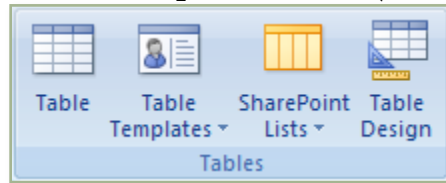


## Create a Table using Table Templates

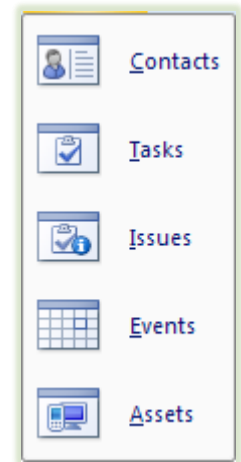
The **Access Training** database will be used for this lesson.

There are different methods for creating tables in Microsoft Access. Templates are predesigned tables that contain field names and formats for different types of data such as Contacts. This lesson will describe how to create a table using the templates feature.

- ❖ Click the **Create Tab**.
- ❖ In the **Tables Group**, click the **Table Templates** button (see illustration below).



- ❖ A list of different templates will display (see illustration at right).
- ❖ Click one of the options from the list.
- ❖ The table will appear in the window with all the fields displayed.
- ❖ To modify the table structure, click the **Table Tools Datasheet Tab**.
- ❖ Use this ribbon to make changes to the design of the table.
- ❖ To insert a column:
  - Click the column that is to appear after the new column.
  - Click the **Insert** button in the **Field and Columns Group**.
  - The new column will be inserted before the selected column.
- ❖ To delete a column:
  - Click somewhere within the column.
  - Click the **Delete** button, in the **Field and Columns Group**.
- ❖ To change the formatting of any of the columns such as size, click the options in the **Data Type and Formatting Group**.
- ❖ To name the table:
  - Right-click the **Table1** tab.
  - Click the **Save** option.
  - The **Save As** dialog box will display.
  - Input a name for the table.
  - Click the **OK** button.
- ❖ For additional information about the buttons on the **Table Tools Datasheet Tab**, open the document **Tables Tools Datasheet Tab** on the **Access 2007 Training Web Page**.



**NOTE:** Changes to the design of a table can also be made using **Design View**. To access **Design View**, click the **View** button under the **Home Tab** or the **Table Tools Datasheet Tab**.