

# **Access Lesson 2**

## **Creating a Database**

### **Create a Table Object**

**Microsoft Office 2010**  
**Introductory**

# Student Learning Outcomes:

Students should be able to:

- Create a database.
- Design, create, and save a Table Object in Design View.
- Set a field's name and choose data type and name in Design View.

## Student Learning Outcomes (continued):

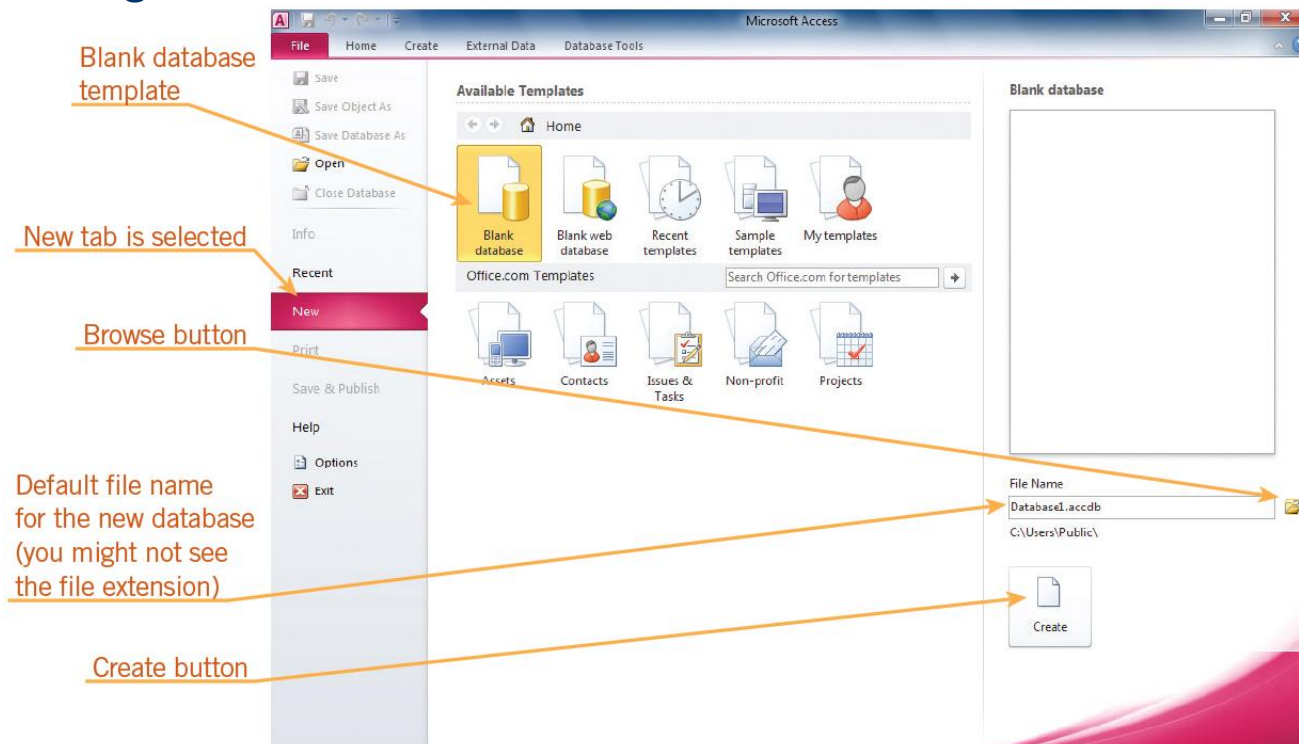
- Change field properties in Design view.
- Set field properties in Design view.

# Creating a Database

- The first step in creating a database is to create the file that will store the database objects.

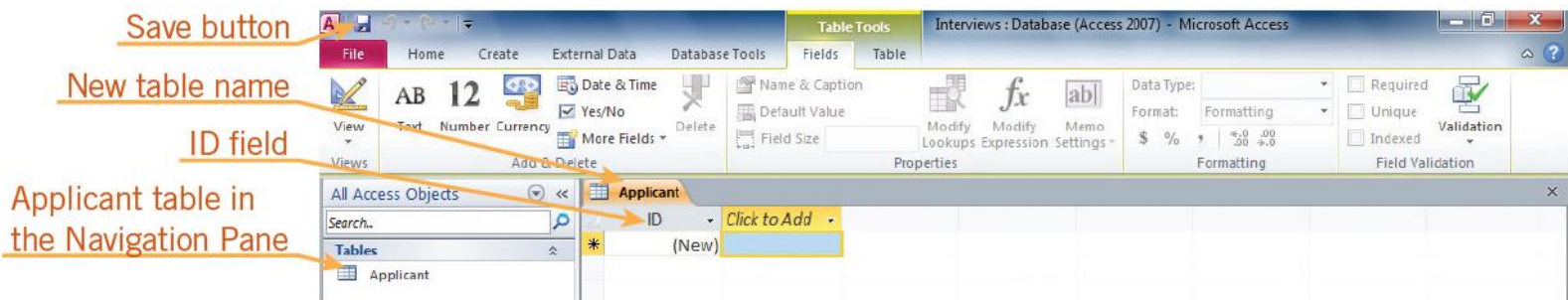
# Creating a Database (continued)

- Creating a new, blank database



# Creating and Saving a Table

- When you create a blank database, Access creates the first table in the database for you.
- To save a table, click the Save button on the Quick Access Toolbar.
- In many databases, data is stored in more than one table.



# Designing a Table

- Enter Fields to include in the table.
- Choose a field as the primary key.
  - the **primary key** is the field that contains a unique field value for each record.
- Select Data Type

# Designing a Table (continued)

- Common data types in Access

DATA TYPE	DESCRIPTION
Text	Accepts field values containing letters, numbers, spaces, and certain symbols such as an underscore (_). A Text field can store up to 255 characters and is used to store data such as names and addresses.
Number	Stores numbers. Number fields are usually values that will be used in calculations, such as multiplying the cost of an item by the number of items ordered to get a total. Number fields are sometimes used to restrict the entered field values to numbers.
Currency	Accepts monetary values and displays them with a dollar sign and decimal point.
Date/Time	Stores dates, times, or a combination of both.
Yes/No	Stores Yes/No, True/False, or On/Off values.
Lookup	Creates a field that lets you “look up” a value from another table or from a list of values entered by the user.
Memo	Accepts field values containing alphanumeric data, but can store field values containing up to 65,535 characters. Memo fields usually store long passages of text, such as detailed notes about a person or product.
Attachment	Stores graphics, sound, and other types of files as attachments.
Hyperlink	Stores a value that contains a hyperlink. Clicking the value activates the link and opens a Web page or other location, or addresses a message to an e-mail address.
Calculated	Opens the Expression Builder dialog box, which lets you specify fields and operators to use in calculations. The result of the calculation appears as the field's value, and determines the field's actual data type.
AutoNumber	Adds a unique numeric field value to each record in a table. AutoNumber fields are often used for primary key fields.



# Working in Design View (continued)

- Applicant table in Design view

Primary key symbol in row selector for current field

Design grid

Field Properties pane

Field Name	Data Type	Description
First Name	AutoNumber	
Last Name	Text	
Phone	Text	
Appointment Date	Date/Time	
Job Number	Number	
Notes	Memo	

Field Properties

Property	Value
Field Size	Long Integer
New Values	Increment
Format	
Caption	
Indexed	Yes (No Duplicates)
Smart Tags	
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Design view. F6 = Switch panes. F1 = Help.

Num Lock

# Modify Field Properties in Design View

- **Field Size property.**
- **Format property.**
- **Default Value property.**
- **Required property.**

# Database Objects

Object	Description
<b>Table</b>	<b>Stores all the data</b> in the database in a format called a datasheet. Similar in appearance to a worksheet.