

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

Adding Fields

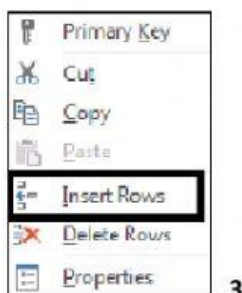
Once the table has been completed for the database, it is possible to add fields to the database. The following will explain how to add a new field for *Expected Graduation Date between Application Received and Account balance Due*. **1**

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

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

Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
Hometown	Short Text	Please indicate City as well as State.
Campus	Short Text	
Date of Birth	Date/Time	
Application Received	Yes/No	
Account Balance Due	Currency	

2. A context sensitive menu will appear. Click **Insert Rows**. **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 field. **4**

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 Received	Yes/No
Expected Graduation Date	Short Text
Account Balance Due	Currency

4

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

Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
Hometown	Short Text	Please indicate City as well as State.
Campus	Short Text	
Date of Birth	Date/Time	
Application Received	Yes/No	
Expected Graduation Date	Date/Time	
Account Balance Due	Currency	

5

Default Values

As the database designer. You have the option of including *Default Values*. 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 of *East Campus* for **Campus**.

1. Select the *Campus* field.

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 Received	Yes/No
Expected Graduation Date	Date/Time
Account Balance Due	Currency
Photo	Attachment

1

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

General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No

2

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

General	Lookup
Field Size	255
Format	
Input Mask	
Caption	
Default Value	East Campus
Validation Rule	
Validation Text	
Required	No

4. When the user creates a new record, *East Campus* will appear as 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 list 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 are to be selected. If the cities for the *Hometown* field were *Atlanta, Kennesaw and Macon*, the user would simply click the list and select the city from the drop-down menu. This eliminates a lot of typing for the user.

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

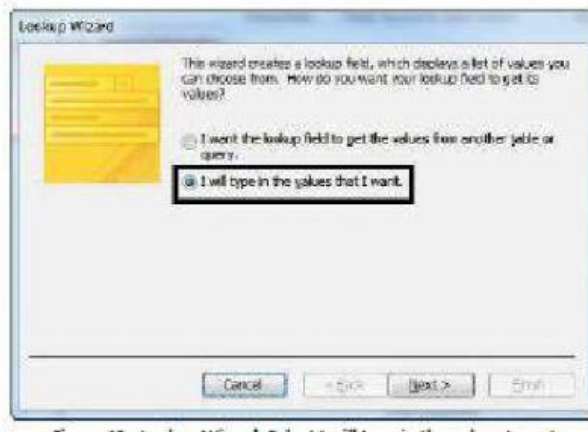
1. Next to *Hometown* field, click the **drop-down arrow**.1

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 Received	Currency
Expected Graduation Date	Date/Time
Account Balance Due	Currency
Photo	Attachment

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

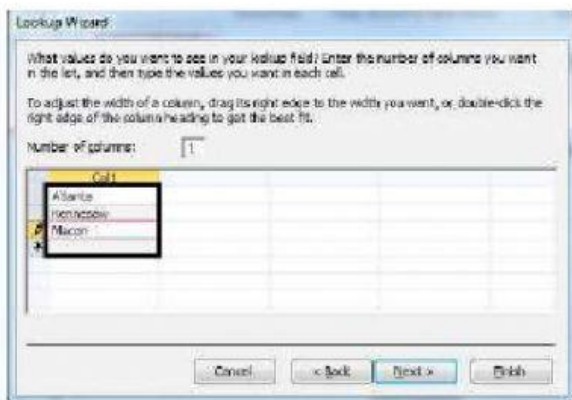
Short Text
 Short Text
 Long Text
 Number
 Date/Time
 Currency
 AutoNumber
 Yes/No
 OLE Object
 Hyperlink
 Attachment
 Calculated
 Lookup Wizard...

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



4. Click the **Next** button.

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



6. Click **Next**.

7. Click **Finish**.

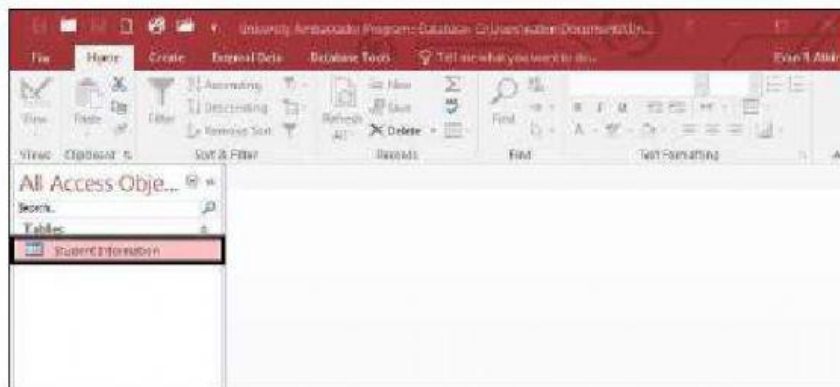
Opening and Closing the Table

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

Field Name	Data Type	Description (Optional)
Student ID	AutoNumber	
First Name	Short Text	
Last Name	Short Text	
Hometown	Short Text	Please indicate City as well as State.
Campus	Short Text	
Date of Birth	Date/Time	
Application Received	Yes/No	
Expected Graduation Date	Date/Time	
Account Balance Due	Currency	
Photo	Attachment	

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