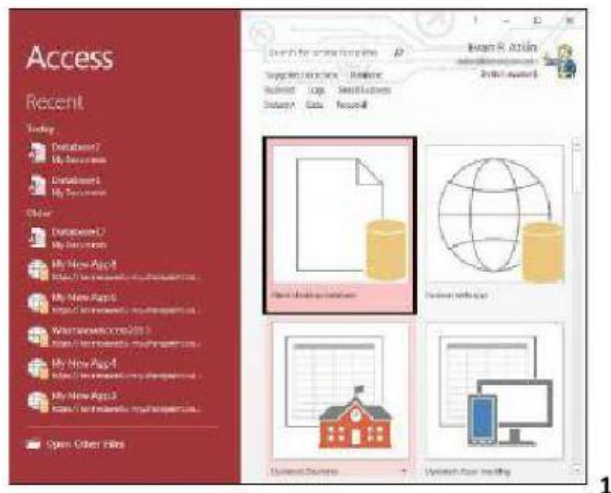


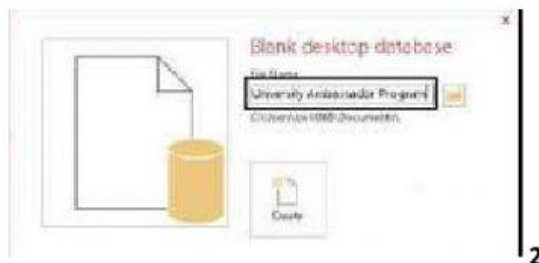
Lesson 2 Creating a Database

When you open Microsoft Access, you have the option to create a blank database. Using this database you will be able to create tables, forms and enter data. The following describes how to create a database.

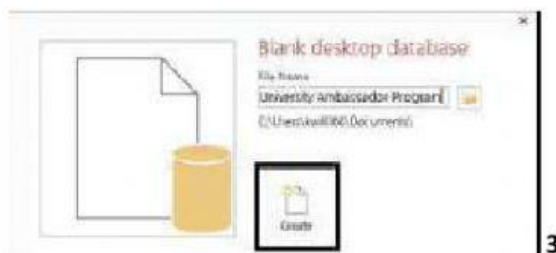
1. Click on blank database. 1



2. Enter a name of the database in the **File Name** test box .2



3. Click on the **Create** button. You will be taken to your new database. 3



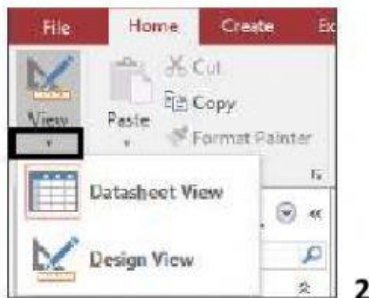
Creating a Table

Upon creating a database, it is recommended that you create a table that will house relevant data. The following will explain how to create a table within your database.

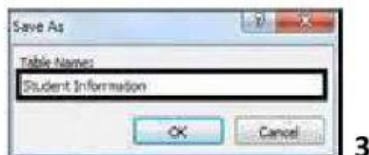
1. From the Fields tab under Table Tools, click on the View button. 1



Note: Clicking the arrow before the View button will display a drop-down menu with available views. 2



2. The **Save As** window will open. Prompting you to name your table. Enter the name of the table that you are about to create under **Table Name**. 3



3. Click **Ok**.
4. The **Design view** will open and display the **Field Name and Data Types** for the current table. Enter in the appropriate **Field Name and Data Types** (e.g. First Name, Last name, etc). The following explains the different data types that could be used for the table:
 - a. **AutoNumber** - The database will create a unique number for each record that is entered. 4
 - b. **Short Text** - Use for fields that contain letters and numbers. This option can contain up to 255 characters. 4
 - c. **Long text** - Use for entries requiring long entries. Both letters and numbers can be created in this field. This option can hold up to 65,536 characters. 4
 - d. **Numbers** - Used when calculable numbers will be required for the field. 4

e. **Date/Time** = Select this choice when you need to enter a date or time.4

f. **Currency** - Used when currency needs to enter a ate or time. 4

g. **Yes/No**- Used when the field requires a yes or no entry. Appears as a check-box in the datasheet 4.

i. **Hyperlink** - Use when email addresses an hyperlinks are required.4

J. **Attachment** - This option allows the user to attach one or more files to the record.4.

k. **Lookup(not displayed)** - This option helps the user create a drop-down list for the field. When this option is selected, the Lookup Wizard will begin 4.

Field Name	Data Type
ID	AutoNumber
Full Name	Short Text
Memo	Long Text
GPA	Number
Date of Birth	Date/Time
Annual Dues	Currency
Dues Paid?	Yes/No
Profile Picture	OLE Object
Email Contact	Hyperlink
Profile Photo	Attachment

4

Things to Remember When Creating a Table

It is important to remember the following when creating a table.

Primary Key.

Records in Access can be organised by a unique,identifying number. The primary keys is used to ensure that no two records have the same number. For example. In the table created for student information . It is important that each student has a unique Student ID.5

Field Name	Data Type
Student ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Hometown	Short Text
Campus	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No
Account Balance Due	Currency

5

The primary key can be used with the following date types: Auto Number, Number, end Text.

The primary key can be tagged on/off by clicking on the **Primary Key** button on the **Design** tab



6

When the **Primary Key** is active, it will appear as a key icon to the left of the field name. 7

Field Name	Data Type
 Student ID	AutoNumber
First Name	Short Text
Last Name	Short Text

7

Questions

1. Give some of the Data types that there when creating a table?

2.What are Primary Keys?

