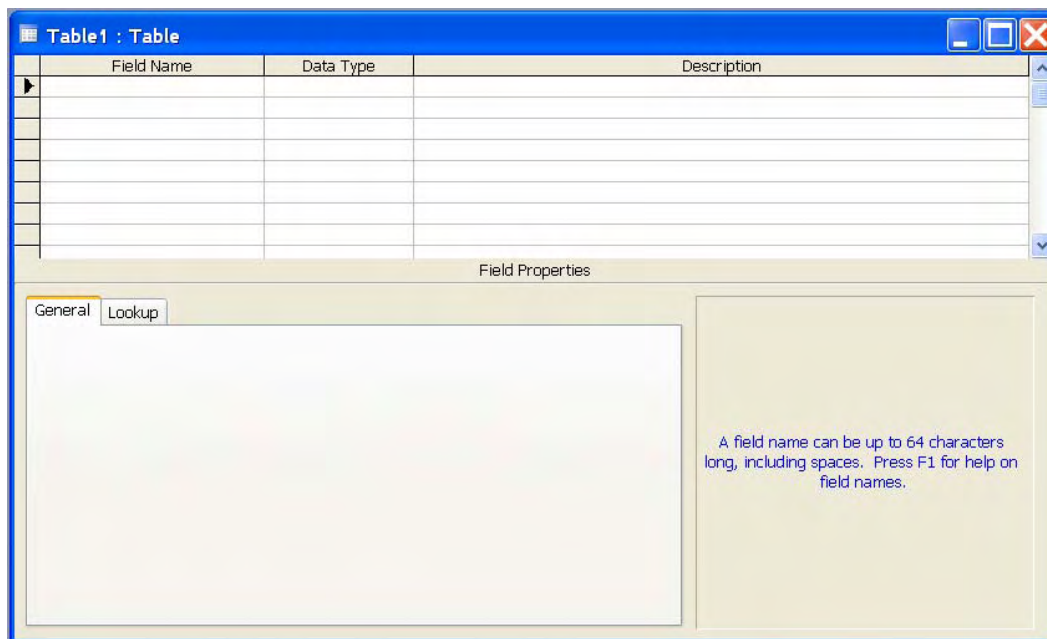


## CREATING A TABLE USING DESIGN VIEW

There is more than one way to create a table in an Access database. In this section, directions are given on how to create a table using Design view. This view is used to create a table by defining the name, size, and other properties of each field. For this document, sample field names will be provided.

### Creating the Table

- ❖ Click the **Tables** tab in the **Database** window to switch to **Table** mode, if necessary.
- ❖ Do one of the following:
  - Click the **New** button on the toolbar to create a new table and then select **Design View** from the list of choices.
  - Double-click **Create table in design view**.
- ❖ Click **OK** and a **Table** window will open in **Design View** (see illustration below).
  - Blank rows and columns for the field definitions will be displayed at the top of the window.
  - The **Field Properties** dialog box will be displayed at the bottom of the window.
  - The **Field Properties** dialog box options will change depending on the type of field that is selected.



### Defining Data Fields

There are several different types of data fields that may be used when creating a table in an Access database. These field types are described in the link, **Types of Data Fields**.

- ❖ In the first row under **Field Name**, type **StockNumber** for the first field name.
- ❖ Press **Tab** to finish the entry and move to the next column **Data Type**.
- ❖ You will use the **Data Type Text** for this field.
  - Default sizes are used for each of the Data Fields.
  - The size of each field, along with other attributes, may be changed using the **Field Properties**.
- ❖ Move to the **Field Properties** section of the window by clicking in the **Field Size** box.
- ❖ Change the size of the field to **8**.

- ❖ Click the line under **Description** for the **StockNumber** field and input **A unique eight-character code (primary key)**.
  - The Primary Key is an item that is unique for each entry in the Table. Primary keys are more fully described later in this document.
  - It is a good idea to include a description of the field so that others who might work with the table will understand the purpose for the field.
- ❖ Press **Tab** to move to the next row.
- ❖ Complete the Table by inputting the rest of the fields from the table below.
- ❖ You will not be defining any properties, just inputting the information at this point.

Field	Data Type	Description
StockNumber	Text	A unique five-character code (primary field)
Description	Text	The item's description
Category	Text	Sales Category; choices (Video, CD, Book, Book/CD, Video/CD)
UnitCost	Currency	Current cost per unit
QuantityOnHand	Number	Quantity in inventory
DateOfLastOrder	Date/Time	Date product was last ordered


- ❖ Move back to the **Data Type** for each of these fields and change the **Field Properties** to indicate the following changes.
- ❖ Click the **Description** field in the **Field Name** list. The **Field Properties** for this field will be displayed at the bottom of the window.
- ❖ Click in the **Field Size** box and input **25**.
- ❖ Change the **Category** field size to **10**.
- ❖ Since the **Unit Cost** field is a **Currency** field, the properties for that field will not be changed.
- ❖ The **Field Size** for the **QuantityOnHand** field is **Integer**. To change the **Field Size**:
  - Move to **Field Properties**.
  - Click the arrow to the right of the **Field Size** box to display **Numeric Subtypes**.
  - Select **Integer** from the list of options.
- ❖ Select the **DateOfLastOrder** field.
- ❖ Move to the **Format** box under **Field Properties** and select **Medium Date** from the list of choices.

### Setting a Primary Key

A primary key is a unique key that is used to identify a record. It is used to determine the uniqueness of each record in a table. The primary key can be a student number, a social security number, or a number that is set by the program.

- ❖ Since it is recommended, though not required, that all tables in an Access database have a unique **Primary Key**, we will declare that the **StockNumber** field is the **Primary Key** for this table.
  - Use the mouse to position the pointer in the first field, **Stock Number**.
  - Click the **Primary Key** (looks like a key) button on the toolbar (see illustration at right).
  - A small version of the **Key** icon will appear to the left of the **StockNumber** field (see illustration at right).
- ❖ When a field is set as a primary key field, it means that no two records can have the same number or information.



	Field Name
	StockNumber

## Saving the Table

Once a table has been created, the structure of the table must be saved. The table becomes part of the Access database that was saved earlier. When working with objects in a database, the objects are saved within the database. Because the database was saved when it was created, the database is saved automatically when each object within it is saved.

- ❖ To save the table, do one of the following:
  - Click the **Save** button on the toolbar.
  - Choose, **File** from the **Menu Bar** and choose **Save**.
  - Click the **Close** button in the upper right corner of the window.
    - A message will appear asking if the table is to be saved.
    - Click the **Yes** button.
- ❖ The **Save As** dialog box will appear.
- ❖ Key in **Sales Merchandise** as the name for the **Table** and click **OK**.
- ❖ For the first two options above, the **Design View** window will still display.
- ❖ For the last option, the **Design View** window will close and the database window will re-display.