## Creating a table in Access

This is a primer to help you get familiar with Microsoft Access. To complete this lab exercise all you need to do is follow the directions below.

- 1. If not already open, Open Access. Go to the ribbon and select the Create tab. From there select the Table icon.
- 2. Once selected it create a table and it will open with a blank table appearing in 'DATASHEET' view. Click on VIEW ICON To modify the table in 'DESIGN VIEW'.
- 3. You will be prompted to "SAVE AS" the table and name the table "MEMBERS'
- 4. You will now need to create the different field name. Type in the field names and data types as shown below. The description is optional. For the text properties, enter widths of 25,40,50,30,2,15,25,20,60. Use INPUT MASK for ZIP\_CODE and PHONE.

Kale S → C → →	EXTERNAL DATA DATA	ABASE TOOLS ADD-INS D	E TOOLS REBMAN: Database- C\Users\Carl Rebman\Documents\misc_carl_working\itmg 100\FALL 2014\access\inclass_assignment_nov20'	REBMAN.accdb (Access 200 ? – 🗗 🗙					
Views	alidation Ules	Property Indexes Sheet Show/Hide	Rename/ Relationships Object Dependencies Table Events Relationships						
	Friends			×					
All Access 🔍 »	Field Name	Data Type	Description (Ontional)	*					
Search 🔎	* ID	AutoNumber	nersonal ID number						
Tables 🕆	first_name	Short Text	first name of contact						
Friends	last name	Short Text	last name of contact						
	address	Short Text	address of contact						
	city	Short Text	hometown of contact						
	state	Short Text	homestate of contact						
	zip code	Short Text	zip code of contact						
	major	Short Text	college major of contact						
	phone	Short Text	phone number of contact						
	email address	Short Text	email address of contact						
	Field Researcher								
	Heid Properties								
	General Lookup								
	Field Size Long Integer								
	New Values Increment								
	Caption								
	Indexed Yes (No Duplicates)								
	Text Align Gen	eral		A field name can be up to 64 characters long					
				including spaces. Press F1 for help on field names.					
Design view. F6 = Switch panes. F				NUM LOCK 🛅 🔛					
				E CONTRACTOR OF CONTRACTOR OFO					

- 5. Point to the ID field. Click on the 'Key Icon' in the toolbar and make certain that 'PRIMARY KEY is selected. This makes 'ID' the primary key field.
- 6. Select View/DATASHEET.
- 7. Type at least five rows of data. The ID number will automatically be provided. Just table over to First, type, then tab to Last, .... push enter after typing the Email Address. The figure on the next page shows sample data. Make up your own information.

FILE	HOME CREATE	EXTERN	AL DATA DATABASE	TOOLS ADD-IN	TABLE TOO	LS REBMA	N : Database- C	:\Users\Carl Rebman	\Documents\misc_	_carl_working\itmg 1	00\FALL 2014\acce	ss\inclass_assignm	ient_nov20\REBM	AN.accdb (Ac	? – & X Sign in 🔍
$\mathbf{M}$	K Cut		Ascending Se	lection *	iii New Σ	Totals	ac Replace	Calibri (Detail)	* 11	• = = = =	HT -				
View	Paste Copy	Filter	AU Descending	ivanced * Refree	sh Save 🏹	Spelling Fin	d → Go To +	в ли А-	- - - - - - - - - - - - - - - - - - -						
÷	<ul> <li>Pormat Pair</li> </ul>	nter	2∉ Remove Sort To	iggle Filter All •	🗙 Delete 💌 🧮	More *	13 Select *		-						
Views	Clipboard		Sort & Filter		Records		Find		Text Formatting	9	G				^
All A	Access 🖻 «	Friends	first same	Inst many		-14-1		ate and a			annail a ddaan -	Click to Add			×
Search	Q		<ul> <li>Tirst_name</li> <li>1 Price</li> </ul>	<ul> <li>last_name</li> </ul>	<ul> <li>address</li> <li>4225 North 280</li> </ul>	City	<ul> <li>state</li> </ul>	<ul> <li>zip_code</li> </ul>	<ul> <li>major</li> </ul>	<ul> <li>pnone</li> <li>(490) 335, 8903</li> </ul>	email_addres •	CIICK TO Add 🔹			
Table	s A		2 David	Hoel	3883 F. Monte	Phoenix	AZ A7	85260-	nharmacy	(480) 554-7451	david@hoelinth				
	Friends		3 Libby	Albers	280 N. Central	Phoenix	AZ	85261-	media arts	(520) 224-8874	libby@azcentral				
		*	(New)							(	/				
		Record: H	4 4 of 4 > H > 3	No Filter Sear	th										
Ready				A		_	_							NUM L	оск 🖽 🔛

- 8. Click on X (upper right hand corner UNDER THE RIBBON) to close the table. Click on the Create Ribbon tab and select the Create Table. Repeat the steps above with the following information.
  - a. Table name CHECKOUT
  - b. Field name checkout\_ID AUTONUMBER
  - c. Field name journal\_ID NUMBER (long integer)
  - d. Field name number\_ID NUMBER (long integer)
  - e. Field name date\_out DATE
  - f. Field name due\_date DATE
- 9. Click on X (upper right hand corner UNDER THE RIBBON) to close the table. Click on the Create Ribbon tab and select the From Wizard.
- 10. In the Form Wizard it will ask several questions: first you need to select the Table "CHECKOUT" so Access will know what table to get the information from. The next screen will have your table field names lists and just use the arrow button to include the fields you wish to have in your form. (select all fields except for checkout\_ID)
- 11. The next screen will ask for you to select column, tabular, datasheet, justified, Select Columnar and hit the next button.
- 12. On the next screen you will have the option create a title for your form ie. CHECKOUT\_FORM\_REPORT and select the OPEN the form to view or enter information. Then select Finish.