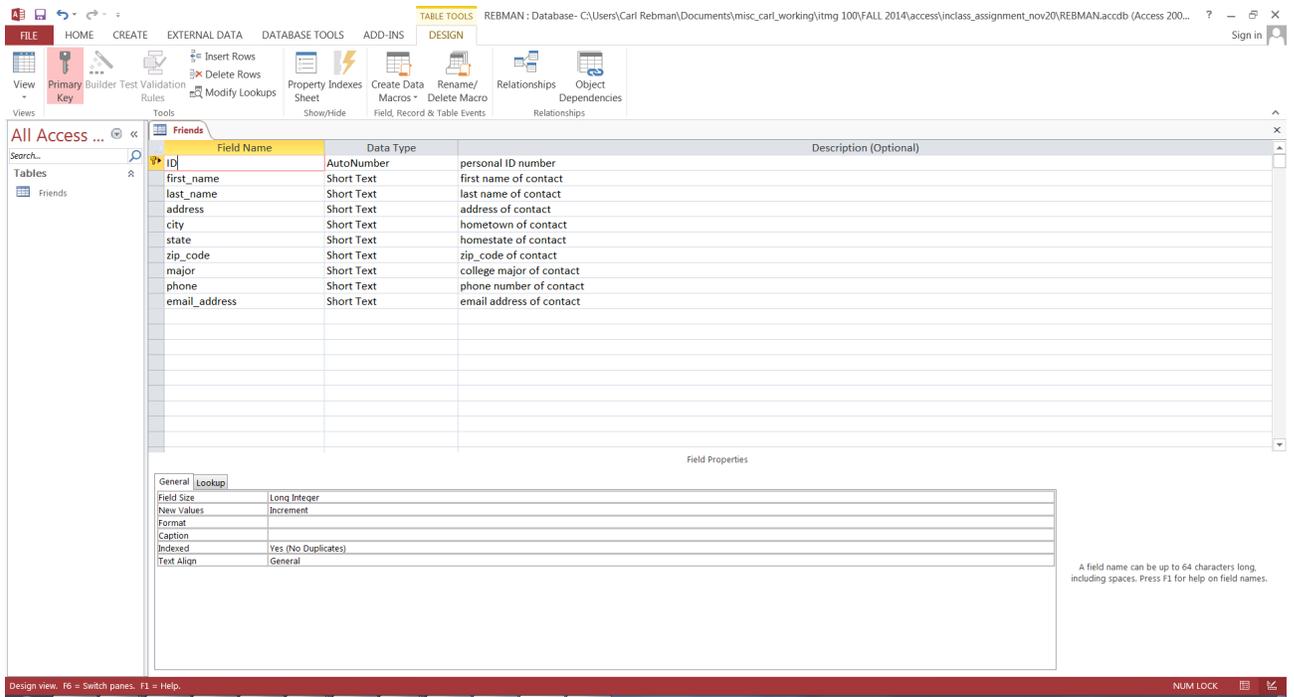


# Creating a table in Access

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.



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 tab 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.

ID	first_name	last_name	address	city	state	zip_code	major	phone	email_address
1	Brian	Keith	4225 North 28th	Scottsdale	AZ	85250-	business	(480) 235-8892	bk@cox.net
2	David	Hoel	3883 E. Monter	Phoenix	AZ	85260-	pharmacy	(480) 554-7451	david@hoelinh
3	Libby	Albers	280 N. Central	Phoenix	AZ	85261-	media arts	(520) 224-8874	libby@azcentral
	New								

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.