Access Module 2
Open an Existing Database File
Create a New Table Object in Design View
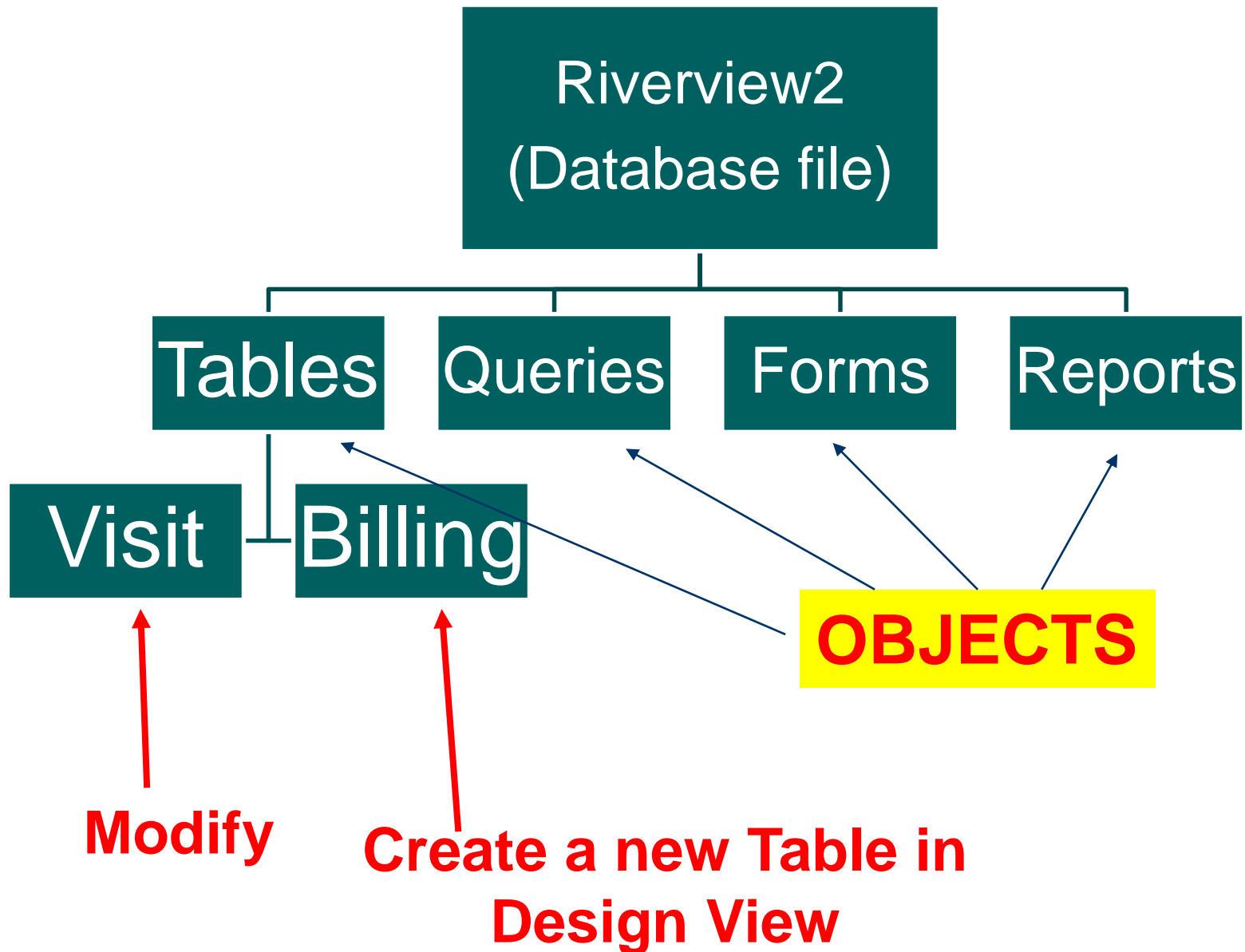## Modify an Existing Table Object

Microsoft Office 2016 Introductory

Riverview Veterinary Care Center

- Kimberly Johnson, the office manager for Riverview Veterinary Care Center wants her staff to use a database to store information about the **animals**, their **owners**, **billing**, **vendors**, and **products**.

Student Learning Outcomes

SLO#1: **OPEN** an existing Database file, **CREATE** a new TABLE OBJECT in **DESIGN View.**

SLO#2: **MODIFY** an existing Table Object in **DESIGN VIEW.**

SLO#3: **ADD new records** in a table in **DATASHEET VIEW.**

Student Learning Outcomes

SLO#1: **OPEN** an existing Database file, **CREATE** a new TABLE OBJECT in **DESIGN VIEW.**

- In the **Riverview2** file, Click on the **Create** Tab, click **Table Design**
- Save the new table as **Billing**

CREATE a new TABLE called BILLING in DESIGN VIEW (see Page AC 59)

Field Name	Data Type	Description (Optional)	Field Size	Other
InvoiceNum	Short Text	Primary Key	5	Caption = Invoice Num
VisitID	Short Text	Foreign Key	4	Caption = Visit ID
InvoiceAmt	Currency			Format = Currency Decimal Places = 2 Caption = Invoice Amt
InvoiceDate	Date/Time			Format = mm/dd/yyyy Caption = Invoice Date
InvoicePaid	Yes/No			Caption = Invoice Paid

Student Learning Outcomes

SLO#2: **MODIFY** an existing Table Object in **DESIGN VIEW**.

Open the **Visit** table, switch to **Design View**

MODIFY VISIT FIELD PROPERTIES in DESIGN VIEW (see Page AC 72 – 75)

VisitID	**Description**	**Primary key**
	Field Size	**4**
	Caption	**Visit ID**
AnimalID	**Description**	**Foreign key**
	Field Size	**5**
	Caption	**Animal ID**
VisitDate	**Format**	**Short Date**
	Caption	**Date of Visit**
Reason	**Field Size**	**60**
	Caption	**Reason/Diagnosis**
Offsite	**Caption**	**Off-Site Visit**

Student Learning Outcomes

SLO#3: **ADD new records** in a table in **DATASHEET VIEW**.

Open the **Billing** table, switch to **DATASHEET VIEW** to **ADD** new records to the table.

ADD new records to the BILLING table in DATASHEET VIEW (see Page AC 78)

Invoice Num	Visit ID	Invoice Date	Invoice Amt	Invoice Item	Invoice Paid
42098	1002	11/09/2016	$50.00	Lab work	Yes
42125	1012	11/21/2016	$50.00	Off-site visit	No
42271	1077	12/15/2016	$45.00	Flea & Tick medications	Yes
42518	1181	01/26/2017	$35.00	Heartworm medication	No