

Database Management System

- My School Friends
- Office Asset Record
- My Clinic

My School Friends

Objective: To create the database of your school friends

Activity 1

Tips:

- Create a new database
- Select design view
- Type the fields
- Select data type for each field
- Select datasheet view
- Type the data
- Save the table

Student ID	Student Name	City	Address	Email	Phone Numb	Photograph
1001	Sayali Deshpande	Navi Mumbai	Panvel	sayalid@gamil.com	9829193638	Package
1002	Mangesh Patil	Navi Mumbai	Kharghar	mangesh.patil@yahoo.com	9932456442	Package
1003	Namrata Save	Navi Mumbai	Kharghar	namu_save@rediffmail.com	9819657832	Package
1004	Vijay Seth	Navi Mumbai	Nerul	vs1283@yahoo.co.in	9867333333	Package
1005	Vrushali Prabhu	Navi Mumbai	Khandeshwar	prabhu.v84@gmail.com	9869696966	Package
1006	Anita Dalvi	Navi Mumbai	Panvel	anitad@yahoo.com	9821435363	Package
1007	Rajiv Yadav	Navi Mumbai	Koparkhairane	ryadav_2176@gmail.com	9923456789	Package
1008	Manohar Singh	Navi Mumbai	Airoli	manohar_singh@hotmail.co	9802101012	Package
1009	Rampal Agrawal	Navi Mumbai	Nerul	ramagrawal@rediffmail.com	9820312321	Package
	Yogesh Sharma	Navi Mumbai	Sanpada	yogesh_2006@hotmail.com	9823457609	Package

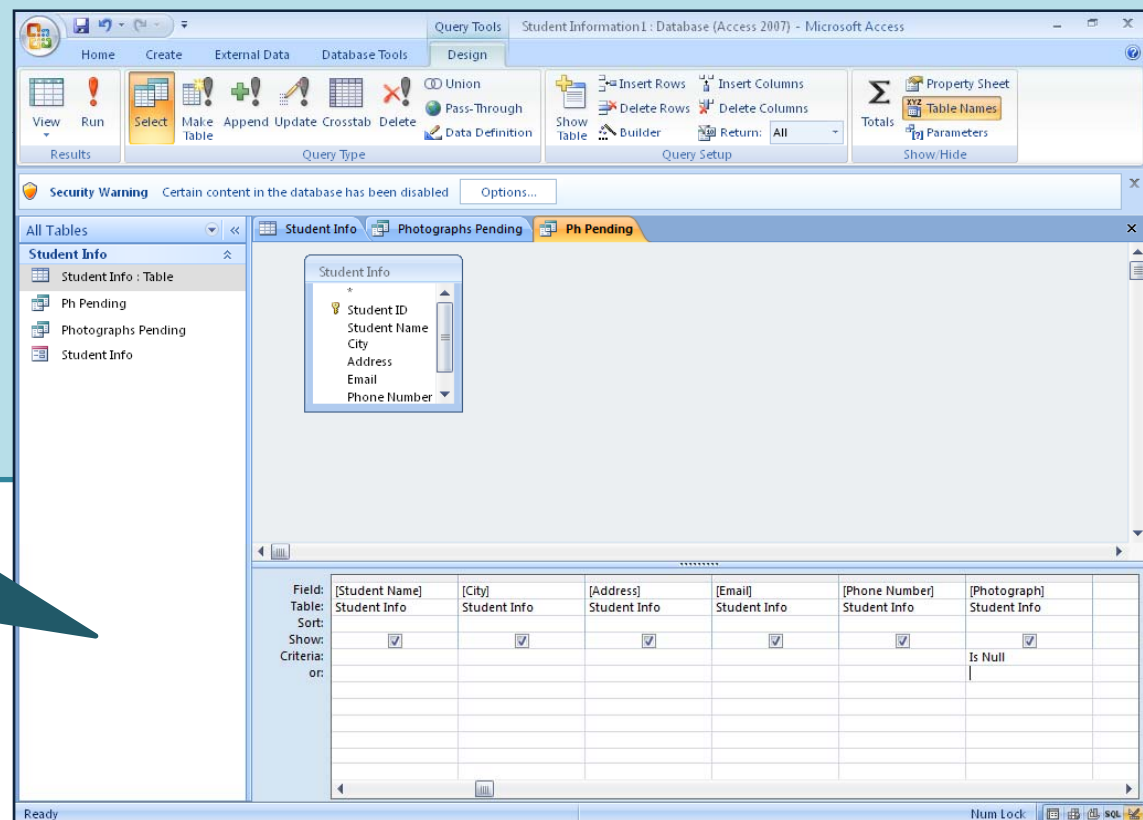
Create a database

Objective: To sort a table whose photographs are not attached

Tips:

- Open the table
- Click on 'Create' menu
- Click on 'Query Wizard'
- Click on 'Ok'
- Select all fields
- Click on 'Next'
- Click on 'Modify the query design'
- Type the name of query
- Click on 'Finish'
- Type 'Null' in the criteria of photograph
- Click on 'Run'

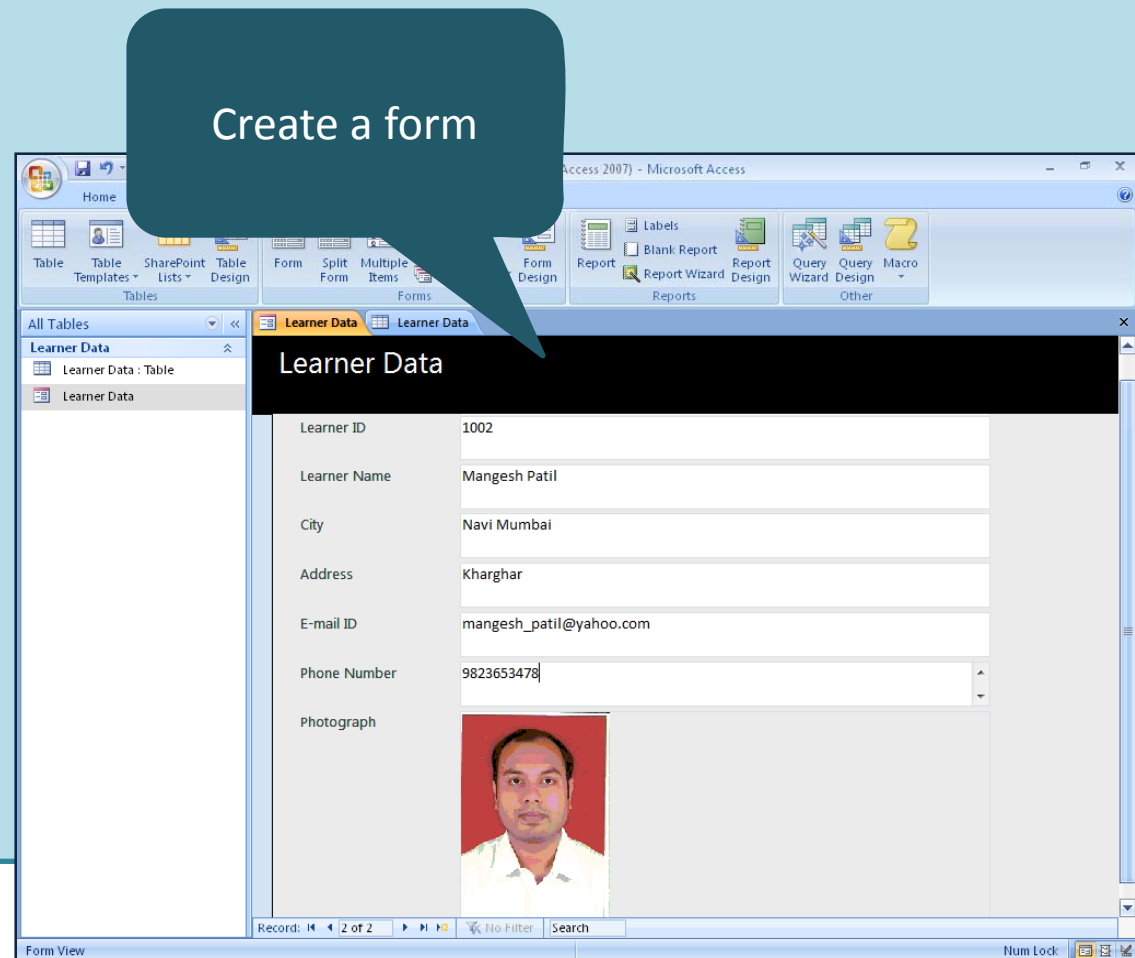
Sort a table



Objective: To create a form to enter your friends data

Tips:

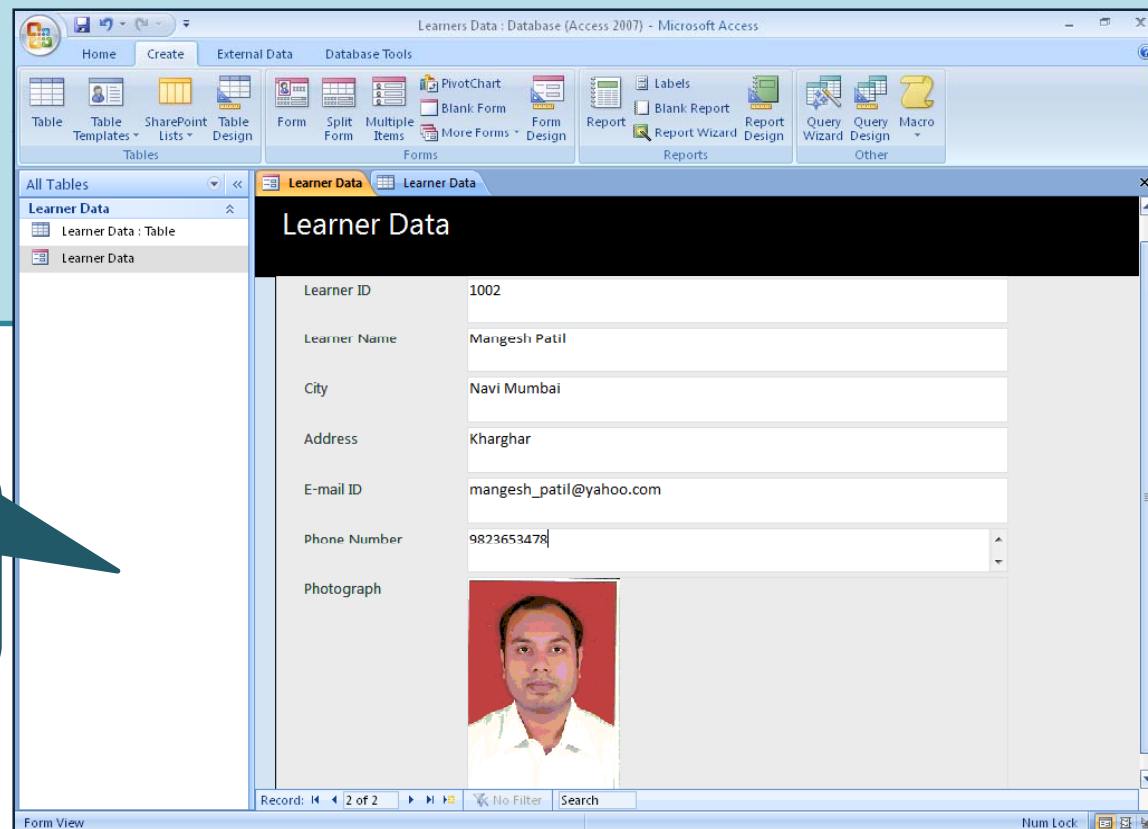
- Create a new database
- Select design view
- Enter the fields
- Click on 'Create' menu
- Click on 'More Forms'
- Click on 'Form Wizard'
- Select the fields
- Click on 'Next'
- Click on 'Modify the forms design'
- Click on 'Finish'
- Type the details in the form
- Double click on photograph area
- Click on 'Create from file'
- Click on 'Browse'
- Select the picture
- Click on 'Ok'



Objective: To make the form as a web page

Tips:

- Open the form
- Right click on the name of form in navigation pane
- Click on 'Export'
- Click on 'HTML Document'
- Click on 'Browse'
- Select a folder
- Click on 'Save'
- Click on 'Ok'
- Click on 'Close'



Design photo album

Office Asset Record

Objective: To create the database of the electronic items of your office

Activity 1

Tips:

- Create a new database
- Select design view
- Type the fields
- Select data type for each field
- Select datasheet view
- Type the data
- Save the table

Item ID	Name of Item	Manufacturer	Model Number	Serial Number	Comment
A001	Monitor	HP	HIPATH 3350	PUY03050363	Transferred from VT office
A002	Mouse	Logitech	DFE-520TX	DR9I275026747	-
A003	Keyboard	Logitech	C-2960	FOC1121Z8FD	-
A004	Speakers	Creative	HT-B	78011	-
A005	Printer	HP	LaserJet P 2015n	CNC1T18209	Transferred from Pune office
A006	Scanner	HP	Q7311A	CN78FF30KQ	HP Officejet 5610 All in one
A007	Modem	Zyxel	omni.net USB	S5Z0836311	-
*					

Create a database

Objective: To create a report of asset record of your office

Activity 1a

Tips:

- Open a table
- Click on 'Create' menu
- Click on 'Report Wizard'
- Select all fields
- Click on 'Next'
- Select the layout
- Click on 'Next'
- Select the style
- Click on 'Next'
- Click on 'Modify the report's design'
- Click on 'Finish'

Item ID	Name of Item	Manufacturer	Model Number	Serial Number	Comment
A001	Monitor	HP	HIPATH 3350	PUY03050363	Transferred from VT office
A002	Mouse	Logitech	DFE-520TX	DR9I275026747	-
A003	Keyboard	Logitech	C-2960	FOC112128FD	-
A004	Speakers	Creative	HT-B	78011	-
A005	Printer	HP	LaserJet P 2015n	CNC1T18209	Transferred from Pune office
A006	Scanner	HP	Q7311A	CN78FF30KQ	HP Officejet 5610 All in one
A007	Modem	Zyxel	omni.net USB	S5Z0836311	-

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Create a report

Objective: To generate a query for your asset record

Tips: You want a database having Item ID, Model No. and Serial No., create a query

- Open a table
- Click on 'Create' menu
- Click on 'Query Wizard'
- Select the required fields
- Click on 'Next'
- Type the title of query
- Click on 'Modify the query design'
- Click on 'Finish'

Item ID	Model Number	Serial Number
A001	HIPATH 3350	PUY03050363
A002	DFE-520TX	DR9I275026747
A003	C-2960	FOC1121Z8FD
A004	HT-B	78011
A005	LaserJet P 2015n	CNC1T18209
A006	Q7311A	CN78FF30KQ
A007	omni.net USB	S5Z0836311
*		

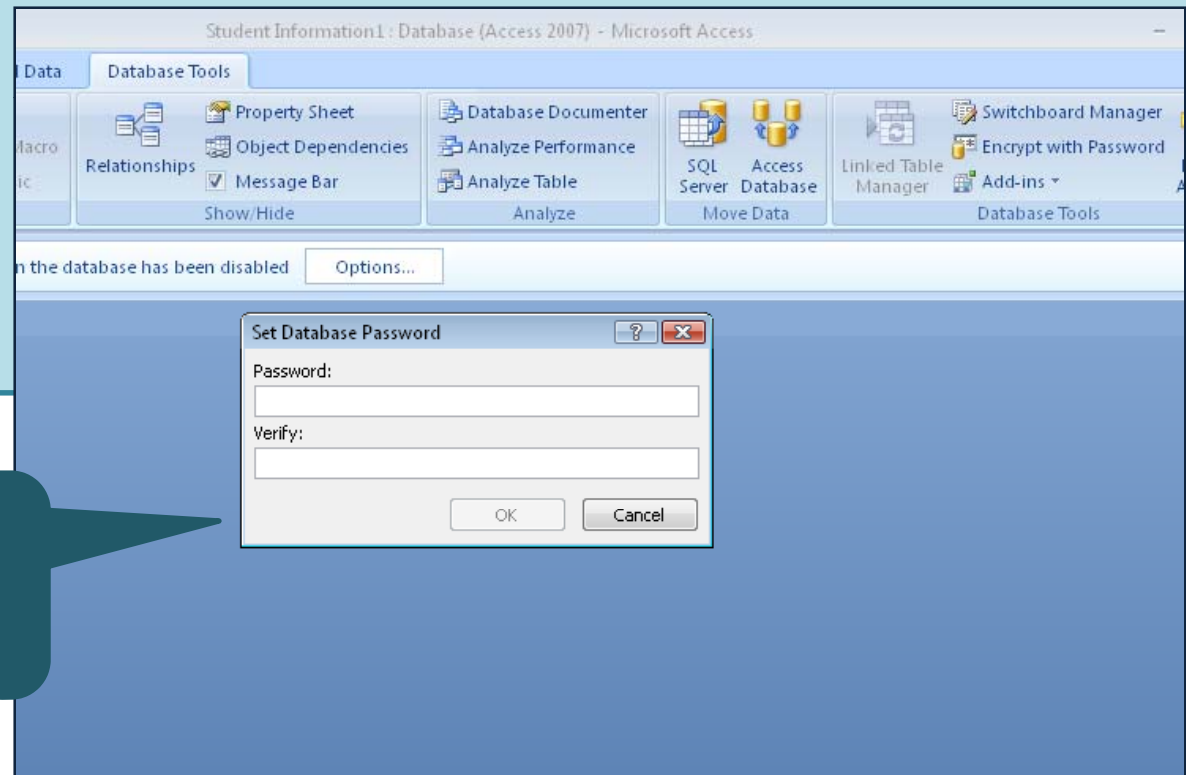
Record: 8 of 8 No Filter Search

Generate a query

Objective: To give a password to protect your asset record

Tips:

- Open Microsoft Office Access 2007
- Click on 'Office' button
- Click on 'Open'
- Select a database
- Click on drop box of 'Open'
- Click on 'Open Exclusive'
- Click on 'Database Tools'
- Click on 'Encrypt with Password'
- Type password
- Retype the password in 'verify'
- Click on 'Ok'



My Clinic

Objective: To create a form to enter your patients information

Activity 1

Tips:

- Create a new database
- Select design view
- Type the fields
- Select data type for each field
- Select datasheet view
- Type the data
- Save the table
- Click on 'Create' menu
- Click on 'More Forms'
- Click on 'Form Wizard'
- Select the fields
- Click on 'Next'
- Click on 'Modify the forms design'
- Click on 'Finish'
- Type the details in the form

Create a form

The screenshot displays a Microsoft Access window with the title bar 'Clinic Om Clinic'. The main window title is 'Om Clinic'. The form contains the following fields:

Patient ID	<input type="text"/>
Date of Visit	<input type="text"/>
Name of Patient	<input type="text"/>
Age	<input type="text"/>
Complaints	<input type="text"/>
Examination	<input type="text"/>
Differential Diagnosis	<input type="text"/>
Treatment	<input type="text"/>
Management	<input type="text"/>
Investigation	<input type="text"/>

At the bottom of the window, there is a status bar with the text 'Record: 1 of 1', 'No Filter', and a search box. The 'Num Lock' indicator is also visible in the bottom right corner.

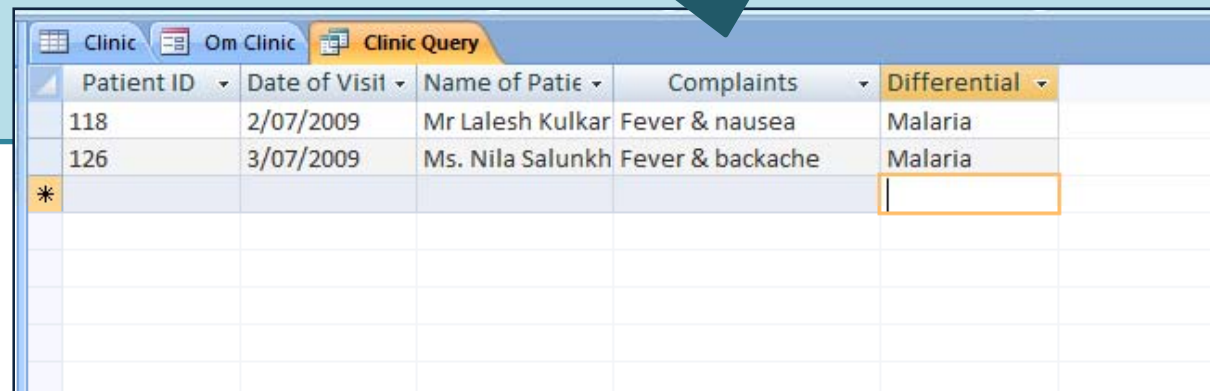
Objective: To generate a query for the patients having Malaria

Activity 1a

Tips:

- Open the table
- Click on 'Create' menu
- Click on 'Query Wizard'
- Click on 'Ok'
- Select required fields
- Click on 'Next'
- Click on 'Modify the query design'
- Type the name of query
- Click on 'Finish'
- Type 'Malaria' in the criteria of 'Differential Diagnosis'
- Click on 'Run'

Generate a query



Patient ID	Date of Visit	Name of Patient	Complaints	Differential
118	2/07/2009	Mr Lalesh Kulkar	Fever & nausea	Malaria
126	3/07/2009	Ms. Nila Salunkh	Fever & backache	Malaria
*				

Objective: To create a report of patients everyday

Tips:

- Open a table
- Click on 'Create' menu
- Click on 'Report Wizard'
- Select all fields
- Click on 'Next'
- Select the layout
- Click on 'Next'
- Select the style
- Click on 'Next'
- Click on 'Modify the report's design'
- Click on 'Finish'

Create a report

The screenshot shows a Microsoft Access window with the title 'Om Clinic'. The report displays a table with the following data:

Patient ID	Date of Visit	Name of Patient	Age	Complaints
117	2/07/2009	Mrs. Surekha Mhatre	36 yrs	Cough , cold and fever
118	2/07/2009	Mr Lalesh Kulkarni	26 yrs	Fever & nausea
119	2/07/2009	Ms. Nila Salunkhe	24 yrs	Fever & backache
120	2/07/2009	Master Pranav Pathak	8 yrs	Cold , cough and fever
121	2/07/2009	Mrs Megh Thakur	30 yrs	Low backache

Objective: To use online database template for the patients

Activity 2a

Tips:

- Click on 'Start' button
- Click on 'Microsoft Office Access 2007'
- Click 'personal' of 'From Microsoft Office Online'
- Select 'Nutrition'
- Click on 'Download'

Use online template

