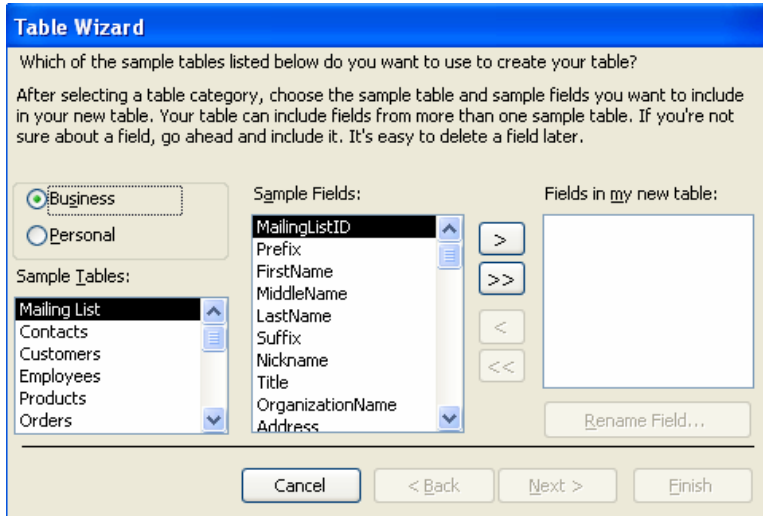


Access 2003: Creating Tables

Creating a Table Using the Wizard

Use **Tables>New>Table Wizard**. Click on OK.

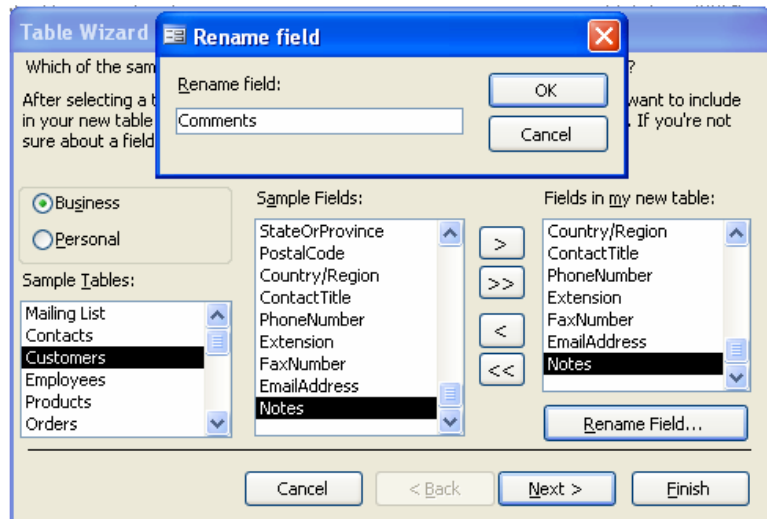


You will see the Table Wizard box. **Choose a Sample Table** in the left column. **Choose sample fields** in the middle column. Move fields from the middle to the right column.

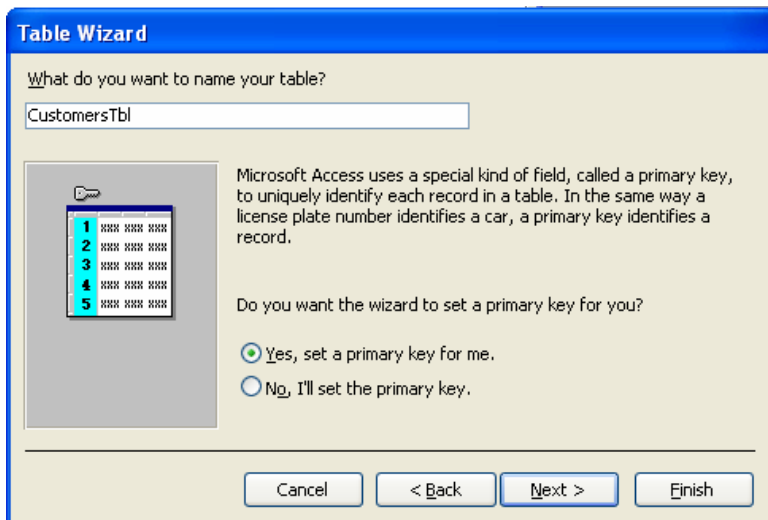
Use > to send the selected field over.
Use >> to send all the fields over.
Use < to send the selected field back.
Use << to send all the fields back.

You can include fields from more than one table to create your own table. Click on another table and send those fields over if you want.

Select a field and click on the **Rename Field** button if you want to change the name. Notice that there are no spaces in the field names. Here's an example of renaming "Notes" to "Comments."

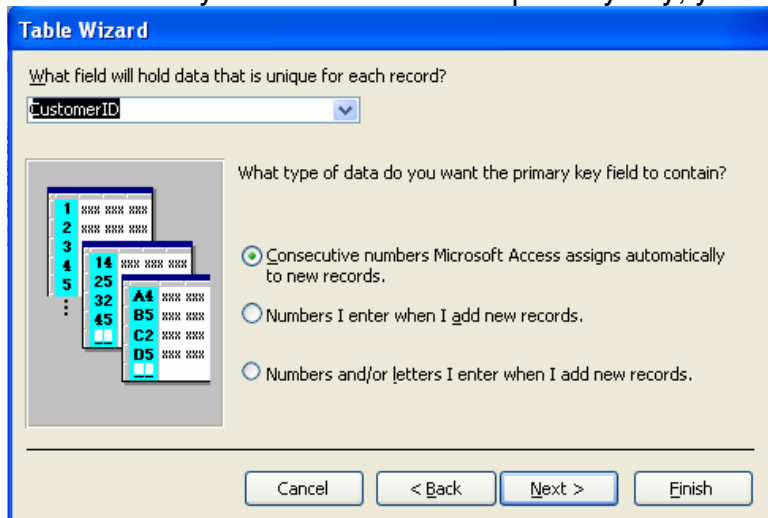


Click on **Next**.

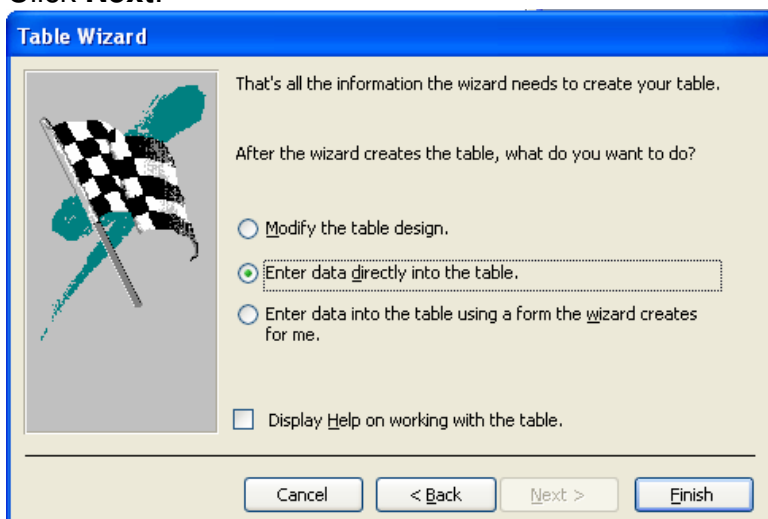


Name the table. You may want to include “Tbl” at the beginning or end of the name to signify that it is a table. Make sure that either you or the computer set the primary key.

Click **Next**. If you choose to set the primary key, you will get this dialog box.



From the dropdown, you can **choose which field will make a record unique**. You can also choose if the primary key field will be automatically generated numbers, a number field, or an alphanumeric field. Click **Next**.



You can enter information directly into a table or with a form that a wizard has created.

	Customer ID	Company Name	Contact First Name	Contact Last Name	Company/Department	Billing Address	City	State/Province
▶	{AutoNumber}							

OR

Customer ID

Company Name

Contact First Name

Contact Last Name

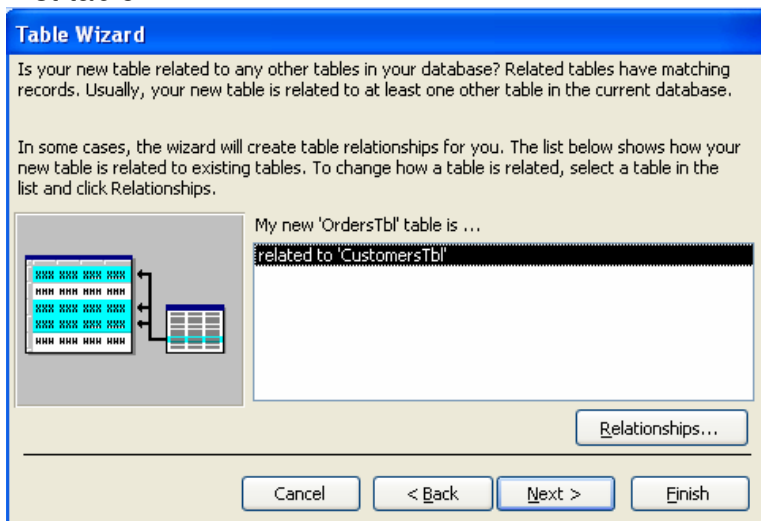
Company/Department

Billing Address

If you want to keep using the form, you will need to save it.

Making an Additional Table

When you create another table, you will be asked if the second table is related to the first table.



In this case, the Orders table is related to the Customers table. If you click on the Relationships button, you will be asked how the tables are related.



In **Customers** table, the **CustomerID** field is the **primary key** and the **parent** in the relationship. In the **Orders** table, the **CustomerID** field is **foreign key** and the **child** in the relationship. So this is similar to **one parent having many children**. The answer is one record in Customers will match many records in Orders.

Click **OK** to get back to the Table Wizard.
Click **Next** and finish the wizard.

Find Data in a Table

When a table is open & revisions are planned, use the Find dialog box to quickly find the correct record.

You can get the Find dialog box using **Edit>Find**, or clicking the **Find** button .

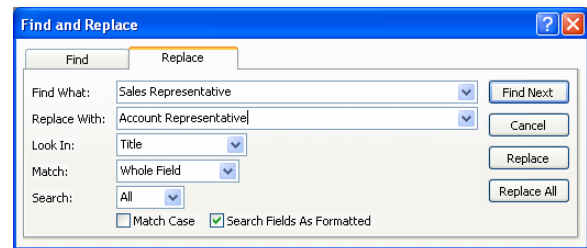
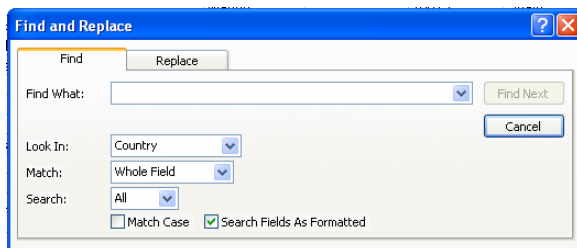
If you are only going to make revisions in one field, such as a new telephone area code, click in that column.

Use **Edit>Find**.

In the **Find What** box, type the word, phrase, or number you are seeking.

Click **Find Next** to find it.

Use **Match** and choose **Any Part of Field**, **Whole Field**, or **Start of Field**.



You can also use **Edit>Replace** or click on the **Replace** tab. This gives you a dialog box with the choices of finding & replacing 1 or all incidents. If the table holds a list of employees whose title is changing from Sales Representative to Account Representative, you might want to find & **Replace All** incidents or choose as you go through the table.

Sort Fields in a Table



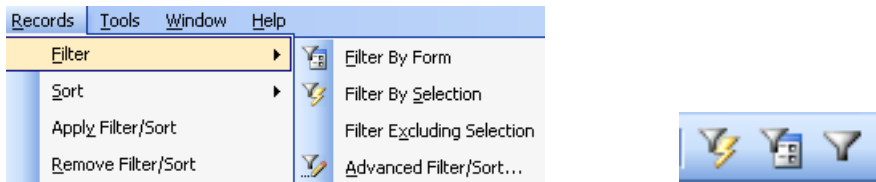
Records can easily be sorted alphabetically in ascending or descending order. To sort records by a field, **place the cursor somewhere in that column** and click on the appropriate sort button.

For example, if you want to sort employees alphabetically by last name, click in the Last Name field or column and **use the A—Z button**.


If you want to sort the prices of parts going from most expensive to least expensive, click on the UnitPrice field or column and **use the Z—A button**.

Filter Fields in Tables

Filtering is used when you want to look at a smaller group of records within a table. Those records usually have something in common and that is what becomes the filter. You can use **Records>Filter** or use the Filter buttons.

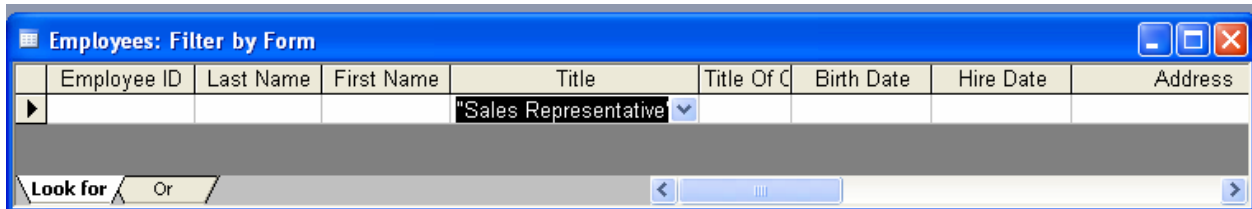


When using  **Records>Filter>Filter by Selection**, only the records that fit your selection will be shown.

To show all the records again, use  **Records>Remove Filter/Sort**. The funnel button should be depressed and clicking on it should bring it level with the other buttons.

When using **Records>Filter>Filter Excluding Selection**, only the records that do not fit your selection will be shown.

When using  **Records>Filter>Filter by Form** you can choose from multiple fields. You can click on the dropdown arrows that appear when you click into the field. Choose from the list since you are searching for specific records. You can use this filter in an “either/or” filter.”



Using **Records>Filter>Filter by Form** can make it difficult to get all the filtering off when you are done with a filter. Make sure that you use **Records>Remove Filter/Sort** before you perform another filter or close the table and don't save any changes between these filters.