A Pictorial View of a Database

A **database** is a collection of related tables – a doctor’s table, a nurse’s table, an aides table.

A **table** is a collection of related records – in this case, a list of individual nurse’s aides.

A **record** is an individual person, place, or thing – a particular nurse’s aide.

A **field** is a piece of information about a person, place or thing – an aide’s first name.

### A Pictorial View of a Database Report

A typical **REPORT**, like the one above, includes a **Title**, and often a **Subtitle**, **Heading**, **Detail** lines showing individual records, and a **Footer** that displays the date and page number. Many reports also display **line totals** in the very last column and **running totals** at the bottom of the last column.

The above figures are from a Microsoft Access 2013 book by Floyd Jay Winters and Julie T Manchester.