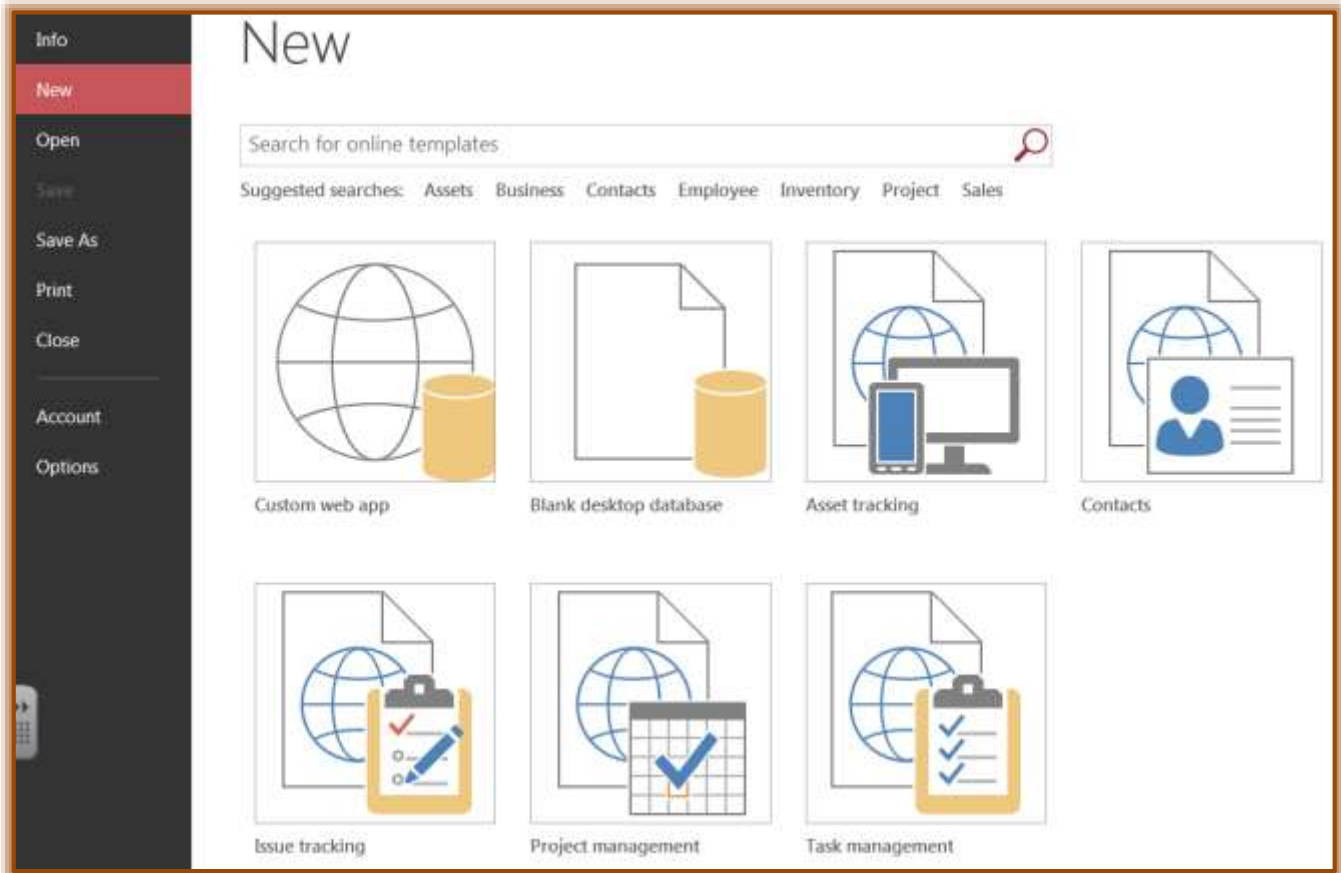


CREATE A TABLE IN DATASHEET VIEW

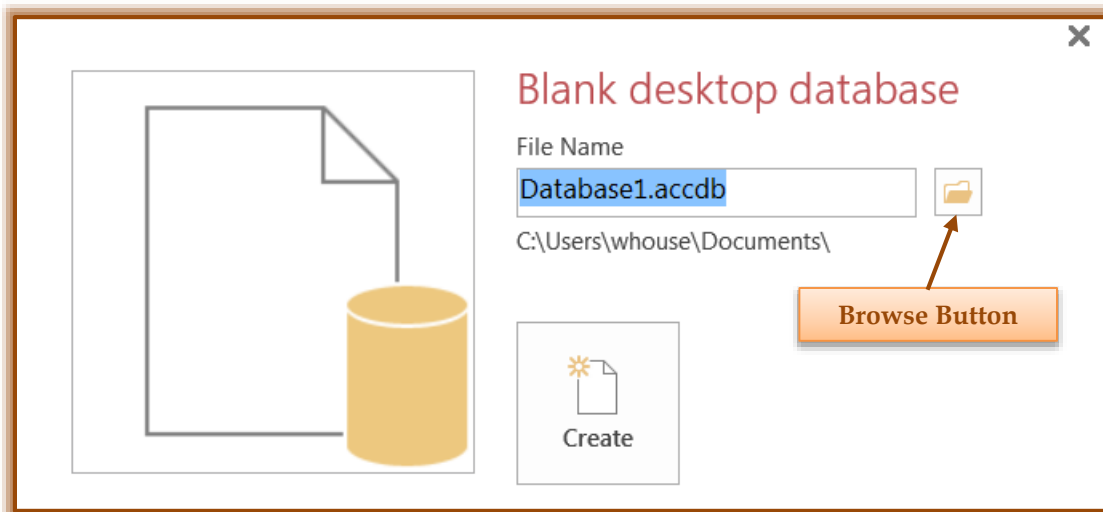
CREATE THE DATABASE

A database can be created using a template or by creating the database manually.

✦ Click the **Blank Database** icon in the **New** window (see illustration below).



✦ The **Blank Desktop Database** window will display (see below).

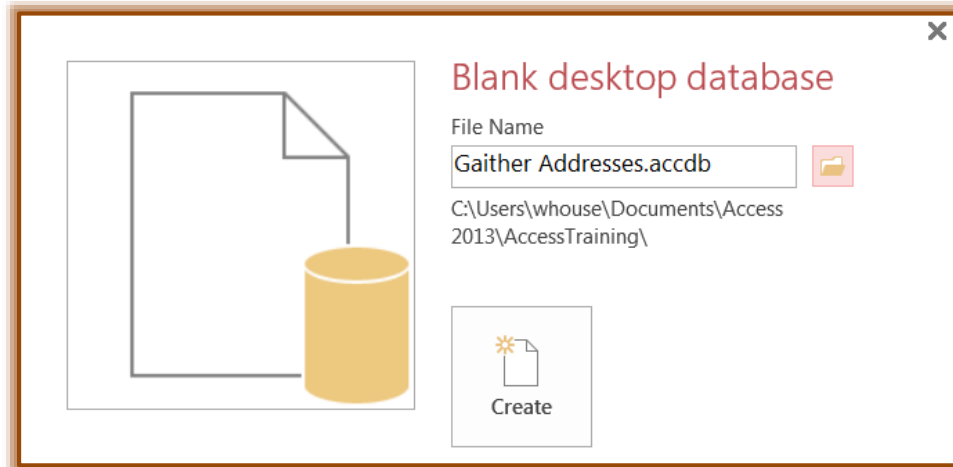


✦ Under **File Name**, click the **Browse** button (see illustration above).

✦ The **File New Database** window will display.

✦ On the left side of the window, locate the folder where the database will be stored.

- ✦ The name for the database will be **Gaither Addresses**.
- ✦ Make sure that **Microsoft Office Access 2007-2013 Databases** appears in the **Save as type** box.
- ✦ Click **OK**.
 - ✦ The name of the database will appear in the **File Name** box.
 - ✦ The location of the database will be displayed directly below the **File Name** box.

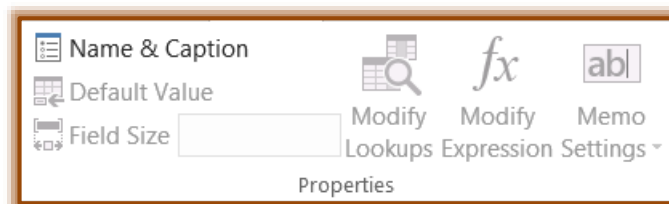


- ✦ Click the **Create** button to create the **Gaither Addresses** database in the specified location.
- ✦ The **Gaither Addresses Database** will open displaying a new blank table, named **Table 1**.

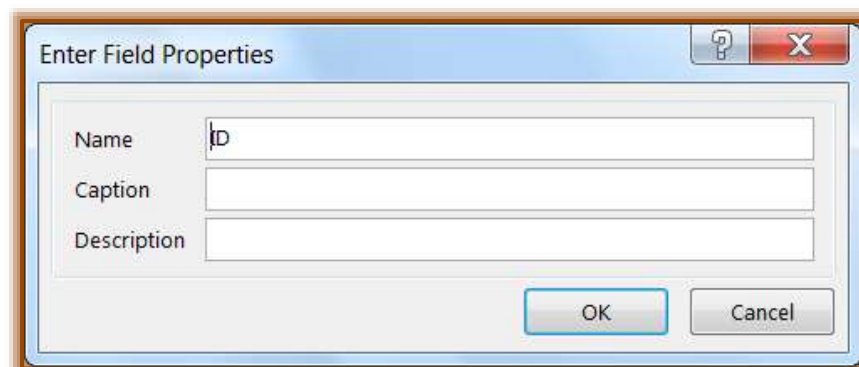
CREATE THE TABLE

For this lesson, Field Names have been provided for creating the fields in the Table. However, any **Field Name** and **Field Type** can be used to create a table within a database. It is a good idea to decide on the **Field Names** and **Field Types** before the fields are input into the table.

- ✦ Click the **Table Tools Fields Tab**, if necessary.
- ✦ Click the **ID** field.
- ✦ Click the **Name and Caption** button in the **Properties Group** (see illustration below).



- ✦ The **Enter Field Properties** dialog box will display (see illustration below).



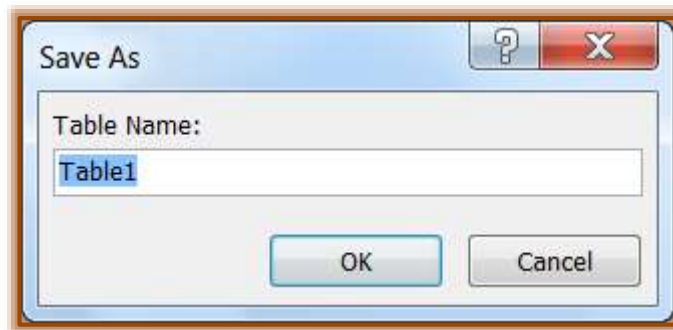
INPUT FIELDS

- ✦ Input **Address ID** for the new name.
- ✦ Click **OK** to display the new **Field Name**.
- ✦ Click the **Click to Add** area next to the **Address ID** field.
- ✦ Select **Short Text** from the list of field types.
- ✦ Input **First Name**.
- ✦ Press the **Tab** key.
- ✦ Input the rest of the **Field Names** and **Field Types** as specified in the list below.

Field Name	Field Type	Field Name	Field Type
Address ID	Auto Number	Postal Code	Short Text
First Name	Short Text	Country/Region	Short Text
Last Name	Short Text	Email Address	Hyperlink
Spouse Name	Short Text	Home Phone	Short Text
Street Address	Short Text	Work Phone	Short Text
City	Short Text	Birth Date	Date/Time
State/Province	Short Text	Send Card	Yes/No

SAVE THE TABLE FORMAT

- ✦ Click the **Save** button on the **Quick Access Toolbar**.
- ✦ The **Save Table** dialog box will display (see illustration).

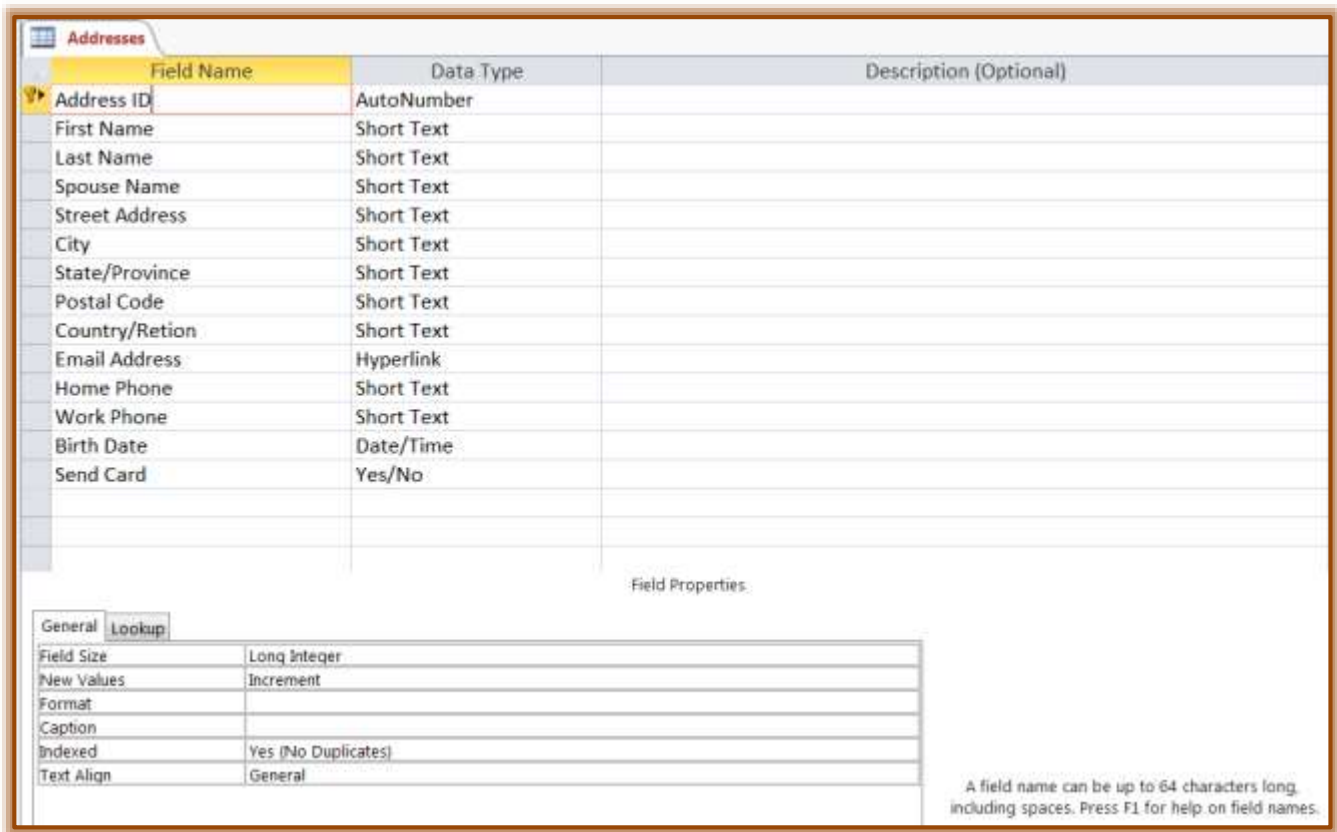


- ✦ Input **Addresses** for the name of the table in the **Save As** dialog box.
- ✦ Click **OK** to save the table.

CHANGE THE TABLE DESIGN

- ✦ Click the **View** list arrow (see illustration at right).
 - ✦ The **View** button appears in the **Views Group** on the **Datasheet Tab**.
 - ✦ It is on the left side of the ribbon.
- ✦ Choose **Design View** from the list.
- ✦ The **Table** window will open in **Design View** (see illustration below).
 - ✦ The **Field Names** will appear in the first column.
 - ✦ The **Field Type** will appear in the second column.
 - ✦ A **Description** of the field can be placed in the third column.
 - ✦ The **Field Properties** area will appear at the bottom of the window.
 - ✦ The **Field Properties** section of **Design View** is used to specify the size of a field, along with defining other attributes about the field.





✦ Make the following changes to the **Field Properties** for the table.

✦ Change the **Field Size** of the fields as specified below.

Field Name	Size	Field Name	Size
First Name	20	State or Province	2
Last Name	30	Postal Code	10
Spouse Name	20	Country/Region	30
Street Address	50	Home Phone	12
City	20	Work Phone	12

✦ Once the changes have been made, click the **View** button.

✦ Select **Datasheet View**.

✦ A message will display saying you need to save the table (see illustration below).



✦ Click **Yes**.

ENTER RECORDS

✦ Enter the following information into the fields, pressing the **Tab** key to move to the next field in each record.

- ✦ Type **Bill** into the **First Name** box.
- ✦ Type **Gaither** in the **Last Name** field.
- ✦ Type **Gloria** in the **Spouse Name** field.
- ✦ Type **12 Gospel Street**.
 - ✦ Press **Ctrl+Enter** to move to the second line of the **Address** box.
 - ✦ Type **Apt. 2B**.
 - ✦ Move to the next field by pressing **Tab** or **Enter**.
- ✦ Type **Fort Wayne** in the **City** field.
- ✦ Type **IN** in the **State/Province** field.
- ✦ Type **45688** in the **Postal Code** field.
- ✦ Type **USA** in the **Country** field.
- ✦ Type **bgaither@gaithermusic.com** in the **Email Address** field.
- ✦ Type **203-556-6997** in the **HomePhone** field.
- ✦ Input **203-556-7885** in the **WorkPhone** field
- ✦ Type **12-25-35** in the **Birthday** field.
- ✦ In the **Send Card** field press the space bar on the keyboard.
 - ✦ A check mark will appear in the field.
 - ✦ This indicates that a card needs to be sent.
 - ✦ A blank check box means that a card doesn't need to be sent.
- ✦ Press the **Tab Key** to move to the next record.
- ✦ Enter the following information into the database.

Field Name	Field Data	Field Name	Size
First Name	Jake	Postal Code	45699
Last Name	Hess	Country/Region	USA
Spouse Name	Miriam	Email Address	jhess@gaithermusic.com
Street Address	23 Southwest Terrace	Home Phone	203-556-7958
City	Anderson	Work Phone	203-555-6772
State or Province	IN		