

Access 2000

Creating a Database

*In this lesson you will learn how to:*

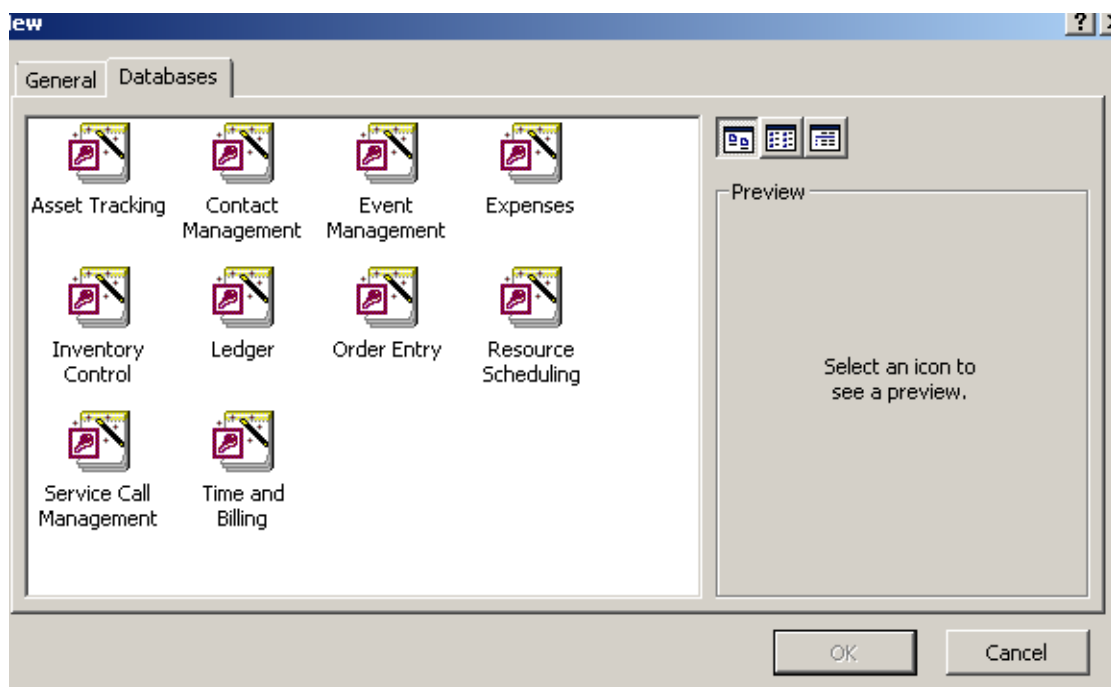
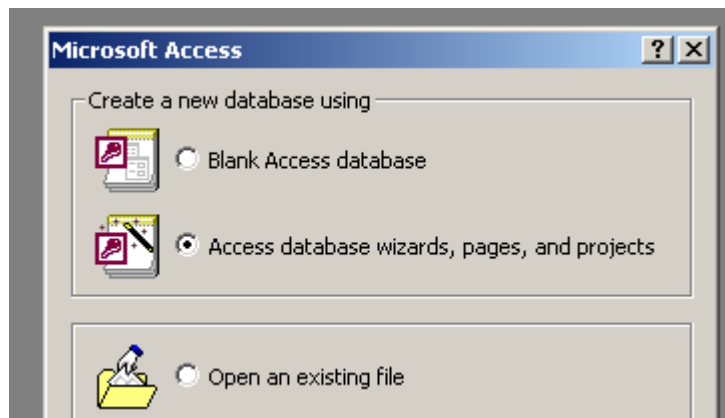
- *Use the wizard to set up a database*
- *Create a table*
- *Set a Design*
- *Create Custom Database*
- *Add a Primary key*
- *Add Data*
- *Navigate*
- *Rename a Field*

*Save and Print out this lesson so that you can work alongside it by practising the techniques it as we go.*

Open up **Access 2000**

## Database Wizard

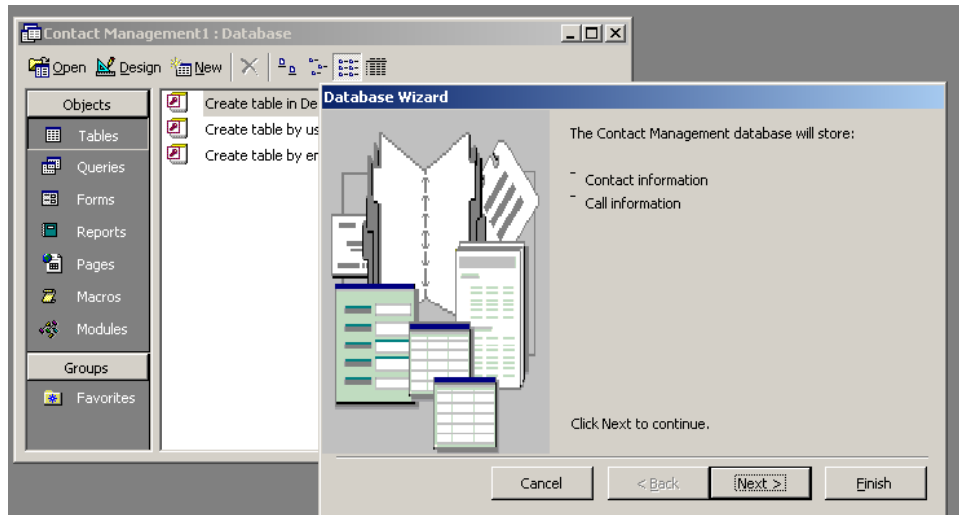
Create a new database by choosing Database Wizard.



Choose the database closest to what you need for example. **Contact Management**

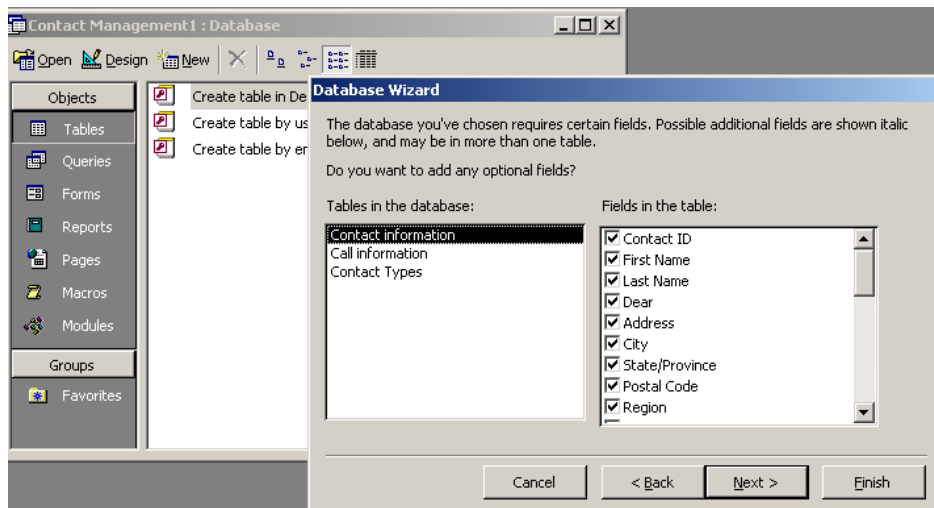
Simply follow the wizard prompts. **Access 2000** will first ask you to name the document, note that databases have a .mdb name for them.

Give your database the name Contact Management and then click on Create. When you have done that two screens appear, one is the database window to create tables, forms, reports, queries, and modules. The other is the wizard. Follow the prompts on the wizard.



Click on Next

## Create a Table

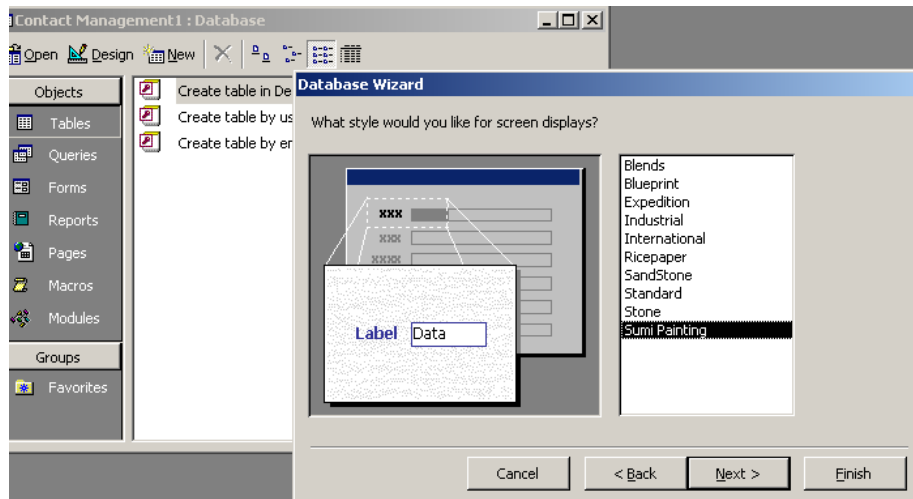


From here you can choose which table you want Contact Information, Call Information or Contact Types, we will choose Contact Information. Tick all of the extra boxes for the fields that you need.

Do the same for Call information and Contact Types if these are what you have chosen. **Access 2000** will not allow you to un-tick the boxes. So you must go with these choices. Click on Next.

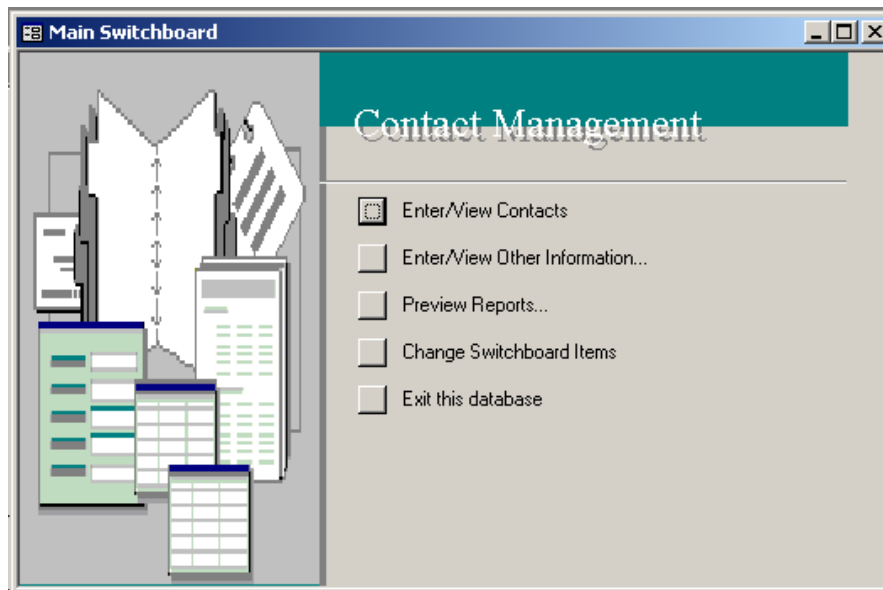
## Design your Table

**Access 2000** will then prompt you to choose a design for all of your screen displays, chose a design and click on next. Click on next and do the same for your forms and reports. If you click on a design **Access 2000** will give you a preview of the style.



Click on next, and **Access 2000** asks you what you want to name the Title of the database, leave the suggested name and click on next. **Access 2000** also asks you if you want to include a picture, leave this blank for now.

Click on next and **Access 2000** asks you if you want to start the database. Click on yes start the database. And the database is created for you it will start with the Switchboard screen.



Click on Enter/View Contacts and you are able to enter your contacts. On the form provided. **Access 2000** has done all of the work for you, with the Wizard.

Using the Wizard is quite limited, as you cannot chose the fields you want to use. This is fine if you want the wizard's fields, but for some a more custom database is required.

## Create Custom Database

Here I will show you how to design your own database.

Go to your documents and delete the database you have just created.

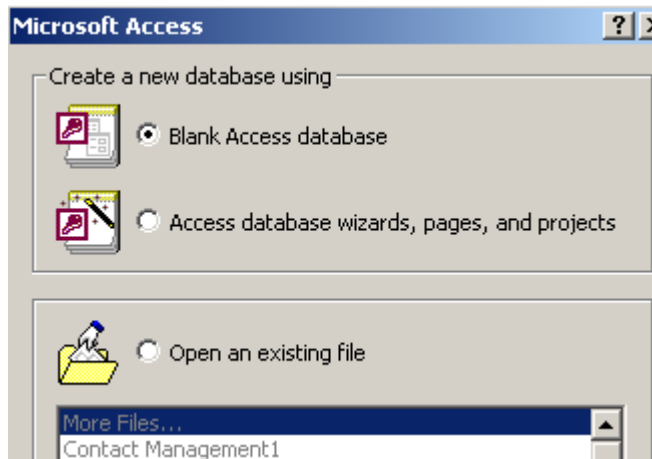
Databases take up a lot of memory on your PC.

Remember it will be a .mdb file entitled Contact Management.

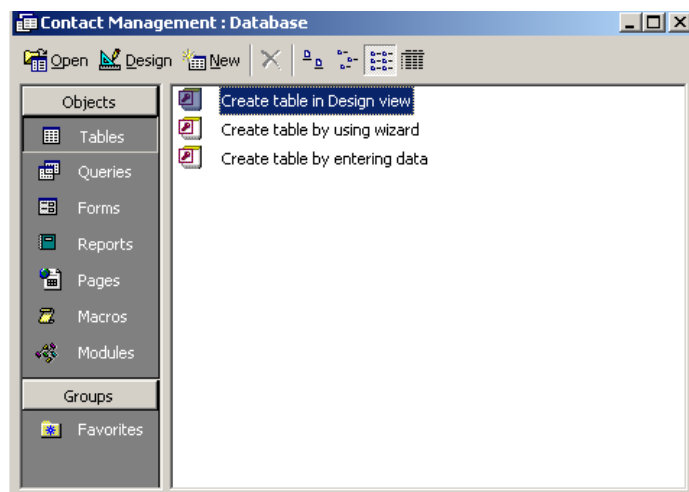
In order to delete any file it must not be open when you delete. If you try to delete whilst it is open, you will get a prompt asking you to close the program. Close **Access 2000** first.

Open up **Access 2000**

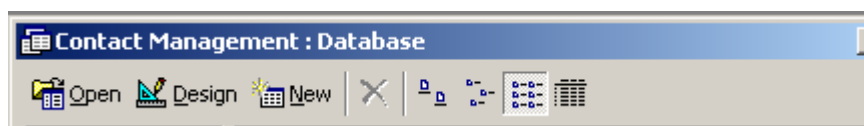
Chose New blank Database this time.



Give your database a name like Contact Management and Click on Create. You will then see the database window.



Looking at the toolbar at the top of this menu. You will see various tool buttons.



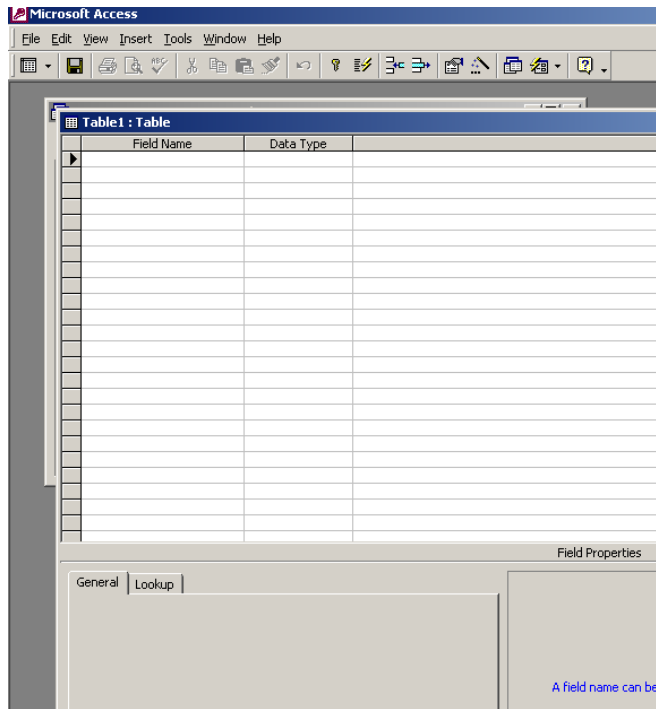
Open:- which will open up a table, form, query, report or module.

Design:- where you can design your custom table

New:- Where you create a new table etc.

The other tool buttons are options for how you want the database window to look.

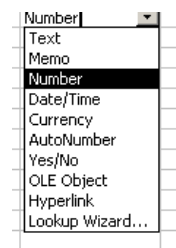
Click on the Design button,  
You are then presented with a screen:



This screen is the design view.  
There are 3 columns: the Field Name, The Data Type and a Blank Column.

In the Field name type in all of the fields that you want to use.

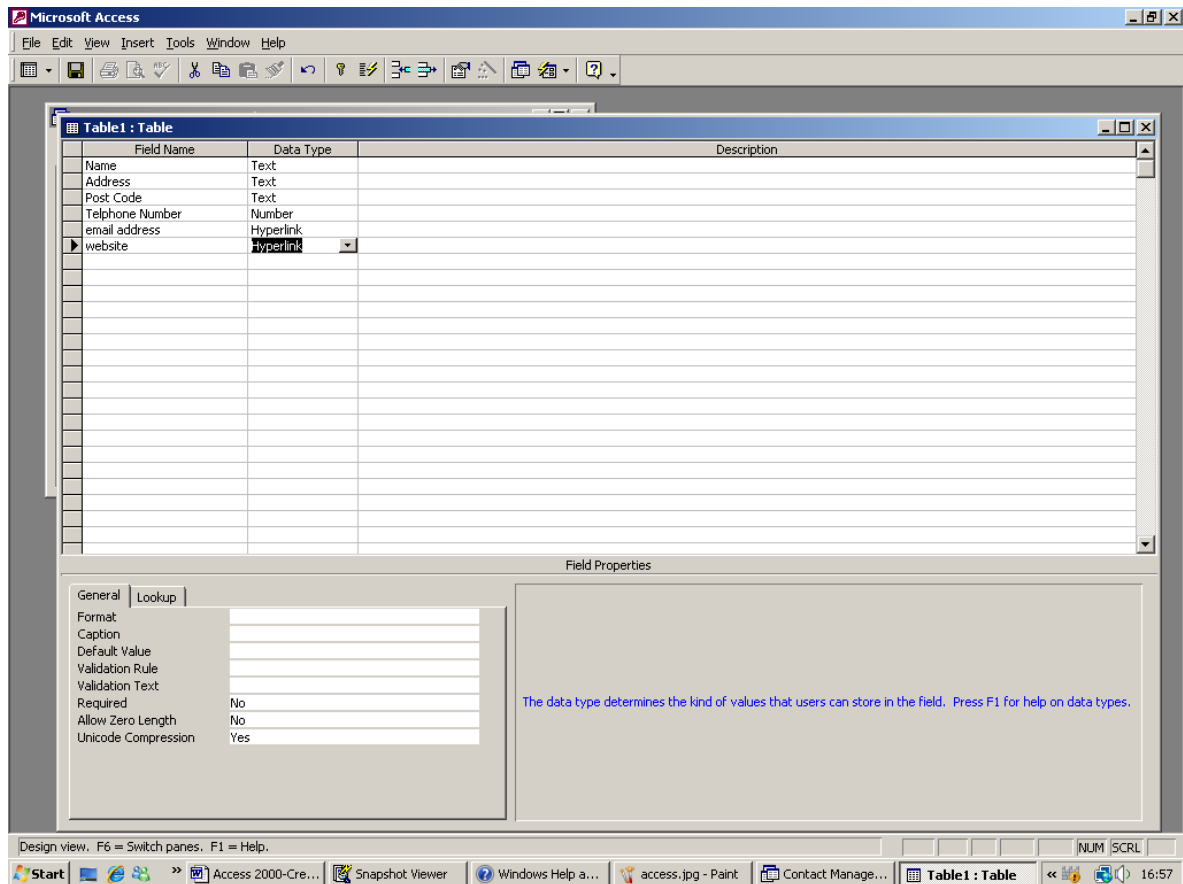
To move onto the next column click on Tab a drop down arrow will appear, giving you options for the Data Type.



On this fly out. There is text, which you tick if you want a text field. Number - for a number field. Date/Time if that is the field that you want. Currency, Auto number useful for counting your entries, a Yes/No option, an OLE Object, which is usually a graph or other object. A hyperlink field, and a look up wizard, which we will not cover in this basic lesson.

As Postcode is both text and numbers, leave it to text, some people even input what the postcode should be (numbers and text) in the Input Mask but I find that this can be limiting and we will not be using the Input Mask in this basic lesson.

Fill in all of your fields that you want and add the appropriate data options. Your design should look something like this.

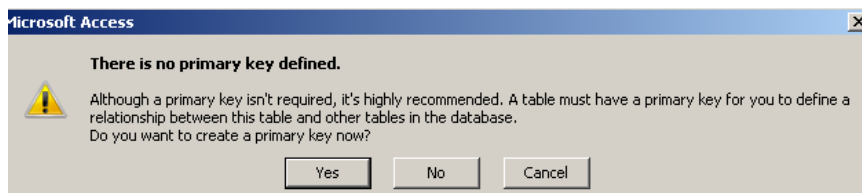


For more advanced databases you would edit the General and Look-Up columns.

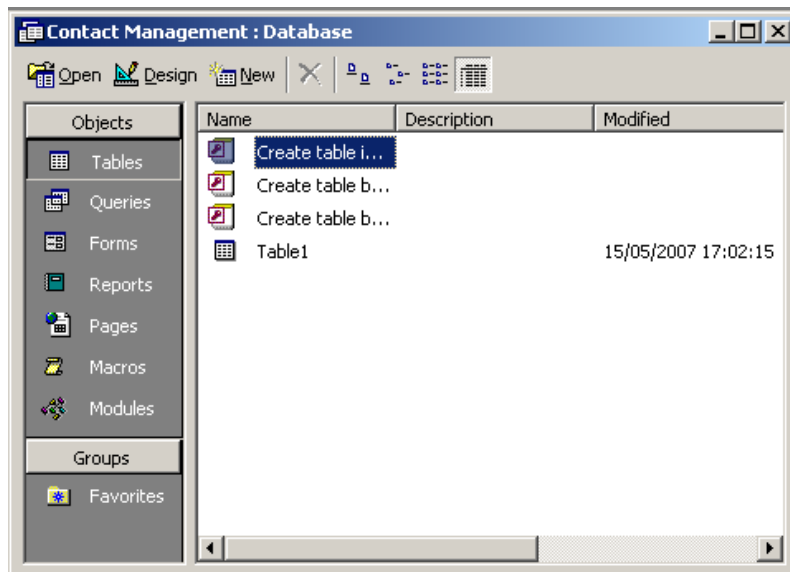
For a basic needs, this database table is fine, i.e. it has all of the fields that we need. We can click on the Close button, and go to Datasheet view by clicking on the cross in the corner.

## Set Primary Key

**Access 2000** prompts us to save the table, once you have done that **Access 2000** then prompts us to create a primary key. Tables cannot be created without this Primary Key so click yes and let **Access 2000** create the key for you.



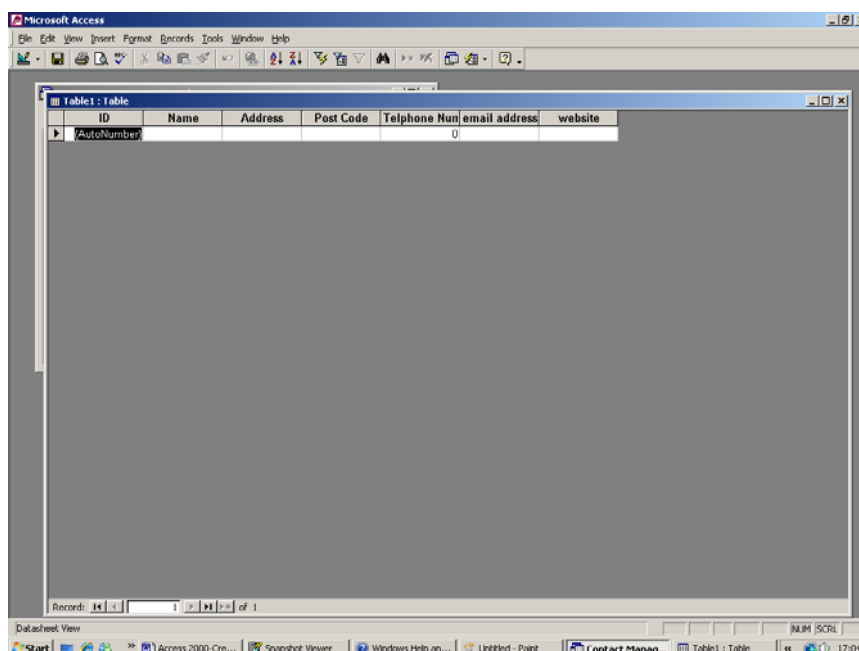
You will now have your first table in the database window.



That is all there is to it, you have created your first database. If you click on the Table 1 icon you will be taken to the Table 1 table in your database you may have named yours differently.

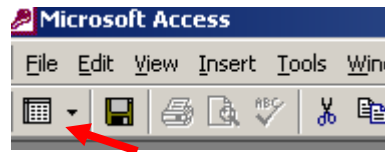
## Add Data

It does not look like a table yet as I have not added any data yet. If you need to go to the design view again, you can switch between the table view and design views by clicking on the design view button in the right hand corner of your table.





To get to Design View  
Click on this icon.



To get to Table View, click on this icon.

## Navigate

To navigate around your table, you press Tab to go to from one field to another.

Or you can use your arrow keys. To enter text in a field you will need to click into that field before you type.

**Access 2000** will change the primary key field automatically.

## Rename Field

If you need to rename a field/column, click on the field heading in the datasheet view and just type in the correct fieldname once it becomes selected.

Table1 : Table			
	ID	Name	Address
		1	
*	(AutoNumber)		

Fieldname ready for editing.

**Access 2000** will automatically change the fieldname in the design view for you and vice =versa. You can delete a field only in the design view. You can amend the order of your fields in the design view or query grid views only.