



CHANGING THE TABLE DESIGN

For this exercise, you will be using the **Sales Merchandise** table in the **Gaither** database. This table was created using the **Creating a Table in Design View** lesson.

Adding a New Field

- ❖ Open the **Sales Merchandise** table in **Design View**.
- ❖ Move the pointer to the row below **DateOfLastOrder**.
- ❖ Input **NowOnOrder** as the new field name.
- ❖ This field is a **Yes/No** field and the description is, **Now on order?**
- ❖ Change the **Field Properties** so that the **Default Value** is **Yes**.
 - When the field is displayed in a form or in datasheet view, a check box will appear.
 - When the Table is displayed, a check mark will appear in this field to indicate the option of **Yes**.
 - To change that value to **No** while inputting the data, just press the space bar.
- ❖ In the **Field Properties** area, change the **Format** for the field to **Yes/No**.

Inserting a Field

- ❖ Next you will insert a field before the **Category** field.
- ❖ Click the **Field Selector** button to the left of the **Category** field.
 - This is the gray area at the beginning of the field.
 - A black right pointing arrow will appear (see illustration at right). 
 - Click the left mouse button.
- ❖ The whole row should be selected.
- ❖ Do one of the following:
 - Choose **Insert, Rows** from the **Menu Bar**.
 - Click the **Insert Rows** button on the toolbar (see illustration at right). 
- ❖ A blank row will be inserted before the **Category** field.
- ❖ The new field will be named **Vendor**.
- ❖ The size of the field will be **15 characters**.
- ❖ The description will be **Product vendor**.

Saving the Table With a New Name

It is possible to save a current **Table** into a database under a different name. To do this, complete the following steps:

- ❖ Choose the **File** command from the **Menu Bar**.
- ❖ Choose **Save As** from the list of choices.
- ❖ The **Save As** dialog box will appear.
- ❖ In the **Save Table** box, input **Final Sales Merchandise**.
 - With the **File, Save** command this table definition would have replaced the original table.
 - The **Save As** command allows you to save a table under a different name.
- ❖ Click the **As** drop-down arrow to see the options available there.
- ❖ Choose **Table** and then click **OK** to exit the dialog box and save the table.

