

Microsoft Office 2007: Essentials, Revised Edition



Lesson 21: Creating Tables and Entering Data


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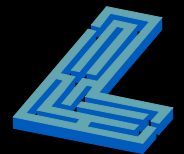
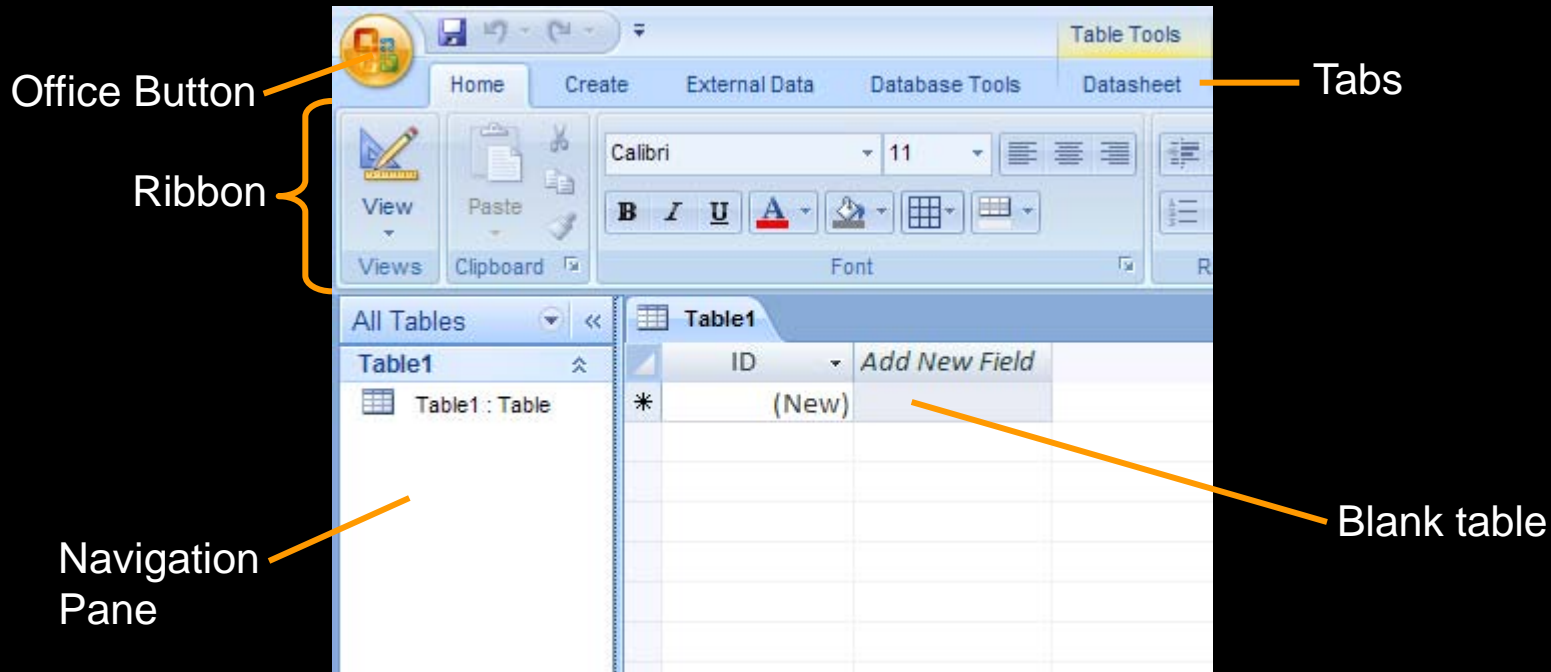
Introducing Access

- **Relational database management system**
 - ▲ Store, organize, and manage information
- **Database Templates**
 - ▲ Built-in database template
 - ▲ Blank database
 - ▲ Set up *objects* (tables, queries, forms, reports) yourself or use wizards

TIP  *The first step in database design is to determine the type of information you want to include in your database.*



The Access 2007 Interface




What Is a Table?

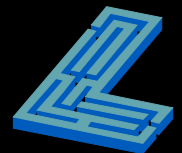
- Database object with data in:
 - ▲ Records (rows)
 - ▲ Fields (columns)
 - ◆ Must be formatted before data entry by data type and field properties

Records

Customer ID	FirstName	LastName	Address	City	State	ZIP	Last Visit	Current Balance	Phone
1	Mark	Roth	760 Maple Avenue	Fremont	CA	94538-	7/7/2007	\$235.00	(510) 555-9090
2	Tony	Simpson	312 York Lane	Richmond	CA	94804-	9/7/2003	\$185.00	(510) 555-2233
3	Jason	Jones	2233 Crystal Street	San Mateo	CA	94403-	7/15/2003	\$48.00	(415) 555-2312


Fields

TIP  *Field names cannot contain periods, exclamation marks, or square brackets and can be up to 64 characters in length.*




Data Types


- **Text**
 - ▲ Any type of character
- **Number**
 - ▲ Number characters only
- **Date/Time**
 - ▲ Dates
- **Currency**
 - ▲ Numbers formatted as currency

TIP  *Many more data types are available, including Memo, Yes/No, and Look-Up Wizard.*



Field Properties

- **Field Size**
 - ▲ Text
- **Short Date**
 - ▲ Date/Time
- **Default Value**
 - ▲ Typical values, such as CA in the State field
- **Input Mask**
 - ▲ Formats data, adds parentheses and dashes in phone numbers:
(510) 555-3581
- **Primary Key** 
 - ▲ Unique identifier for a table, such as Customer ID

TIP  *If an entry differs from the default value, simply type over the default setting.*



Saving Database Objects

- Before entering data, you must save the table with a unique name of up to 64 characters
- Entire database is saved as one file



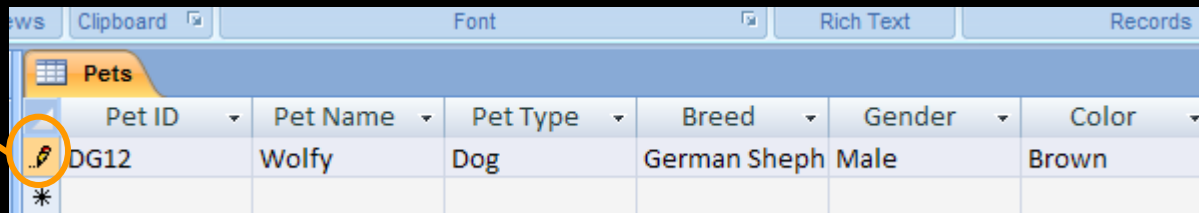
USB Drive




Entering Data in Datasheet View

- **Datasheet View**
 - ▲ Enter data here
- **Saves records automatically**

Pencil icon indicates that a record is being edited



Pet ID	Pet Name	Pet Type	Breed	Gender	Color
DG12	Wolfy	Dog	German Sheph	Male	Brown
*					

TIP  Use **Tab** to move the cursor one field to the right.



Printing Tables

- **Check data accuracy**
 - ▲ May people proofread better on hard copies than off the computer monitor
- **Print Preview**
 - ▲ See how your tables will look when printed
 - ▲ Make layout changes before you print – save paper!
- **Layout Settings**
 - ▲ Column widths
 - ◆ Widen columns to fit largest entry
 - ▲ Print margins
 - ◆ Adjust to make table fit on page
 - ▲ Page orientation
 - ◆ Landscape or Portrait

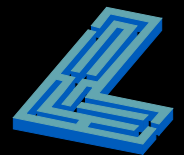


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