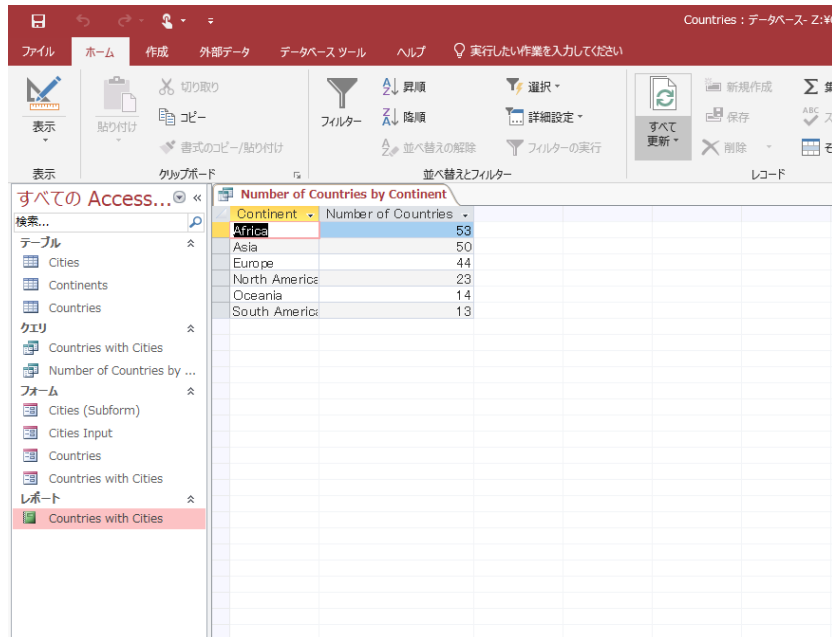# A short introduction to Databases using Microsoft Access

The Access Window

The sidebar of the Access window shows 4 types of objects:
- Tables
  This is where the data is kept. A good rule is to touch this area as little as possible.
- Queries
  Query means 'Question'. This is where we can ask questions about the data.
- Forms
  This is where we browse, enter, and modify the data.
- Reports
  This is where we can prepare data for output.

In this introduction we will cover…
- Making Tables
  - Using Design View
  - Importing a table with data from Spreadsheet
- Making and Using Forms
  - Using the Wizard
  - Using a form to view and enter data
  - Modifying a form using Design View
- Making Queries
  - Using SQL
  - Using Design View
- Some more advanced techniques
  - Creating a dropdown menu
  - Creating a form with a subform