



Benefits of an Object-Oriented, SQL-based, Event-driven, Multi-user, Relational Database Program - Microsoft Access

Enter and edit data with a user-friendly interface

- Data entry/edit screens make it easy to enter or view data
- Switchboards act as visual menu system
- Dashboards give a snapshot of the status of various data
- Business rules can be enforced easily
- Data integrity can be checked and enforced at data entry point

Retrieve data quickly based on business rules

- Sort Data either ascending or descending
- Filter Data based on various criteria derived from business rules
- Group Data based on various categories using Sum, Average, etc. functions

Produce reports and graphs in a variety of ways

- Create Profile Reports - One record per page
- Create List Reports - Many records per page in "tabular" format
- Create Reports which are Grouped, Filtered, and Sorted in a variety of ways
- Create a Master Report with many Sub reports embedded in it
- Create Charts of your data
- Create Labels, Envelopes, PDF files, Excel extracts, or Word Merges
- Produce Metrics and Analytics

Automate data processing tasks

- Importing and exporting of data; linking to external data sources
- Walking End User through data entry steps
- Run action queries to Append, Delete, or Update data
- Process data in seconds which would take hours or days to do manually
- Compile data for reports which would take days and much manpower to compile
- Interface with Word, Excel, Outlook, and all the other MS Office products as well as some third party applications

Variety of underlying reasons

- Maintain integrity of your data
- Create a centralized point for all of your data
- Create a centralized point for your data processing needs - documents, spreadsheets, emails, printing, etc.
- Multi-user access at the same time
- Restrict access to various data or reports
- Security of data versus paper filing system