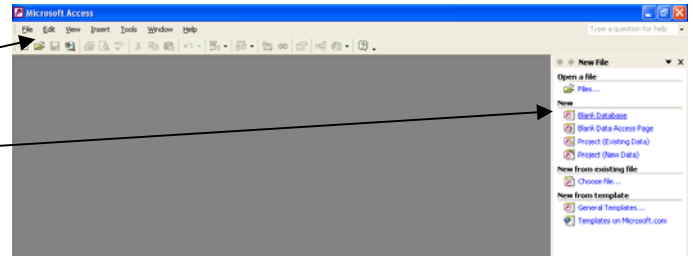


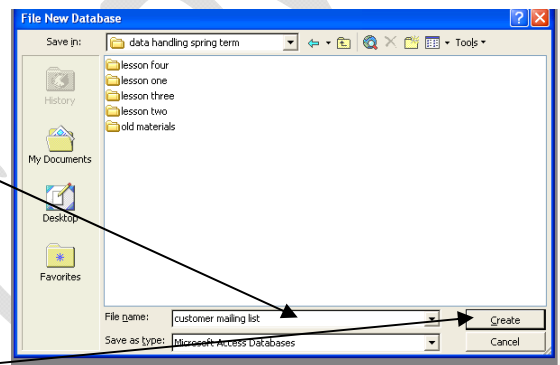
Setting up a basic database in Access 2003

1. Open Access

2. Choose either 'File new' or 'Blank database'

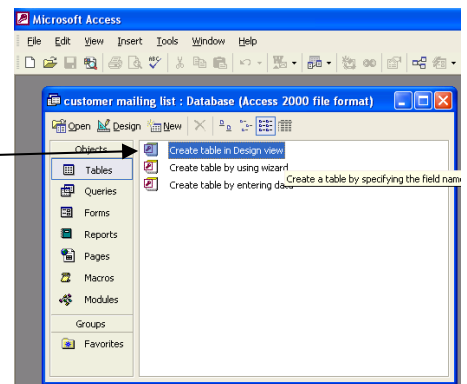


3. Save it to a folder called 'customer mailing list'.



Click 'create'

4. Double click on 'create table in design view'



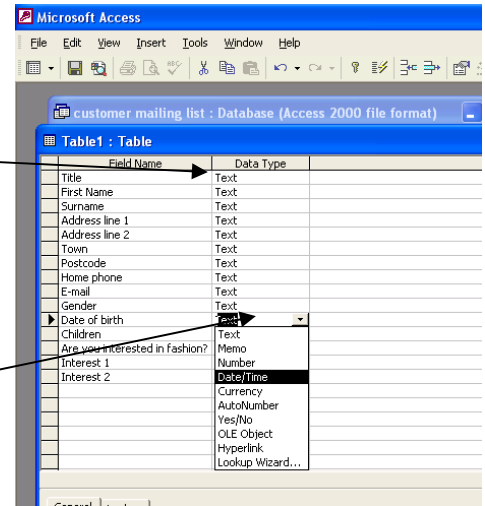
5. Type in the field names shown on the right

Field Name	Data Type
Title	Text
First Name	Text
Surname	Text
Address line 1	Text
Address line 2	Text
Town	Text
Postcode	Text
Home phone	Text
E-mail	Text
Gender	Text
Date of birth	Text
Children	Text
Are you interested in fashion?	Text
Interest 1	Text
Interest 2	Text

6. Most of the fields that you have will use the 'Data type' text. Access defaults each field to text.

However, not all of them should be text – Date of birth should be 'date/time'.

Click into the 'Data Type' column next to 'Date of birth'. An arrow should appear with a pick list. Choose the right data type for this field.



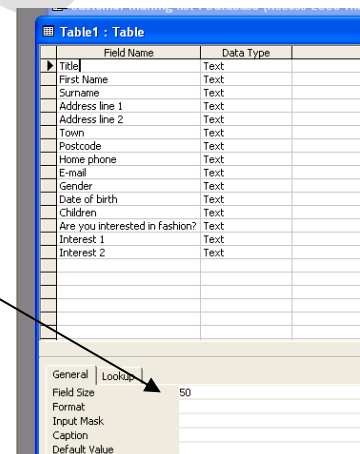
7. Other fields that you might want to change are those with a 'yes/no' option. If you look at the drop down list, you will see there is a 'yes/no' choice.

Note: although you might be tempted to change phone number to 'number' it should be text. The reason for this is because you need a 0 at the start of the phone number. If you choose 'number' then you won't be allowed to add a 0 at the start.

8. Access automatically gives each 'Text' data type field a maximum number of 50 characters that can be entered.

However, most of your fields won't need that much Space. Title is usually 'Mr', 'Mrs', 'Miss' or 'Ms', so this field really only needs a maximum of 4 spaces allowed.

Click into the field called 'title' and the field size box will appear. Click into the 'field size' where it has defaulted to 50 characters and change it to 4.



The reason that we do this, is because if you allow every single 'title' field to store 46 wasted characters, and the same with all of your other fields, the database would become very large.

9. Click into all your other 'Text' fields and think of the most letters you are likely to need for that field. Then change the 'Field size' number to something more appropriate.

10. Save your database and call the table 'customers'. It will ask you if you want Access to assign a primary key – click 'no'

11. You are going to put some validation into your database. Validation tries to stop you entering data that shouldn't be allowed or it can try to make sure that you don't forget to enter data into important fields.

12. Sometimes it is very important that you do not forget to enter data into a field – it might be a problem if you want to contact your customers and find that you don't have their name or address stored.

We are going to make e-mail a 'required' field i.e. you will always be required to enter data into this field – you cannot leave it blank.

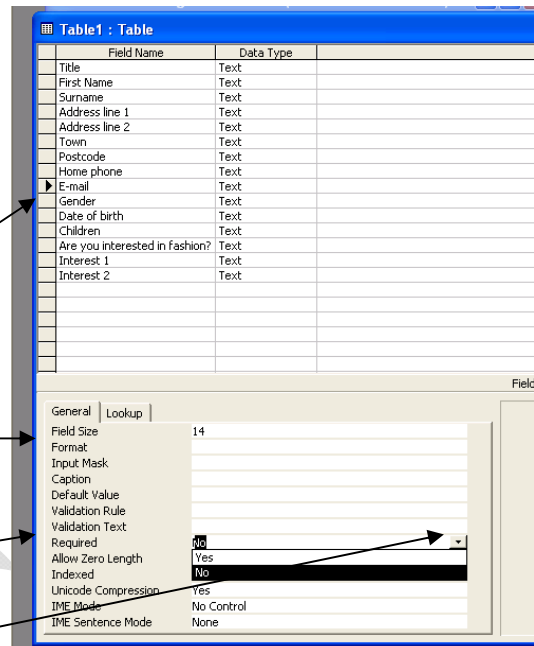
Click into the field called 'e-mail'

This box will appear

Look for 'Required' – at the moment it defaults to 'no'.

Click into 'Required' and an arrow will appear. Choose 'Yes'.

Now, you cannot leave this field blank when you come to enter data.



13. We are going to put some more validation into the database to try to stop mistakes being made when entering data.

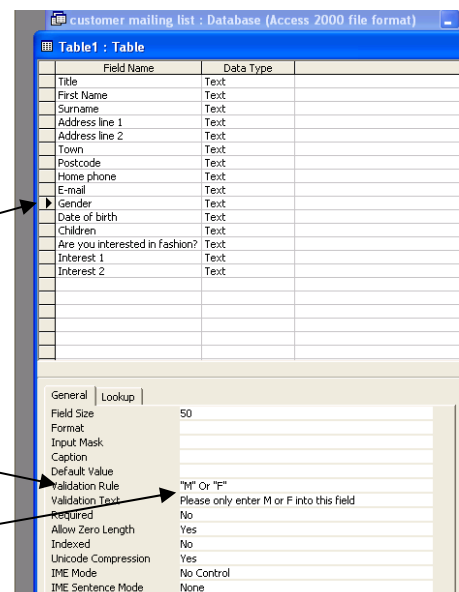
You have a field called 'Gender'. You may have set this to a field size of 2 so that you can enter 'M' or 'F' or you may have set it to 6 so that you can enter 'Male' or 'Female' – either way is fine.

You want to make sure that people can only enter either M or F, or Male or Female. It would not make any sense if they could enter 'S' or 'Cat'! We are going to set up some validation to make sure that they can only enter the right information.

Click into the field called 'Gender'

The box will appear again.

Click into 'Validation rule' and depending on how you set your database up, type either: M or F OR Male or Female (you don't need to put in the speech marks, Access will do that for you).



Access will now not let anyone put in daft data.

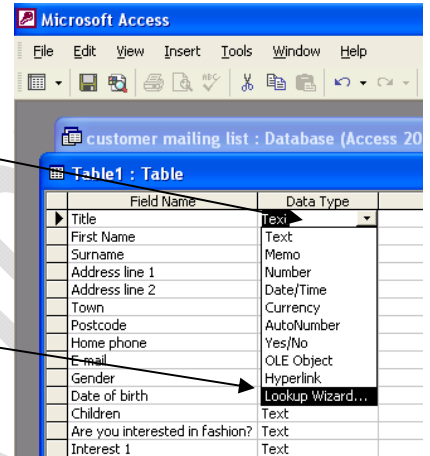
It might be useful to also create an error message so that if someone does put in the wrong data by accident, they will be shown an error message and told what they should enter.

Click into the box called 'Validation Text' and write what the message that you would like to appear.

14. Some things you will find that you type in over and over again. This is a pain as it takes a lot of time to do, and there is the risk that one time you might make a mistake and enter 'Mis' instead of 'Miss'.

Click into the 'data type' area of 'title' field

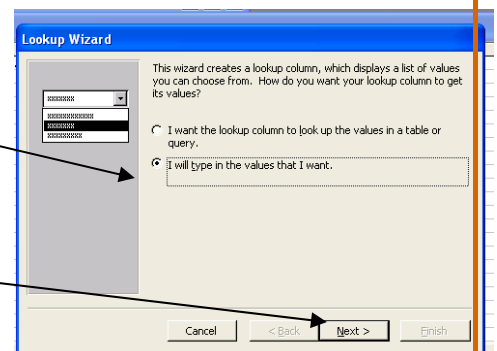
The drop down box will appear. This time, choose 'look up wizard'



This box will appear.

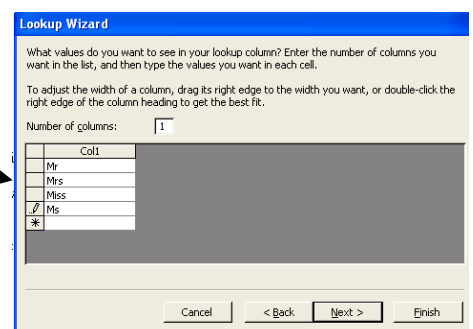
Choose 'I will type in the values that I want'

Click 'Next'



Type in a list of the titles that you want to use

Click 'Next' again and then click 'Finish'



15. Your database is almost ready but we need to do one more thing.

You might get two customers with the same name or you might get three people living at the same address. You need to come up with a way to tell them apart easily. We have a few students at this school with the same name, however, we can easily identify them because everyone has a unique office number.

We are going to give everyone in the database a unique number, then it won't matter if two people have the same name, you will always be able to tell each person apart by their number.

Click onto the grey box at the side of 'title'

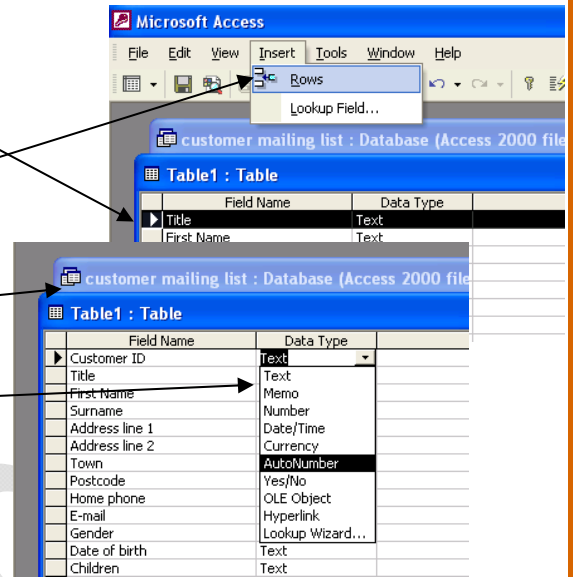
Go to the menu called 'insert' and choose 'rows'

A blank row will appear above 'Title'.

Type in 'Customer ID' into the 'Field Name'.

Choose the data type 'autonumber'

Autonumber means that each time you enter a new record, a number will be automatically given to it.

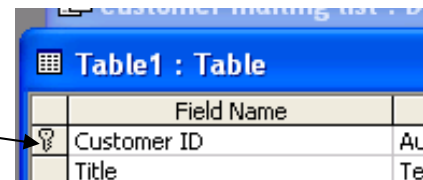
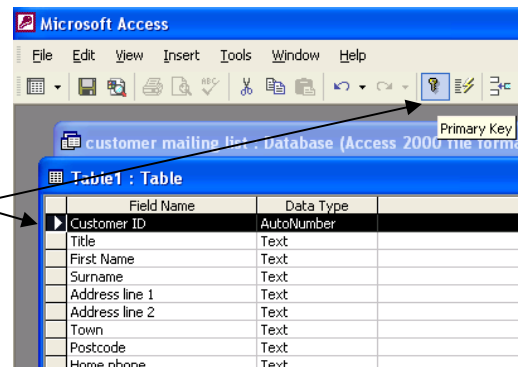


16. We want to make sure however, that no two customers can be given the same number by accident. We need to make 'Customer ID' the 'Primary key'. This means that every single time a number is assigned, it will be different – no two customers can ever be given the same number.

Click onto the grey box by the side of 'Customer ID' to select it

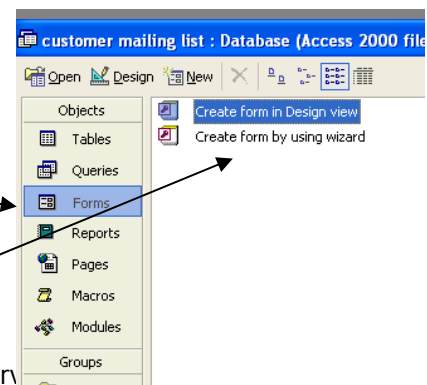
Look for the key symbol on your tool bar and click it.

A little key symbol should appear next to 'customer ID'



Save your table and close it – do not close Access!

Click on 'Forms'



Then double click 'create form by using a wizard'

Click on the >> arrows to put all of the data from the 'available fields' into 'selected fields'

Click 'Next'

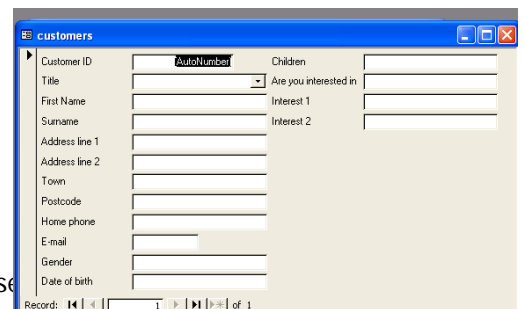
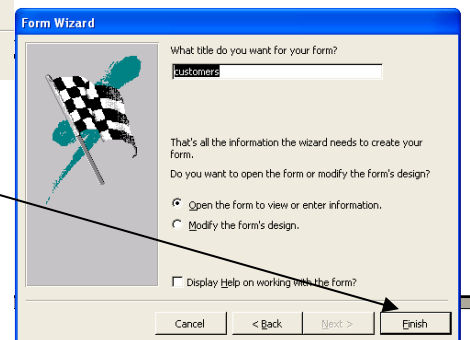
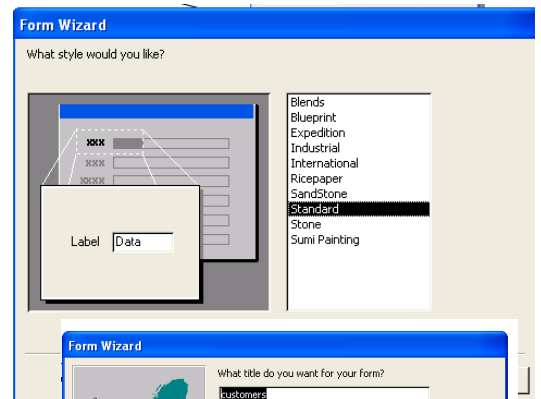
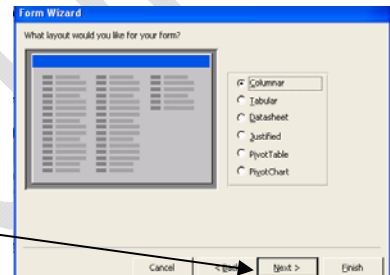
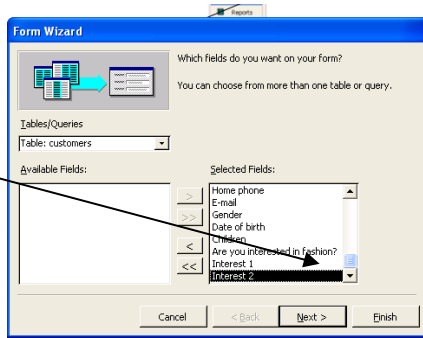
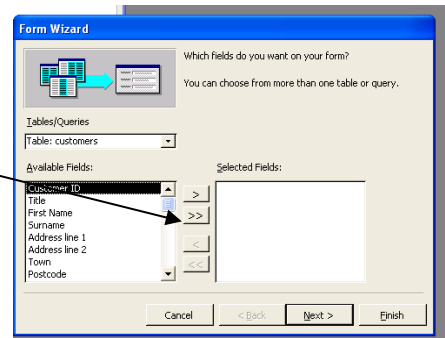
Click 'Next'

You can choose the background for your form on the next screen. Click onto each of the options to find one you like.

When you have picked one, click 'Next' again

Click 'Finish'

You can now use the form to enter your customer details. You can use the 'tab' key to get between the fields or you can click with your mouse.



Do not put a number in for 'Customer ID', as soon as you pick an option from the drop down list next to 'Title' (the one you set up) a number will be automatically assigned.

When you have completed one record and you are ready to enter the data for your next customer, you can either use the 'Tab' key when you are in your last field,

or

you can click on the button at the bottom with an arrow and *

You can see how many records you have completed by looking at the number in the grey area

The number in the white box tells you which record you are looking at

For example, you might have 20 records, but you are looking at number 14

To go back and forward between records, use the arrows

Enter 4 records in your database.

On one record, try to enter something other than M or F (male or female) into the 'Gender' field and see if it stops you by putting up the error message that you set up.

Have a look at the drop down box by 'Title' – can you see all of the options you typed in?

Try leaving 'e-mail' blank on one record and see if it will let you go onto set up a new record – hopefully it will stop you as you set this up to be a required field (cannot be left blank).

You have set up a simple database and added records

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- Save this resource to a school network or VLE
- Republish this resource on the internet

A subscription will enable you to access an editable version, without the watermark and save it on your protected network or VLE

Customer ID	1	Children	no
Title	Mr	Are you interested in	yes
First Name	John	Interest 1	sking
Surname	Smith	Interest 2	motorbikes
Address line 1	8 Field Cottage		
Address line 2			
Town	Southam		
Postcode	CV45 2TR		
Home phone	01926 654343		
E-mail	john@aol.com		
Gender	m		
Date of birth	09/12/1982		

Customer ID	2	Children	
Title		Are you interested in	
First Name		Interest 1	
Surname		Interest 2	
Address line 1			
Address line 2			
Town			
Postcode			
Home phone			
E-mail			
Gender			
Date of birth			