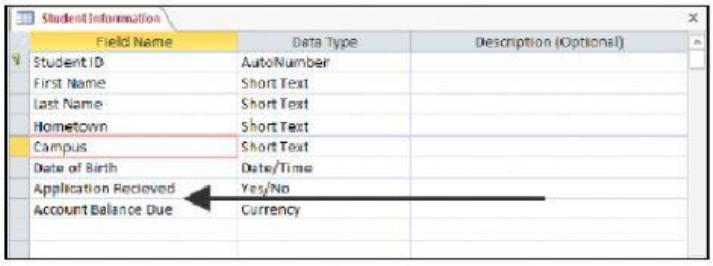
Lesson 4 Adding Fields Creating a Drop-Down List Open and Close a Table

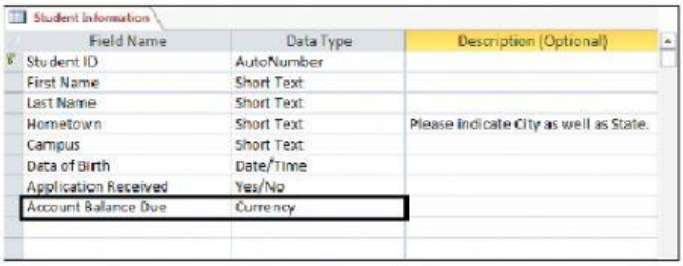
Adding Fields

Once the table has been completed for the database,it is possible to add fields to the database. The following will explain how to add a new field for E*xpected Graduation Date between Application Received and Account balance Due.* **1**



1

1. Right-click on the *Account Balance* due field.2



2

2. A *context sensitive* menu will appear. Click **Insert Rows. 3**

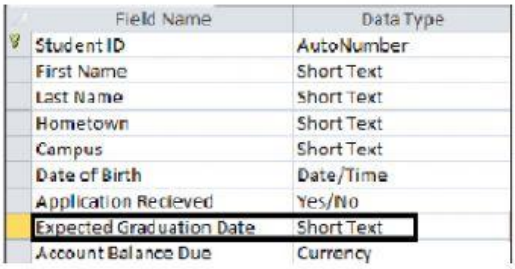


3

Note: If you wish to delete a field, click *Delete Rows*.

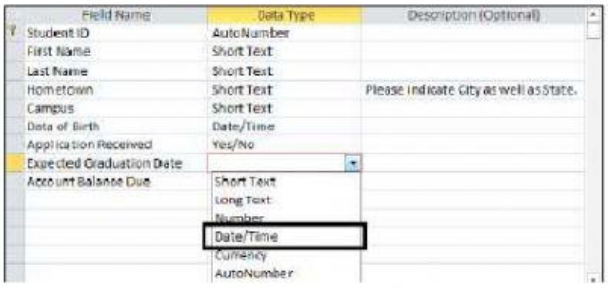
3. A new row will be inserted between *Application Received* and *Account Balance Due*. Type *Expected Graduation Date* into the fiel**d. 4**

LIVEWORKSHEETS



4

4. Next to *Expected Graduation Date* in the Data,Type drop-down, select **Date/Time** .5



5

Default Values

As the database designer. You have the option of including *Default Value*s. For example. In the table below, suppose that 75% of the entries for Campus will be East Campus. You could include a default value of *East Campus* to make data entry easier for the user.

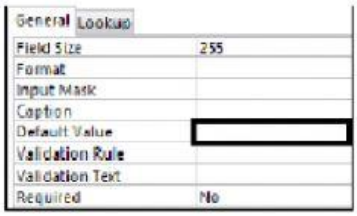
The following explains how to include the default value o*f East Campus* for **Campus**.

1. Select the *Campus* field.



1

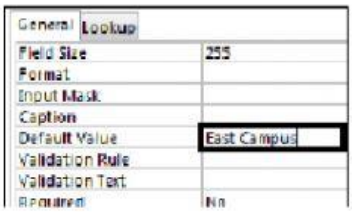
2. In the Field Properties, click the **Default** value field.**2**



2

LIVEWORKSHEETS

3. Enter the Default Value that you wish to appear in the *Default Value field* in this case we will enter **East Campus. 3**



3

4. When the user creates a new record.*East Campus* will appear s a default for the field **Campus**. This will make data entry easier. However, another value can be entered for **Campus**, if desired. For example,*West Campus* could be entered in place **of East Campus.**

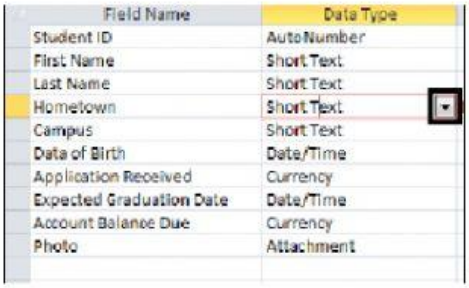
Creating a Drop-Down List.

A drop-down list can make the job of the data entry person easier. When a drop-down list is available the user simply clicks the lit and selects the option of his or her choice.

For example. We can set a drop-down list for *Hometown* if there only a certain number of cities that re to be selected. If the cities for the *Hometown* field were *Atlanta, Kennesaw and Macon*, the user would simply click the list nd select the city from the drop-down menu. His eliminates a lot of typing for the user.

The following steps explain how to create a drop-down lit for the field *Hometown*.

1. Next to *Hometown* field, click the **drop-down arrow.1**



1

2. From the *drop-down menu*, click **Lookup Wizard.2**



2

LIVEWORKSHEETS

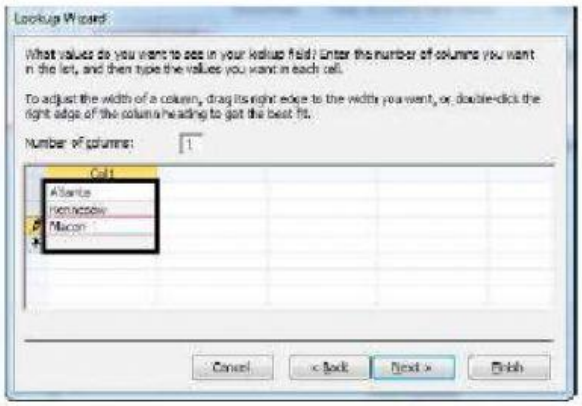
3. The **Lookup Wizard** window will appear. Click **I will type in the values that I want. 3**



3

4. Click the **Next** button.

5. Under *Column 1,* **type values that you want to appear. 4**



4

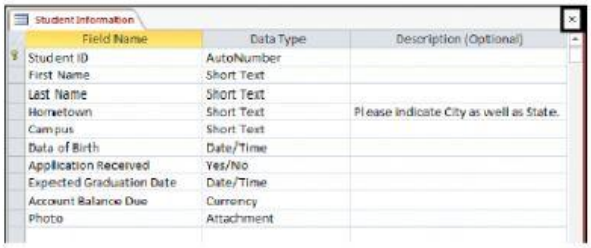
6. Click **Next.**

7. Click **Finish.**

Opening and Closing the Table

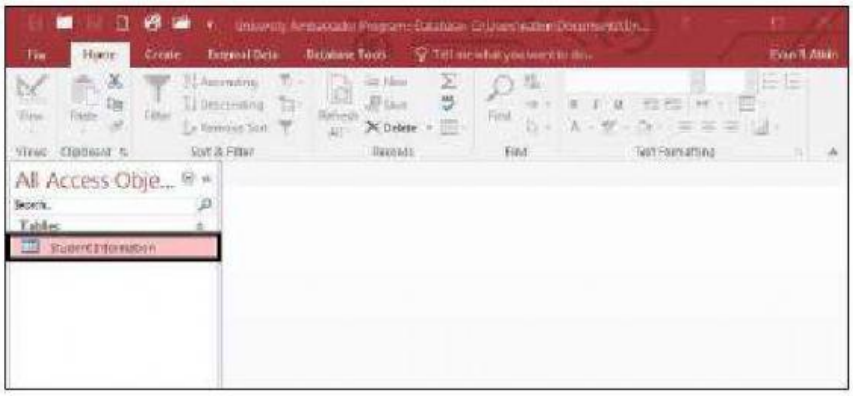
When you are finished creating the table,it can be closed by clicking the X in the upper right corner of the table**. 1**

LIVEWORKSHEETS



1

To open the table again, double click the name of the table that you want to open. The name of the table will appear on the left are of the window. **2**



2

Questions

1. **Explain the steps of Adding a Field.**

2. **Explain the steps of creating a drop-down list**

LIVEWORKSHEETS