

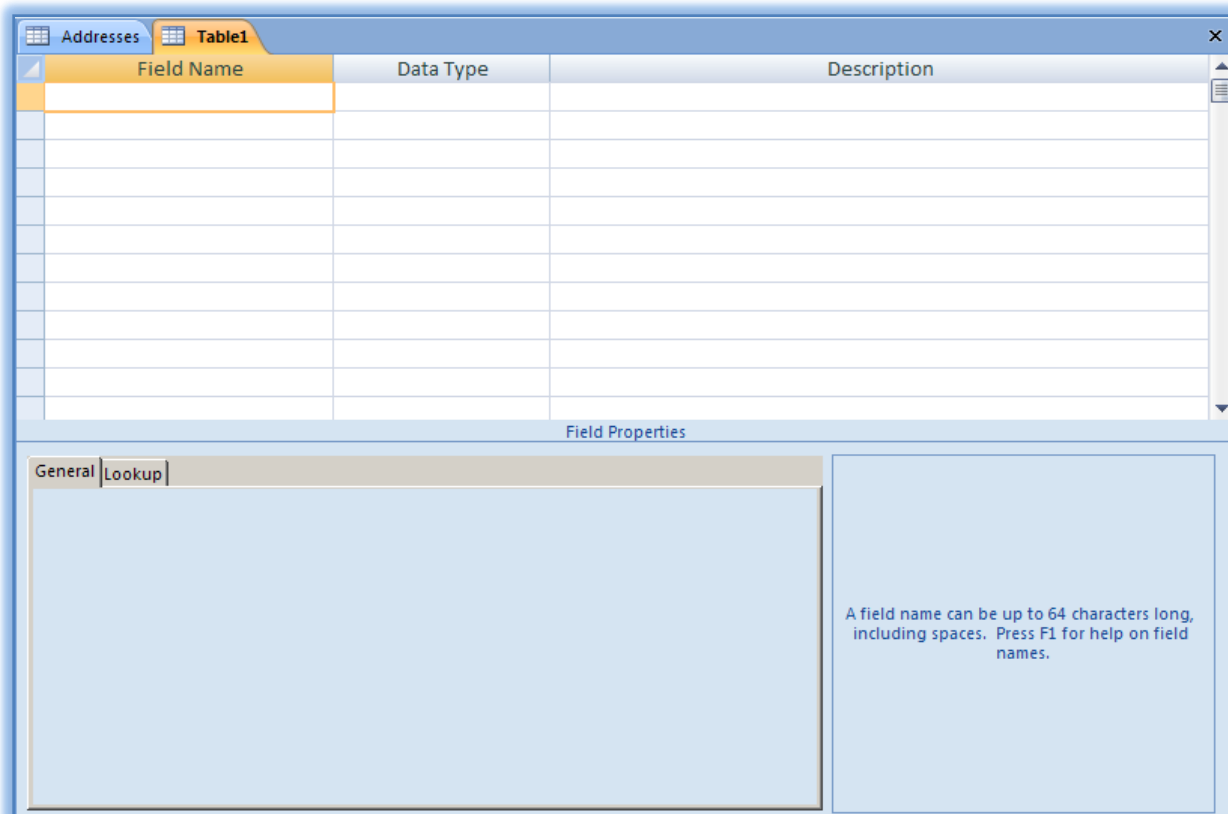
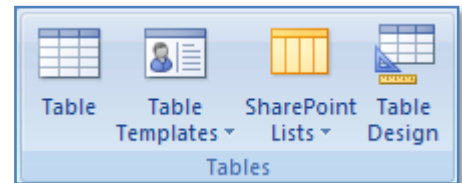
## CREATING AND FORMATTING A TABLE USING DESIGN VIEW

The **Gaither Addresses** database will be used for this lesson. This is the database that was created with the **Creating a Table in Datasheet View** lesson.

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. However a table can be created using fields specified by the user.

### CREATING THE TABLE

- ✦ Click the **Create Tab**.
- ✦ In the **Tables Group**, click the **Table Design** button (see illustration below).
- ✦ A new window will appear with a tab named **Table1** (see illustration below).



- ✦ Blank rows and columns for the field definitions will be displayed at the top of the window.
- ✦ The **Field Properties** area will appear at the bottom of the window.
- ✦ The **Field Properties** section of **Design View** is used to choose the size of a field, along with defining other attributes about the field.

### DEFINING DATA FIELDS

- ✦ In the first row under **Field Name**, type **Stock Number** for the first field name.
- ✦ Press **Tab** to finish the entry and move to the next column **Data Type**.
- ✦ Click the list arrow to select 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** area at the bottom of the window.

- † 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** in the top portion of the window for the **Stock Number** field.
- † Input **Primary key**. The Primary Key is an item that is unique for each entry in the Table.
- † Press **Tab** to move to the next row.
- † Complete the **Table** by inputting the rest of the fields from the table below.

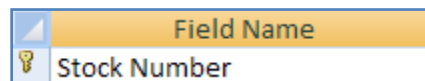
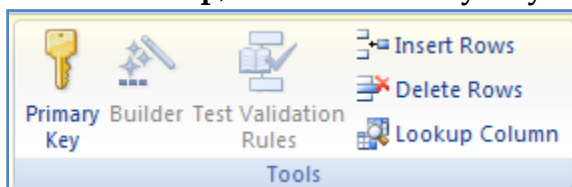
Field	Data Type	Description
Stock Number	Text	primary field
Description	Text	Item's description
Category	Text	Sales Category; choices (Video, CD, Book, Book/CD, Video/CD)
Unit Cost	Currency	Current cost per unit
Quantity on Hand	Number	Quantity in inventory
Date of Last Order	Date/Time	Date product was last ordered

### CHANGING FIELD PROPERTIES

- † Move back to the **Data Type** for each of the fields and change the **Field Properties** to indicate the following changes.
- † Click **Description** 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**.
- † The **Field Size** for the **Quantity on Hand** field is **Integer**. To change the **Field Size**:
  - ✦ Move to the **Field Properties** area of the design window.
  - ✦ Click the arrow to the right of the **Field Size** box to display the **Numeric Subtypes**.
  - ✦ Select **Integer** from the list of options.
  - ✦ The process works better if Integer is selected from the list rather than typing it in.
- † Select the **Date of Last Order** field.
  - ✦ Move to the **Format** box under **Field Properties**.
  - ✦ Click the list arrow and then select **Medium Date** from the list of choices.

### SETTING A PRIMARY KEY

- † Since Access recommends that all tables have a unique **Primary Key**, we will declare that the **Stock Number** field is the **Primary Key**.
  - ✦ Use the mouse to position the pointer in the first field.
  - ✦ Click the **Table Tools Design Tab**.
  - ✦ In the **Tools Group**, click the **Primary Key** button (see illustration below left).



- ✦ A small version of the **Key** icon will appear to the left of the **Stock Number** field (see illustration above right).

## SAVING THE TABLE

- † It is now time to save the Table.
- † Do one of the following:
  - ✦ Click the **Save** button on the **Quick Access Toolbar**.
  - ✦ Right-click the **Table** tab and then click **Save**.
- † The **SaveAs** dialog box will appear (see illustration at right).
- † Key in **Sales Merchandise** as the name for the **Table**.
- † Click **OK** to close the dialog box and name the table.

