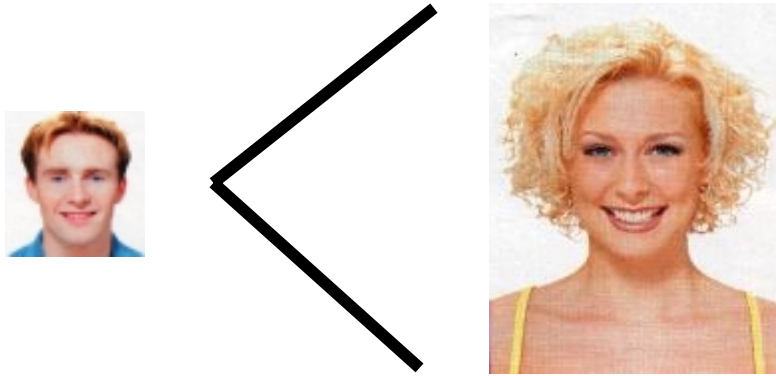
Try the following other queries - the only difference to the instructions above is that you will type different words or symbols in the Criteria section :

Query number	Field	Criteria
1	Distributor	UIP
2	Certificate	12

You can also try some more complicated searches. You could find out which films have a Certificate of more than 12 or which films cost less than £10.00:

You need to remember which way around the **more than** and **less than** signs go! see over the page.

More Than/Less Than



More than/Greater than  
Eg.  $27 > 3$



Less than  
Eg.  $3 < 27$

## The arrow always points at the smaller part.

Try the following searches using the symbols above:

Query number	Field Name	Criteria
1	Certificate	Greater than 12
2	Number of Copies	Less than 13
3	Price	More than 10.00