

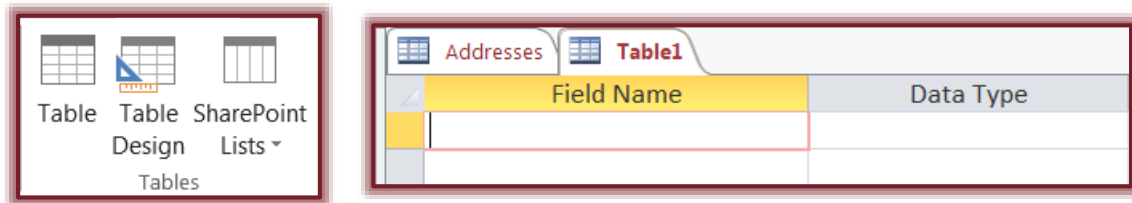
CREATE AND FORMAT A TABLE IN DESIGN VIEW

The **Gaither Addresses** database will be used for this lesson. This is the database that was created with the **Create a Table in Datasheet View** lesson.

There is more than one way to create a table in an Access database. In this lesson, directions are given on how to create a table using Design view. This view is used to create a table by defining the name, size, and other properties of each field. For this document, sample field names will be provided. However a table can be created using fields specified by the user.

CREATE THE TABLE

- ✦ Click the **Create Tab**.
- ✦ In the **Tables Group**, click the **Table Design** button (see illustration below).



- ✦ A new window will appear with a tab named **Table_** (see illustration above).
 - ✦ Blank rows and columns for the field definitions will be displayed at the top of the window.
 - ✦ The **Field Properties** area will appear at the bottom of the window.
 - ✦ The **Field Properties** section of **Design View** is used to choose the size of a field, along with defining other attributes about the field.

DEFINE DATA FIELDS

- ✦ In the first row under **Field Name**, type **Stock Number** for the first field name.
- ✦ Press **Tab** to finish the entry and move to the next column **Data Type**.
- ✦ You will use the **Data Type – Short Text** for this field.
 - ✦ You can select from the list of Data Types or type the first letter of the Data Type.
 - ✦ Default sizes are used for each of the Data Fields.
 - ✦ The size of each field, along with other attributes may be changed using the **Field Properties** area at the bottom of the window.
- ✦ Move to the **Field Properties** section of the window by clicking in the **Field Size** box.
- ✦ Change the **size** of the field to **8**.
- ✦ Click the line under **Description** in the top portion of the window for the **Stock Number** field.
- ✦ Input **Primary key**. The Primary Key is an item that is unique for each entry in the Table.
- ✦ Press **Tab** to move to the next row.
- ✦ Complete the **Table** by inputting the rest of the fields from the list below.

Field	Data Type
Stock Number	Short Text
Description	Short Text
Category	Short Text
Unit Cost	Currency
Quantity on Hand	Number
Date of Last Order	Date/Time

CHANGE FIELD PROPERTIES

- ✚ Move back to the **Data Type** for each of these fields and change the **Field Properties** to indicate the following changes.
- ✚ Click **Description** in the **Field Name** list. The **Field Properties** for this field will be displayed at the bottom of the window.
- ✚ Click in the **Field Size** box and input **25**.
- ✚ Change the **Category** field size to **10**.
- ✚ The **Field Size** for the **Quantity on Hand** field is **Integer**. To change the **Field Size**:
 - ✚ Move to the **Field Properties** area of the design window.
 - ✚ Click the **Field Size** property box.
 - ✚ Click the arrow to the right of the **Field Size** box to display the **Numeric Subtypes**.
 - ✚ Select **Integer** from the list of options.
- ✚ Select the **Date of Last Order** field.
 - ✚ Move to the **Format** box under **Field Properties**.
 - ✚ Click the list arrow and then select **Medium Date** from the list of choices.
 - ✚ This will specify how the date will display after it is entered in the field.

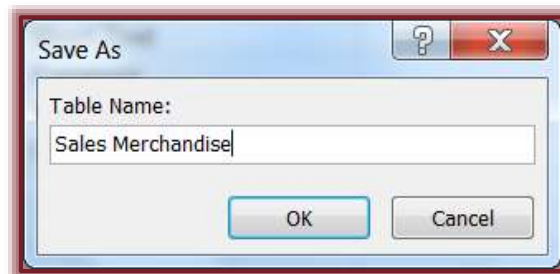
SET A PRIMARY KEY

- ✚ Since Access recommends that all tables have a unique **Primary Key**, we will declare that the **Stock Number** field is the **Primary Key**.
 - ✚ Use the mouse to position the pointer in the first field-**Stock Number**.
 - ✚ Click the **Table Tools Design Tab**.
 - ✚ In the **Tools Group**, click the **Primary Key** button (see illustration).
 - ✚ A small version of the **Key** icon will appear to the left of the **Stock Number** field (see illustration below).



SAVE THE TABLE

- ✚ Do one of the following:
 - ✚ Click the **Save** button on the **Quick Access Toolbar**.
 - ✚ Right-click the **Table** tab and then click **Save**.
- ✚ The **SaveAs** dialog box will appear (see illustration below).



- ✚ Key in **Sales Merchandise** as the name for the **Table**.
- ✚ Click **OK** to close the dialog box and name the table.