Creating a Database
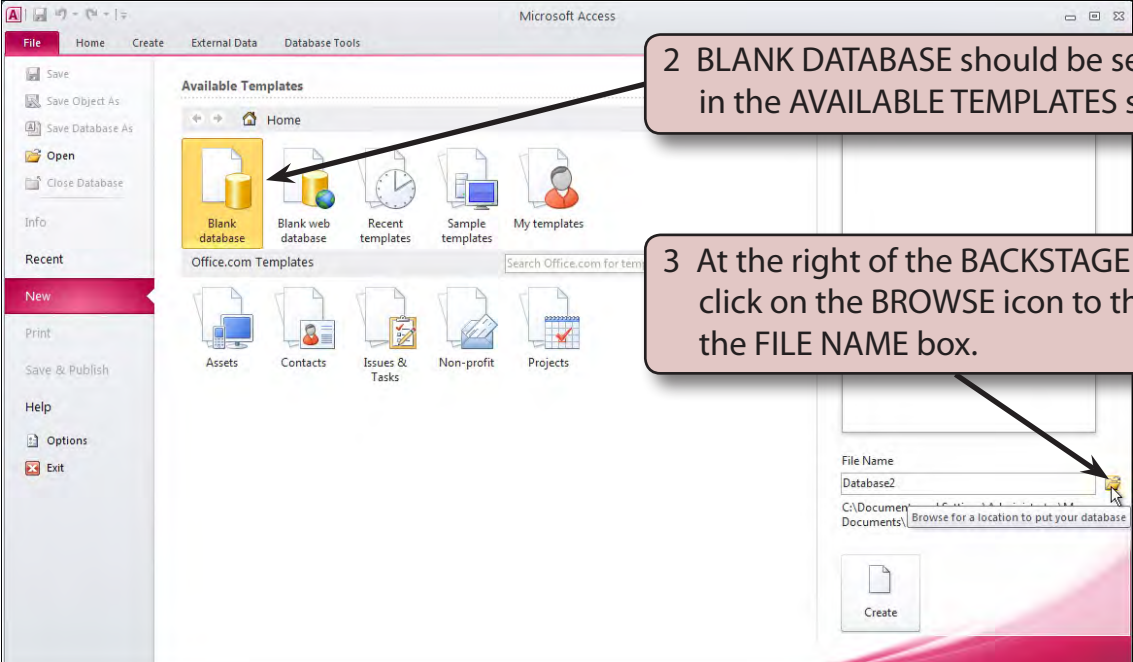
When creating a database the FIELD NAMES are entered followed by the DATA TYPE that each field will contain and its FIELD LENGTH. The DATA TYPE indicates the type of data that will be entered into the field. Examples of field types include: TEXT, NUMBER, DATE and CURRENCY.

An Access database is made up of **TABLES** where you enter the data, **QUERIES** where you ask questions of the data, **FORMS** where you make the data easier to view and edit, and **REPORTS** where you print the data.

Saving a New Blank Database

Microsoft Access saves your data as you enter it, so the file needs to be saved before you start entering data.

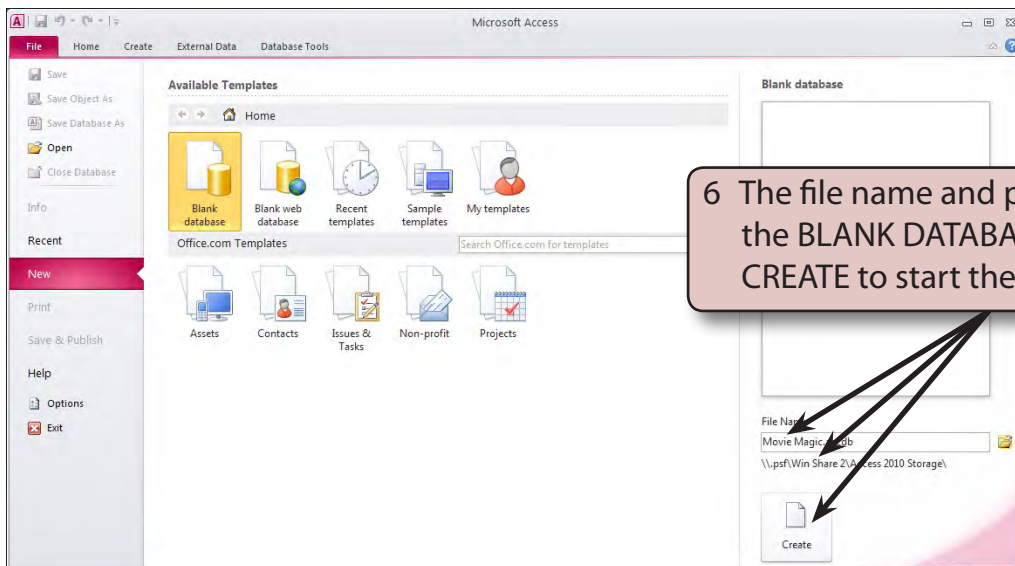1   Load Microsoft Access 2010 and you should receive the BACKSTAGE VIEW screen.

2 BLANK DATABASE should be selected in the AVAILABLE TEMPLATES section.

3 At the right of the BACKSTAGE VIEW click on the BROWSE icon to the right of the FILE NAME box.
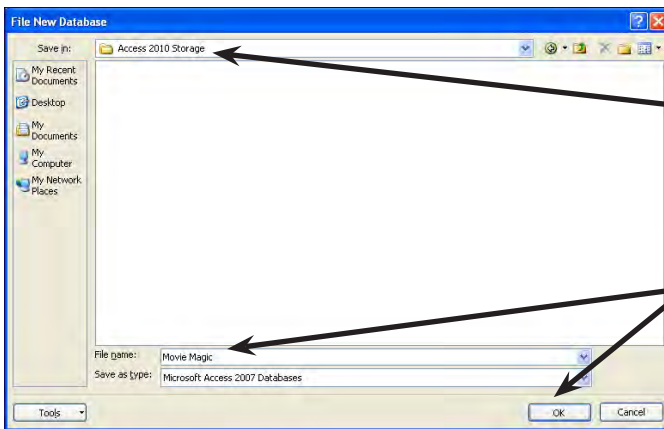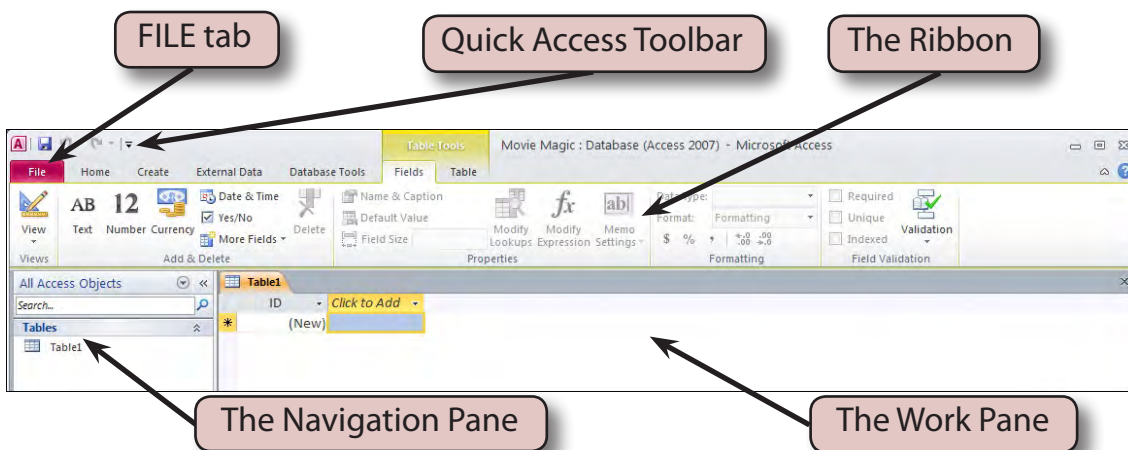
4 Set the SAVE IN box to your STORAGE folder.

5 Enter the FILE NAME:

    Movie Magic

and click on OK.

6 The file name and path are added to the BLANK DATABASE pane, click on CREATE to start the database.

7   The Access screen is labelled in the following diagram.

FILE tab

Quick Access Toolbar

The Ribbon

The Navigation Pane

The Work Pane

Creating a Table

All the data in a Microsoft Access database is stored in tables. The one database can have many different tables, but each table should concentrate on the one subject. For example, the products that a company sells or the customers that the company has. The **ROWS** in the table represent the **RECORDS** of the database. The **COLUMNS** represent the **FIELDS**.

A   Naming the Table
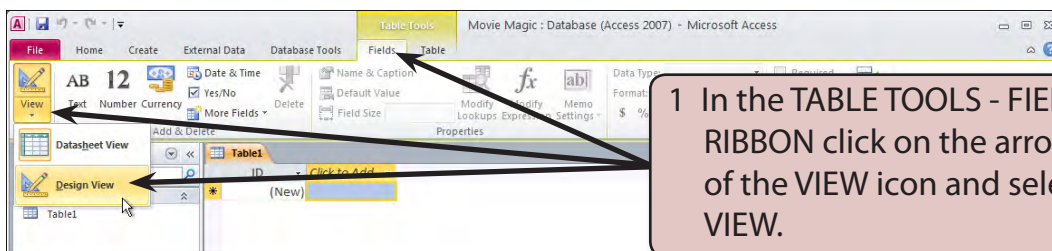
1 In the TABLE TOOLS - FIELDS tab of the RIBBON click on the arrow at the base of the VIEW icon and select DESIGN VIEW.
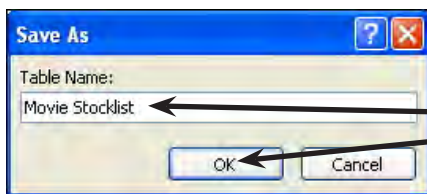
2 Enter the Table Name:

Movie Stocklist

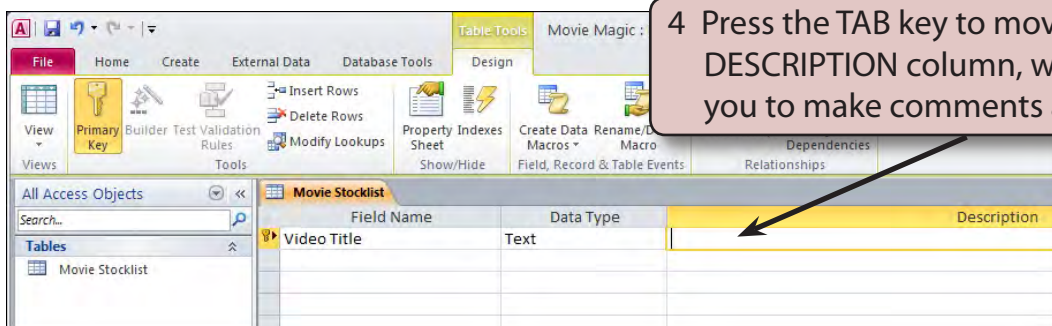and select OK.

B   Entering Text Fields

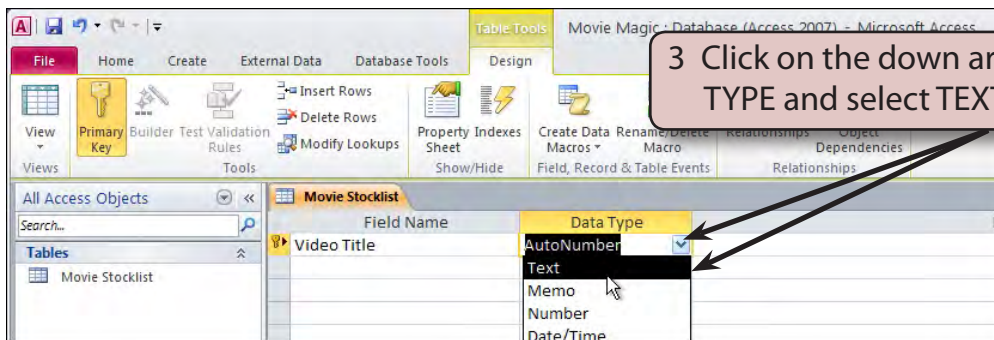Fields are the categories or sections into which the data is divided. You can type the field names directly into the Work pane area like you would in a spreadsheet. However, usually you will want to set the field types and formats so it is better to enter the table in DESIGN VIEW.
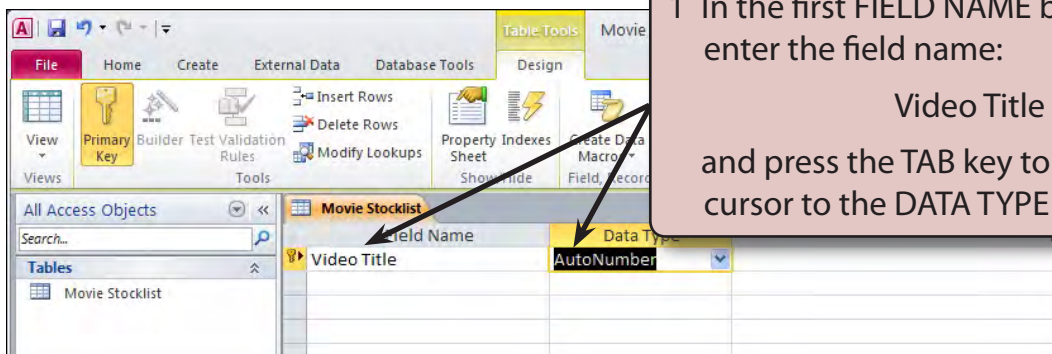
1 In the first FIELD NAME box (or cell) enter the field name:

Video Title

and press the TAB key to move the cursor to the DATA TYPE column.

> **NOTE:** **DESIGN VIEW allows you to enter the field names, their data type (for example, text, number, date/time, etc.) and to make comments to remind users about what the field stores.**

2   In the DATA TYPE column you will be provided with the AUTONUMBER TYPE as the program is expecting a record number or code number field. In this case we are creating a simple database so the field will need to be set to TEXT.

3 Click on the down arrow next to DATA TYPE and select TEXT.

4 Press the TAB key to move to the DESCRIPTION column, which allows you to make comments about the field.

> **NOTE:** **The comments entered in the DESCRIPTION column are displayed in the status bar at the bottom of the screen when the field is selected. This section of the field definitions is optional and we will leave it out for this first database.**