

## CHANGING THE TABLE DESIGN

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

After a table has been created, it is possible to change the design of the table. Design changes include adding new fields, changing the properties of existing fields, or changing the data type for existing fields.

### Adding a New Field

- † The next step is to add a new field to the Table.
- † Move the pointer to the row below **Date of Last Order**.
- † Input **Now on Order** 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**.
  - ✦ Click next to **Default Value** in the **Field Properties** area.
  - ✦ Input the word **Yes**.
  - ✦ 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**, just press the space bar.

### Inserting a New 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.
  - ✦ Click the left mouse button.
- † The whole row should be selected.
- † Click the **Table Tools Design Tab**.
- † In the **Tools Group**, click the **Insert Rows** button.
- † A blank row will be inserted before the **Category** field.
- † The new field will be **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:

- † Click the **Office Button**.
- † Move the mouse pointer over **Save As**.
- † Click **Save Object As**.
- † The **Save As** dialog box will appear (see illustration at right).
- † The Table will be saved **Within the current database**.
- † Under **Save 'Sales Merchandise' to**, input **Final Sales Merchandise**.
- † The object will be saved as a **Table**.
- † Click the **OK** button.

