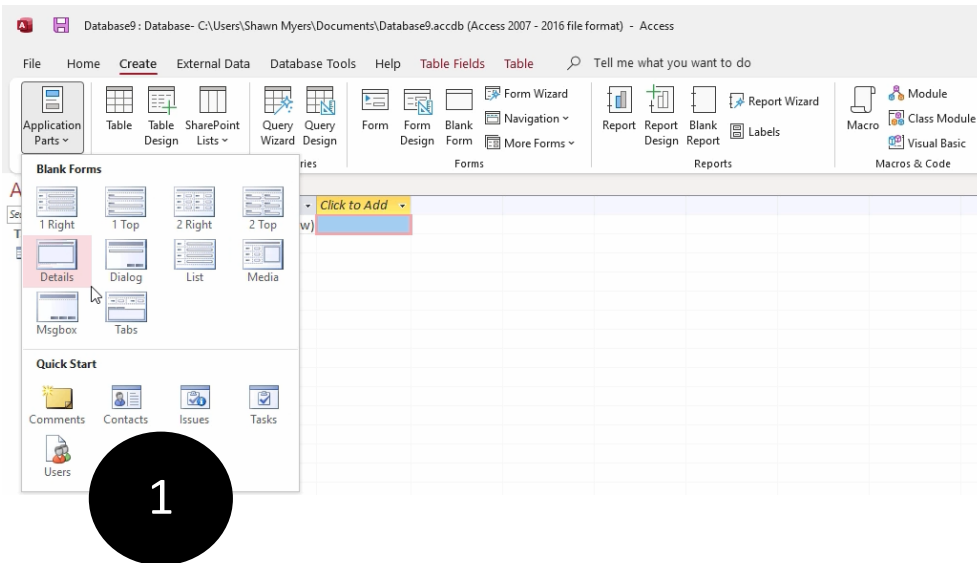


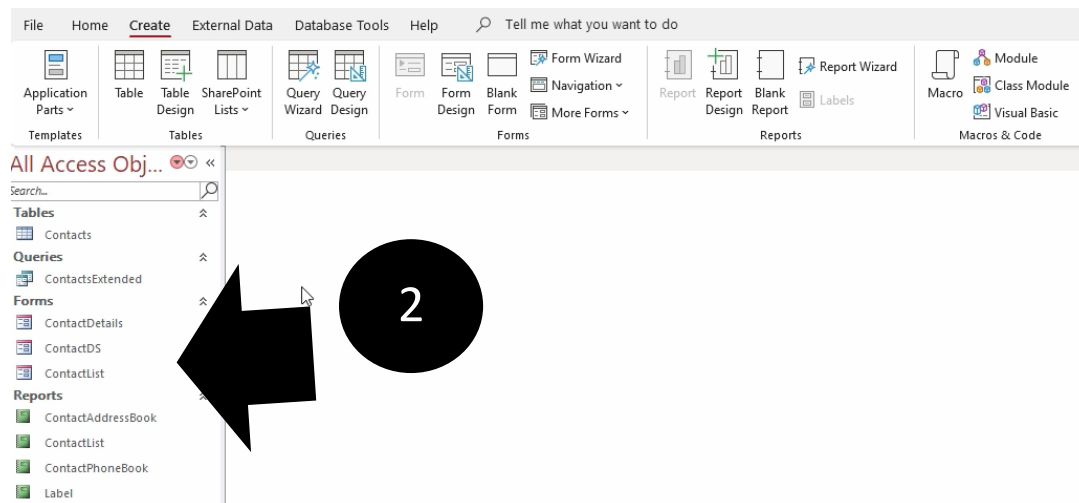
Lesson 2: Create and Modify Tables

1. Go to the Create tab, then click on the Applications Parts drop-down list from the Templates Group. Go to Quick Parts and choose Contacts.

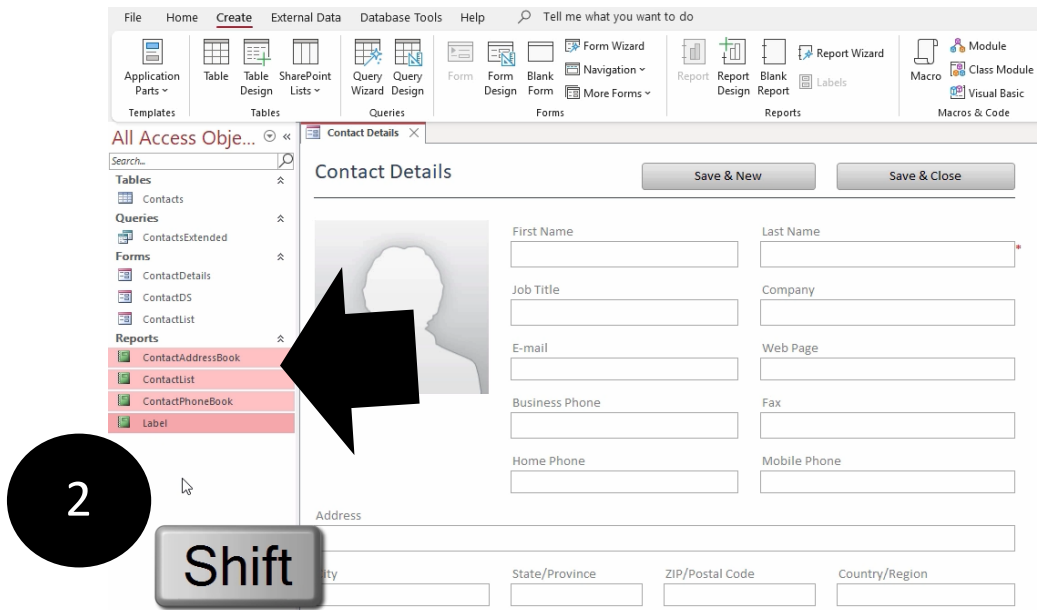


2. You may be prompted to close any tabs that are open; Click yes, then click Enable Content.

You will see that a table was created along with other Objects you might want to include in the database. Click on each Object to see what it looks like, then delete whatever it is that you don't need.

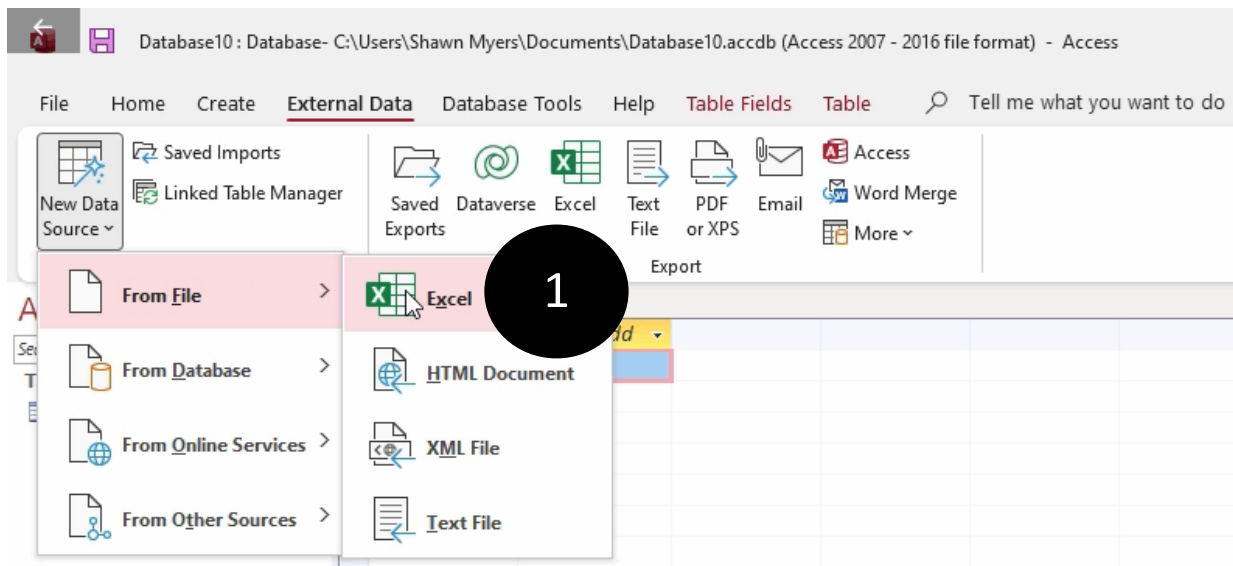


- Let's say that we don't need to include any Reports. You can click on the first Report, hold down the Shift key, click on the last report, and then press the Delete key.

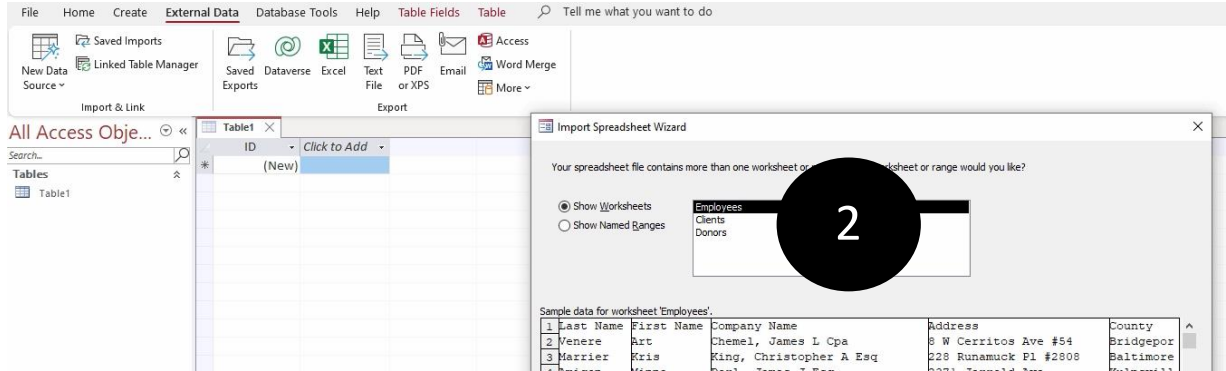


Importing Excel Files

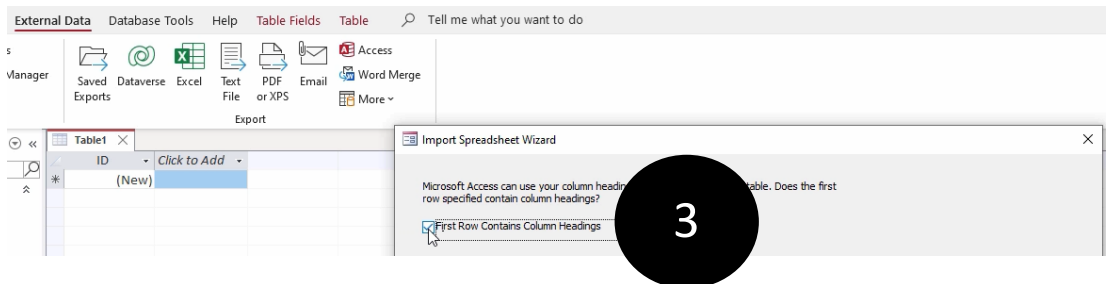
- Open a blank database. click on External Data, New Data Source, from file, Excel.



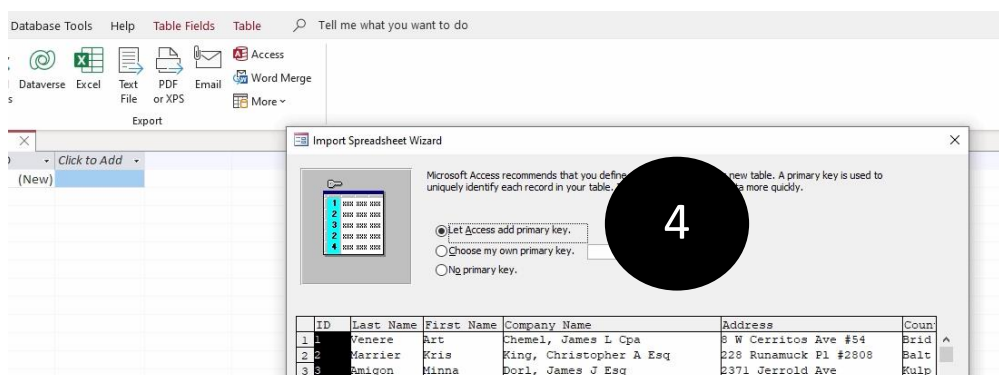
2. You will then be prompted to locate the file that you want to import. Click on the Browse button and double-click on the file. Click OK and then you see the worksheets that are on the file. Let's start with the first one, which is Employees.



3. Click Next, and let's check off where it says, "First Row Contains Column Headings". You will then be given the option to make any changes to the Field Headings.

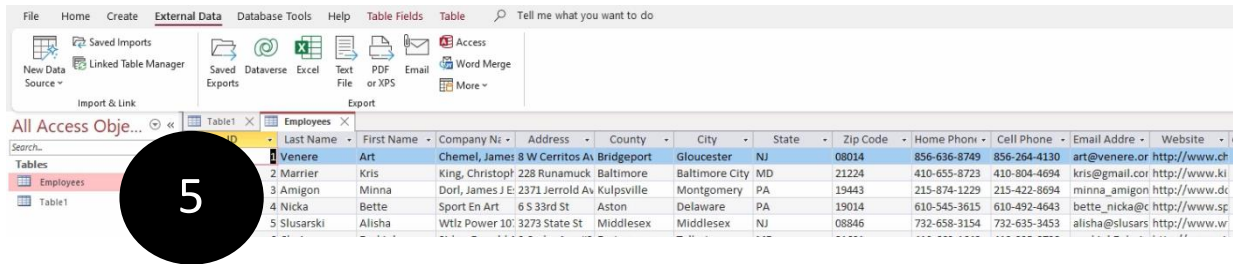


4. Let's keep the current settings and click "Next". You will then be asked about creating a Primary Key, which is something that uniquely identifies each record in the Table. For this database, let us use a Primary Key that will be created for us, because each record will be uniquely identified by a number. Click "Next".

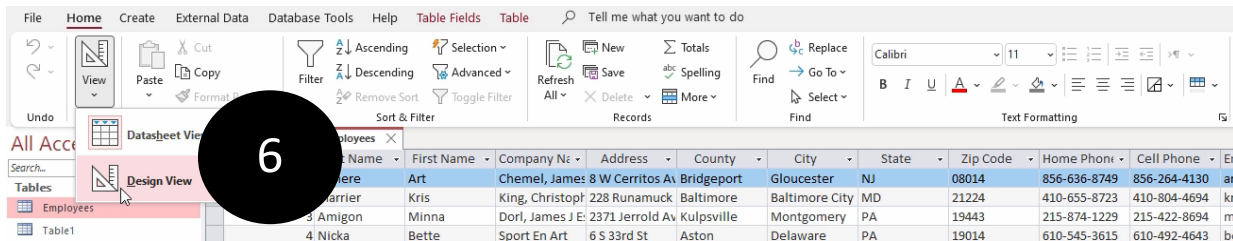


For this database, we don't need to save the steps; so click on "Close".

5. Double click on "Donors" to open the Table; and you'll see all the entries. Right now, the Tables is in what is called Datasheet View.

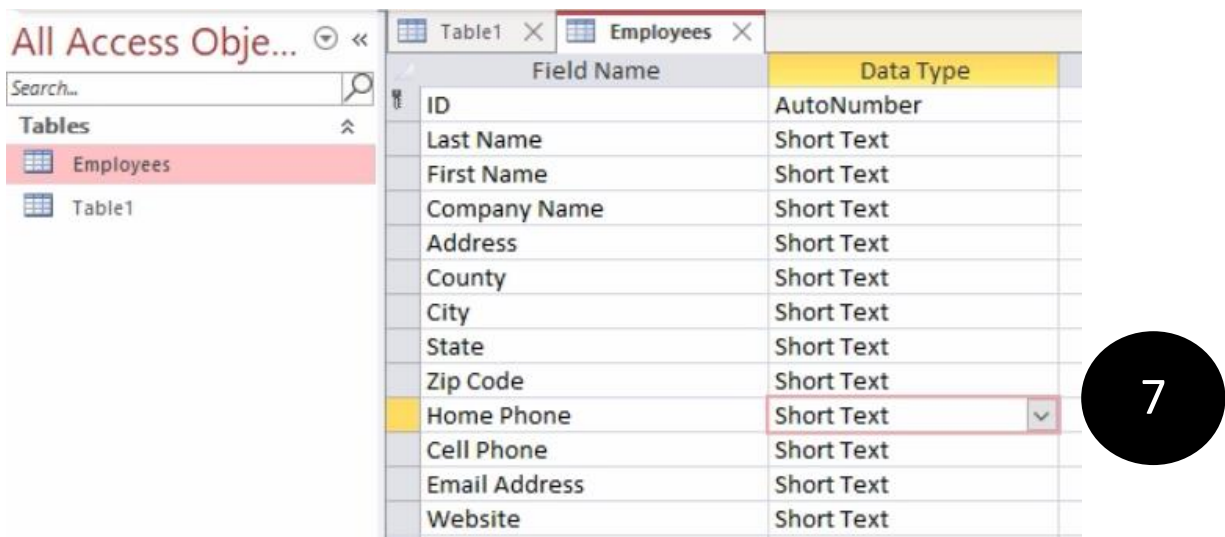


6. When you go to the Home tab, and then click on "View", you will see another option called Design View.



This allows you to add more Fields and control the way the records are formatted by assigning was called a Data Type.

7. Click on the Data Type next to the phone number. Each Data Type can be customized using options under what is called "Field Properties"



8. We can then click on what is called an Input Mask, which allows you to apply a format every time a record is entered into the database under that Field. We can click on the ellipsis next to the Input Mask and you will see a phone number input mask. Click Finish.

The screenshot shows the Microsoft Access interface. At the top, the 'General' tab of the 'Lookup' property sheet is visible, with 'Input Mask' set to an empty field. A large black arrow points from this area down to the main workspace. In the workspace, the 'Employees' table is open, showing a list of fields and their data types. The 'Home Phone' field is selected, and its data type is 'Short Text'. An ellipsis button next to the data type is highlighted with a red box and a black circle containing the number '8'. The 'Input Mask Wizard' dialog box is open, displaying a list of input masks. The 'Phone Number' mask, with the format '(206) 555-1212', is selected and highlighted with a black circle containing the number '8'. The 'Try It:' field is empty. The 'Finish' button is highlighted in blue.

Field Name	Data Type
ID	AutoNumber
Last Name	Short Text
First Name	Short Text
Company Name	Short Text
Address	Short Text
County	Short Text
City	Short Text
State	Short Text
Zip Code	Short Text
Home Phone	Short Text
Cell Phone	Short Text
Email Address	Short Text
Website	Short Text

Input Mask Wizard

Which input mask matches how you want data to look?

To see how a selected mask works, use the Try It box.
To change the Input Mask list, click the Edit List button.

Input Mask: Data Look:

Phone Number	(206) 555-1212
Social Security Number	831-86-7180
Zip Code	98052-6399
Extension	63215
Password	*****
Long Time	1: 12:00 PM

Try It:

Edit List Cancel < Back Next > Finish