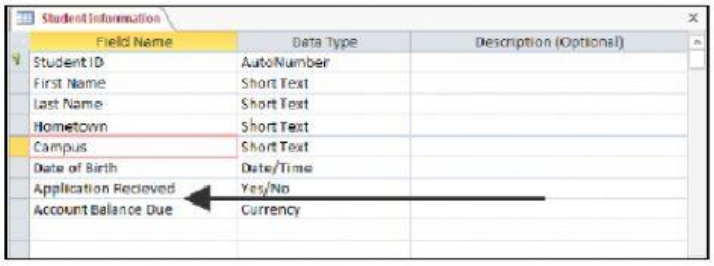
Lesson 4 Adding Fields Creating a Drop-Down List Open and Close a Table

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**

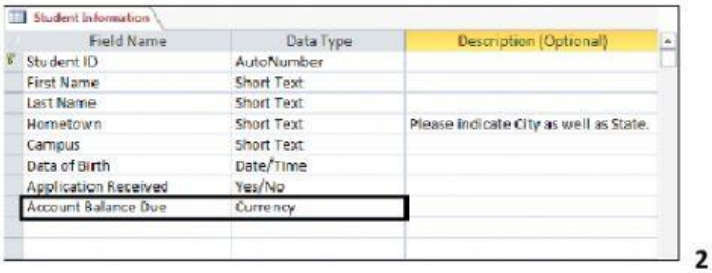


Student Information

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 Recieved	Yes/No	
Account Balance Due	Currency	

1

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



Student Information

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

2. A *context sensitive* menu will appear. Clic**k 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**

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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
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		
Account Balance Due		

Short Text
Long Text
Number
Date/Time
Currency
AutoNumber

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.

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
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

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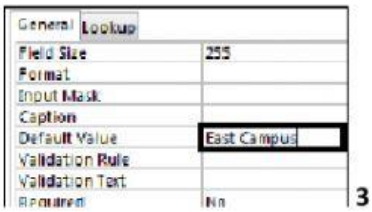
3. Enter the Default Value that you wish to appear in the *Default Value field* in this case we will enter **East Campus. 3**



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.**

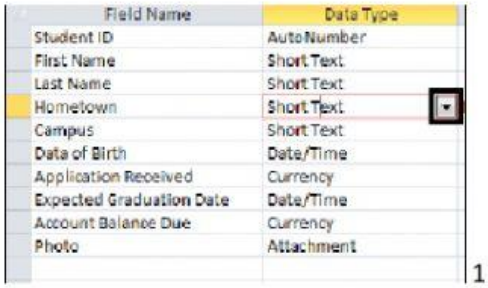
Creating a Drop-Down List.

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**



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

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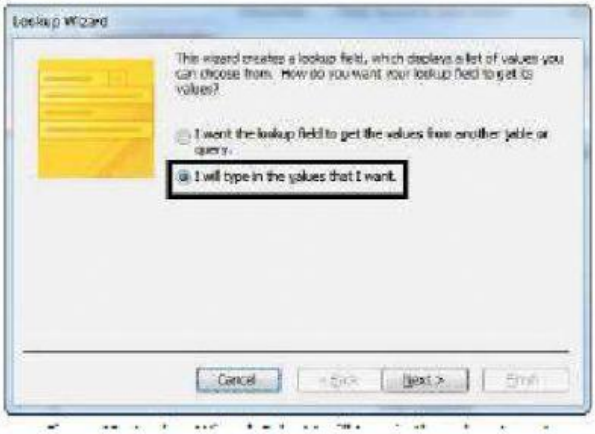
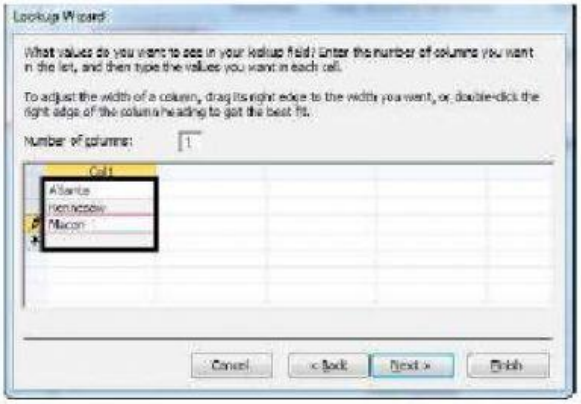
3. The **Lookup Wizard** window will appear. Click **I will type in the values that I want. 3**



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**

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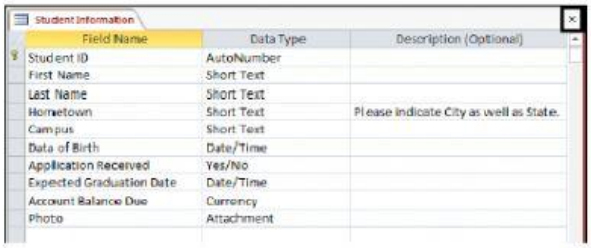

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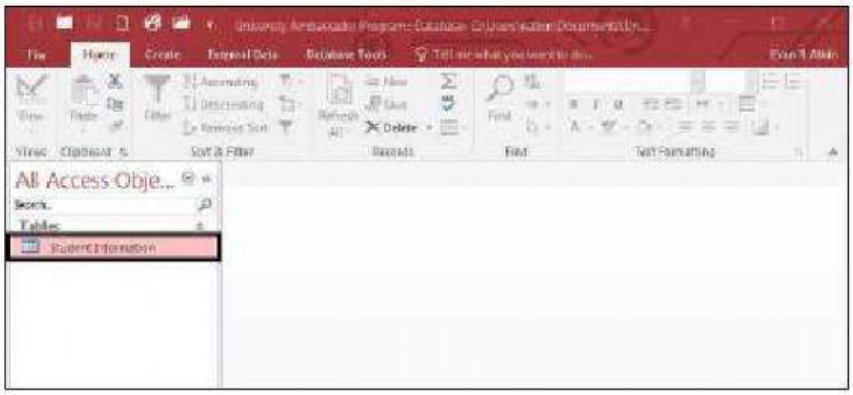
Last Name	Short Text	
Hometown	Short Text	Please indicate City as well as State.
Campus	Short Text	
Date of Birth	Date/Time	
Application Received	Yes/No	
Expected Graduation Date	Date/Time	
Account Balance Due	Currency	
Photo	Attachment	

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

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