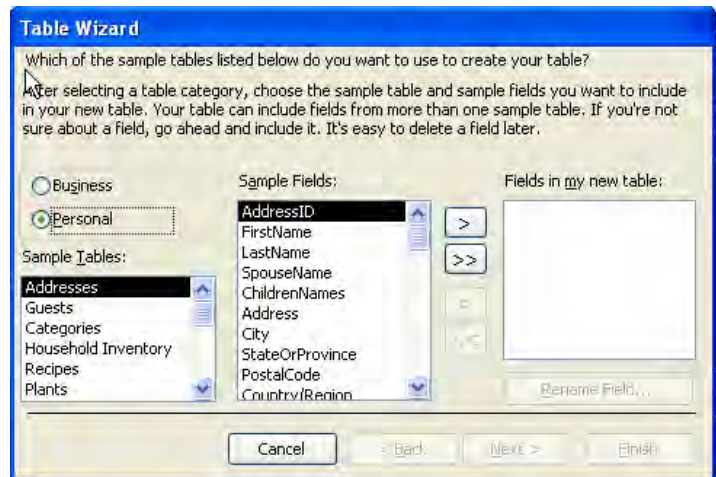


CREATING A TABLE USING A WIZARD

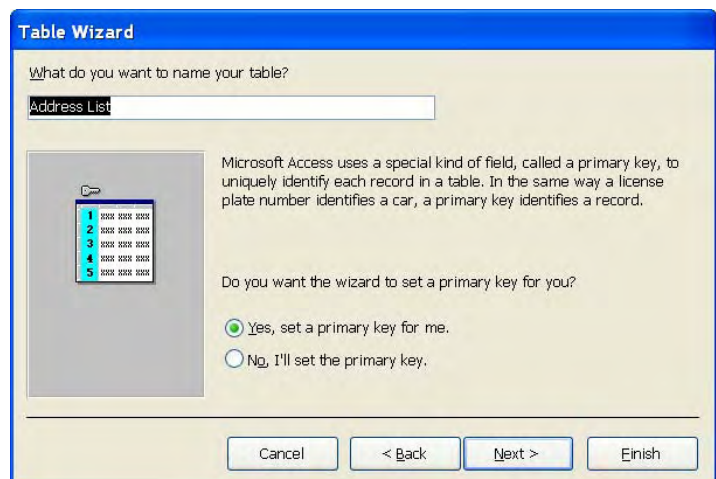
There are several ways that tables can be created in Access. For this section, a table will be created using a Table Wizard. A Wizard walks the user step-by-step through the process of creating a table. A selection of tables is provided for the user to select from. Each of these tables contains a list of fields from which the user can choose. The field names and data will be provided for this section. However, users can choose their own table type and field names, if desired.

- ❖ Make sure you are in **Table** mode. **Table** should be highlighted in the **Objects Bar**.
- ❖ Double-click **Create table by using wizard**.
- ❖ The **Table Wizard** dialog box will appear (see illustration at right).
- ❖ Click the **Personal** button.
- ❖ Click **Addresses** under **Sample Tables**, if necessary.



- ❖ A list of **Sample Fields** will appear in the middle of the dialog box (see illustration above).
- ❖ In order for the fields to appear in the table, they have to be moved to the **Fields in my new table** box. To do this:
 - Choose the following fields from the list by clicking the item and then clicking the **right** pointing arrow:
 - Address ID
 - PostalCode
 - FirstName
 - Country/Region
 - LastName
 - EmailAddress
 - SpouseName
 - HomePhone
 - Address
 - WorkPhone
 - City
 - Birthdate
 - StateorProvince
 - SendCard
 - If a field is accidentally moved to the **Fields in my new table** box:
 - Highlight the field name.
 - Click the **left** pointing arrow to remove it from the box.

- ❖ Click **Next** to name the table.
- ❖ Under **What do you want to name the table**, input **Address List**.
 - Access will automatically make the name for the table the same as the Sample Table name.
 - That name should be highlighted.
 - To change the name, just type over the highlighted area.



- ❖ Make sure that **Yes, set a primary key for me** is selected.
 - A **Primary Key** is a unique key that is used to insure that a duplicate record is not entered into the table.
 - Primary keys can be assigned by the program or can be a student number, a social security number, or some other type of unique code such as a product code.
- ❖ Click **Next** to move to the next dialog box.
- ❖ The options in this dialog box are:
 - **Modify the Table Design** - This option is used to change the design of the table, such as changing sizes of fields.
 - **Enter Data Directly Into the Table** - This option will display the table in Datasheet View which is similar to an Excel worksheet.
 - **Enter Data Into the Table Using a Form the Wizard Creates for me** - A form displays one record for the table at a time. It can be used to enter data into the table.
- ❖ Choose the option, **Enter data into the table using a form the wizard creates for me.**
- ❖ Click **Finish** to complete the **Table**.
- ❖ The **Address List Form** will appear. See the link on **Entering Data Using a Form** for information on entering information into a table using this form.

