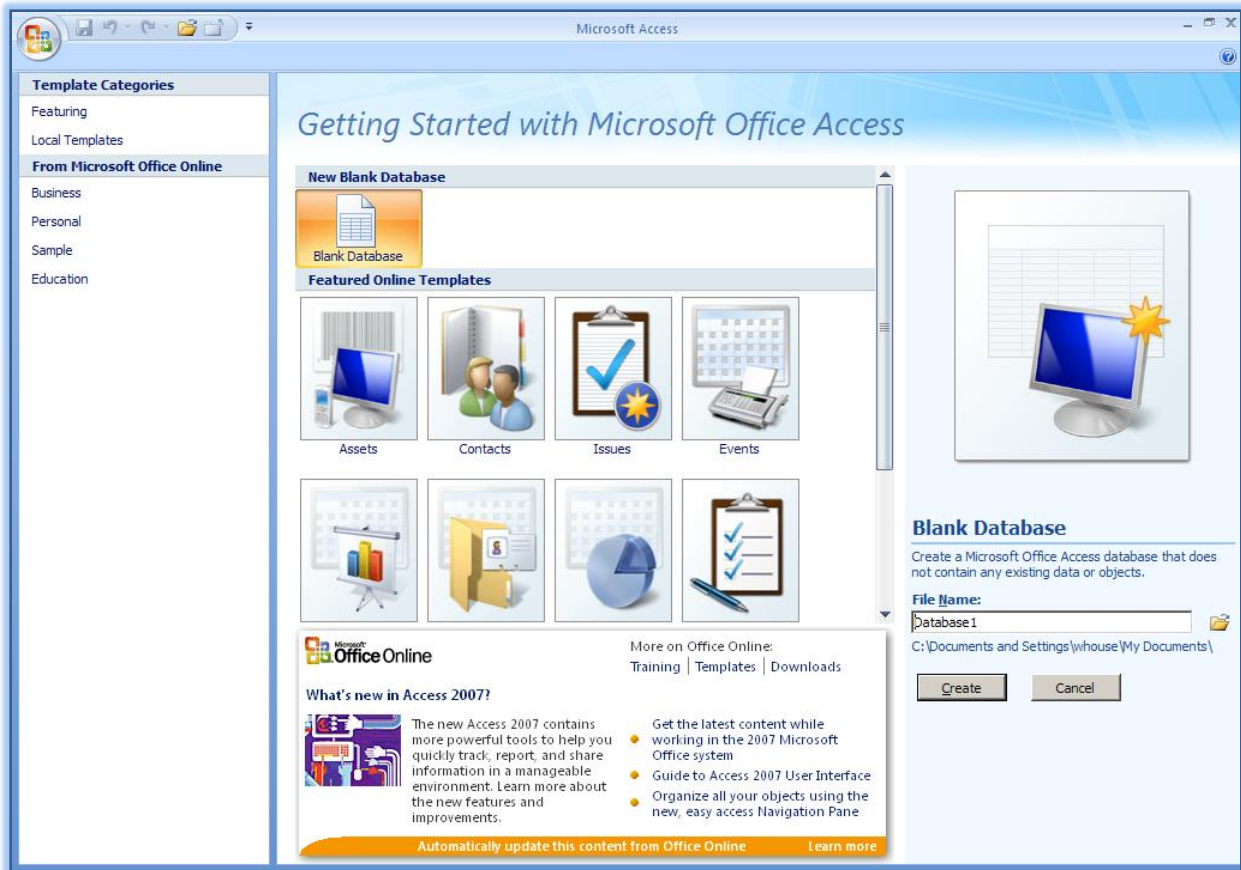


CREATING A TABLE IN DATASHEET VIEW

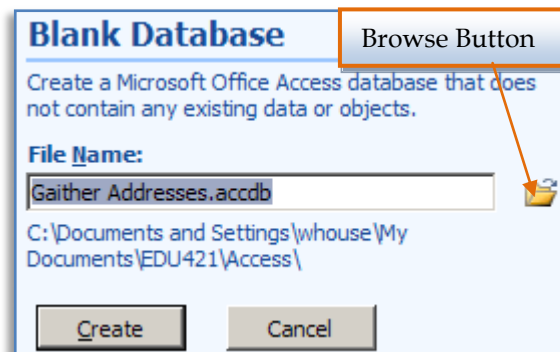
CREATING THE DATABASE

A database can be created using a template or by creating the database manually.

- † Click the **Blank Database** button under **New Blank Database** in the middle frame of this window (see illustration below).



- † In the right frame of the window, under **Blank Database**, click the **Browse** button (see illustration at right).
- † The **File New Database** window will display.
- † Click the **Save in** list arrow to locate your folder on the network.
- † The name for the database will be **Gaither Addresses**.
- † Make sure that **Microsoft Office Access 2007 Databases** appears in the **Save as type** box.
- † Click **OK**.
 - ✦ The name of the database will appear in the **Name** box.
 - ✦ The location of the database will be displayed directly below the **File Name** box.
- † Click the **Create** button to create the **Gaither Addresses** database in the specified location.
- † The **Gaither Addresses Database** will open displaying a new blank table, named **Table 1**.



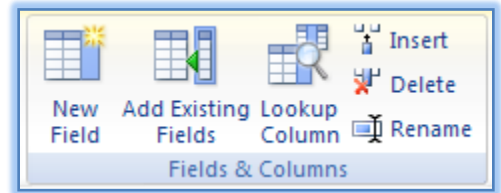
on

File

CREATING THE TABLE

For this lesson, Field Names have been provided for creating the fields in the Table. However, any **Field Name** and **Field Type** can be used to create a table within a database. It is a good idea to decide on the **Field Names** and **Field Types** before the fields are input into the table.

- † Click the **Table Tools Datasheet Tab**, if necessary.
- † Click the **ID** field.
- † Click the **Rename** button in the **Fields and Columns Group**.
- † Input **Address ID** for the new name.
- † Double-click **Add New Field**.
- † Input **First Name**.
- † Press the **Tab** key.
- † Continue this process until all the fields have been added to the table.
- † Input the new **Field Names** as specified in the list below.

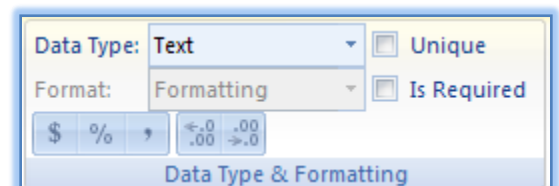


- | | |
|----------------------------|-------------------------|
| ✦ Address ID | ✦ Postal Code |
| ✦ First Name | ✦ Country/Region |
| ✦ Last Name | ✦ Email Address |
| ✦ Spouse Name | ✦ Home Phone |
| ✦ Street Address | ✦ Work Phone |
| ✦ City | ✦ Birth Date |
| ✦ State or Province | ✦ Send Card |

CHANGING FIELD TYPES

For an explanation of the different Field Types available in Access, see the **Types of Field** document on the **Access Training Web Page**.

- † Click the **Table Tools Datasheet Tab**, if necessary.
- † Click the **Email Address** field.
- † In the **Data Type and Formatting Group**, click the **Data Type** list arrow (see illustration at right).
- † Choose **Hyperlink**.
- † Change the **Birth Date** field, to the **Date/Time Data Type**.

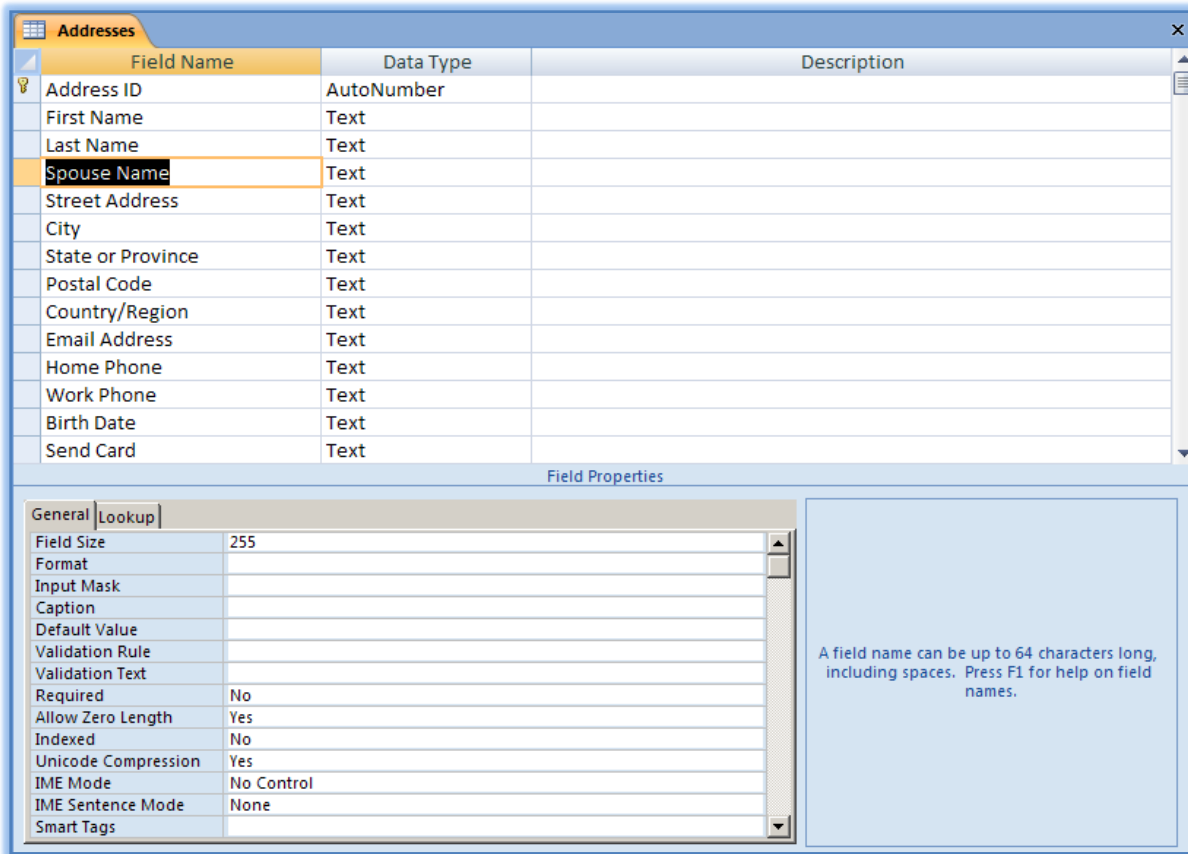


- † Change the **Format** to **Medium Date**.
- † Change the **Send Card** field to the **Yes/No Data Type**.
- † The rest of the fields should be **Text Field Types**.
 - ✦ Text Field Sizes default to a size of 255 characters.
 - ✦ The size of the field determines how much memory is used in the database.
 - ✦ It is a good idea to change these fields to a more appropriate size.
- † Change the rest of the **Field Sizes** to a proper size.

CHANGING THE TABLE DESIGN

- † Do one of the following:
 - ✦ On the **Table Tools Datasheet Tab**, click the **View** list arrow.
 - ✦ On the **Home Tab**, click the **View** list arrow.
- † Choose **Design View** from the list.
- † The **Table** window will open in **Design View** (see illustration on next page).
 - ✦ The **Field Names** will appear in the first column.
 - ✦ The **Field Type** will appear in the second column.
 - ✦ A **Description** of the field can be placed in the third column.

- ✦ The **Field Properties** area will appear at the bottom of the window.
- ✦ This **Field Properties** section of **Design View** is used to choose the size of a field, along with defining other attributes about the field.



✦ Make the following changes to the **Field Properties** for the table.

✦ Change the **Field Size** to the fields as specified below.

- | | |
|---|---|
| <input type="checkbox"/> First Name - 20 | <input type="checkbox"/> State or Province - 2 |
| <input type="checkbox"/> Last Name - 30 | <input type="checkbox"/> Postal Code - 10 |
| <input type="checkbox"/> Spouse Name - 20 | <input type="checkbox"/> Country/Region- 30 |
| <input type="checkbox"/> Street Address - 50 | <input type="checkbox"/> Email Address - 40 |
| <input type="checkbox"/> City - 20 | |

✦ Once the changes have been made, click the **View** button.

✦ Select **Datasheet View**.

✦ Save this table as **Address List**.

✦ A message may appear stating some data may be lost (see illustration below).

- ✦ The possibility of data loss may occur when field sizes are changed.
- ✦ Click the **Yes** button to save the table.

