After completing this lesson, you will be able to:

- Create a database.
- Create a table using the Table Wizard.
- Create and modify a table in Design view.
- Add fields to tables.

(continued)

After completing this lesson, you will be able to:

- Add and edit records.
- Move and delete fields.
- Delete records.

Creating a Database

To create a database

1. If Access is not already open, point to All Programs on the Windows XP Start menu and click Microsoft Access. In the New File task pane, click the Blank database option.

   Or

   If Access is already open, click the New button on the Database toolbar to display the New File task pane, then click the Blank database option.

   (continued)

Creating a Database

To create a database *(continued)*

2. In the File New Database dialog box, click the Save in down arrow to navigate to the location where you want to save the new database.

3. In the File name box, type the name of the new database and click Create.

Creating a Table Using the Table Wizard

To create a table using the Table Wizard

1. On the Objects bar, click Tables.
2. Double-click Create table by using wizard.
3. Click the Business or Personal option.
4. Click a sample table, click the fields that you want to add to the table, and then click the > (Add) button for each field.
5. Click Next.
6. Type a name for the Table and click Next.
7. Click Finish.

Creating a Table in Design View

To create a table in Design view

1. On the Objects bar, click Tables.
2. Double-click Create table in Design view.
3. In the Field Name column, click in the first empty cell, type the new field name, and then press Tab.
4. In the Data Type column, click the down arrow and click the data type for the field.
5. Repeat steps 3 and 4 for each new field.

Adding Hyperlinks to a Table

To add a hyperlink to a table

1. With the table open in Design view, click in the Data Type cell for the field where you want the hyperlink, click the down arrow that appears, and then click Hyperlink.

2. On the Table Design toolbar, click the View button. When you are prompted to save changes, click Yes.

   (continued)

Adding Hyperlinks to a Table

To add a hyperlink to a table *(continued)*

3. Click in the first record for the field set to Hyperlink.
4. Type the Web or intranet address.

Adding Fields to Tables

To add a field to a table

1. Display the table in Design view.
2. In the Field Name column, click in the first empty cell, type the new field name, and then press Tab.
3. In the Data Type column, click the down arrow and then click the data type for the field.
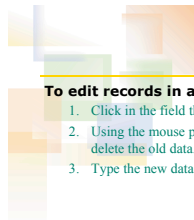
Adding Records

To add a record to a table

1. Display the table in Datasheet view.
2. Click in the first empty record.
3. Enter data using the Tab key to move from field to field.

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Editing Records

To edit records in a table

1. Click in the field that you want to edit.
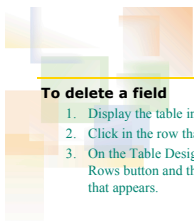2. Using the mouse pointer or keyboard keys, delete the old data.
3. Type the new data.

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Moving Fields

To move a field

1. Display the table in Design view.
2. Click in the row for the field that you want to move and then click the row selector to the left of the row.
3. Drag the row to its new location.

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Deleting Fields

To delete a field

1. Display the table in Design view.
2. Click in the row that you want to delete.
3. On the Table Design toolbar, click the Delete Rows button and then click Yes in the alert box that appears.

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Deleting Records

To delete a record

1. Display the table in Datasheet view.
2. Click in the record that you want to delete.
3. On the Table Datasheet toolbar, click the Delete Record button and then click Yes in the alert box that appears.

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