

To Create a Table in Design View

When viewing a table in **Datasheet view**, the data appears in a collection of rows and columns, similar to a spreadsheet. Access 2007 has added capabilities to Datasheet view, so that you can use this view to create a table, that is, to specify the fields and data types contained in the table. However, another view, Design view, allows you more options during the process of creating a table. In **Design view**, you can use an upper pane to specify field names and data types, and a lower pane to specify additional properties for the fields. You also can designate your own primary key in Design view. In this section, you will use Design view to create a table. When you first create a database, however, Access creates an initial table and displays it in Datasheet view (Figure 1–26).

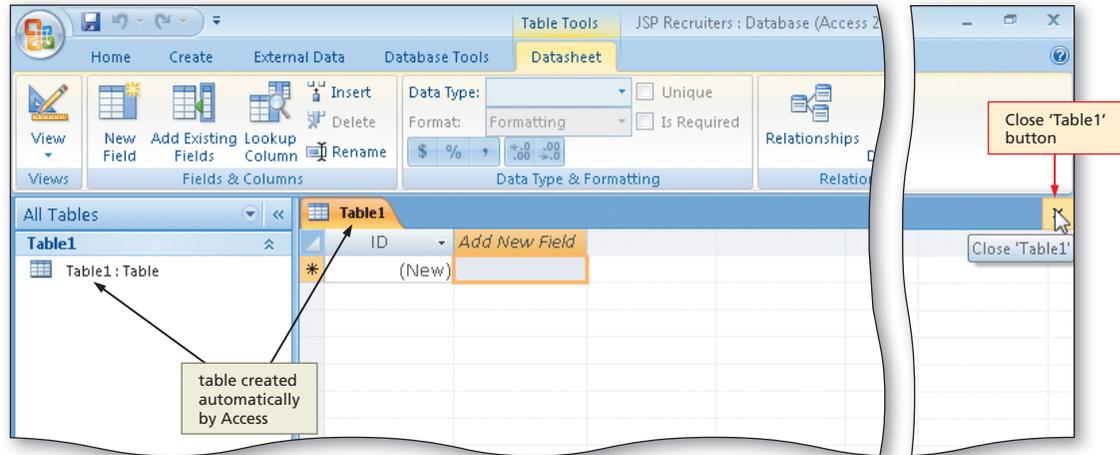


Figure 1–26

Access also creates a default primary key named ID, which has a data type of AutoNumber. Recall that you have selected Client Number as the primary key of the Client table (see page AC 8). Thus, there are two problems: the table appears in the wrong view and it has the wrong primary key. You could switch to Design view by clicking the Design View button on the status bar and then deleting or changing the primary key. A simpler way, however, is first to close the initial table Access created, and then click the Table Design button on the Create tab. The following steps use this approach to begin creating a table in Design view.

- 1
 - Click the Close 'Table1' button to close the initial table.
 - Click Create on the Ribbon to display the Create tab (Figure 1–27).

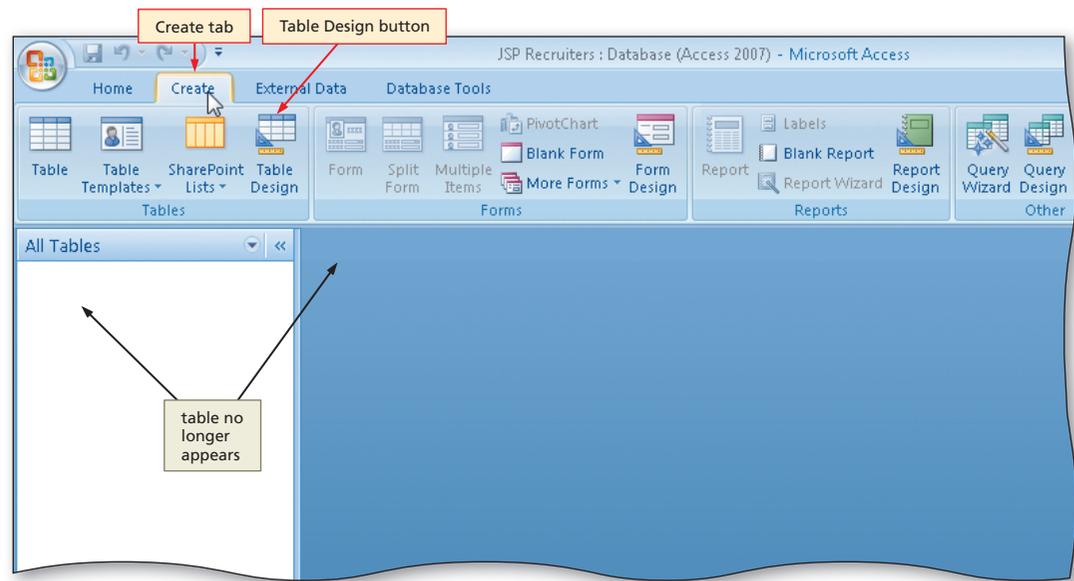


Figure 1–27

- 2 • Click the Table Design button on the Create tab to create a new table in Design view (Figure 1–28).

Q&A How can I be sure the table appears in Design view?

Design view has columns such as Field Name and Data Type. In addition, the Design View button on the right-hand edge of the status bar is selected.

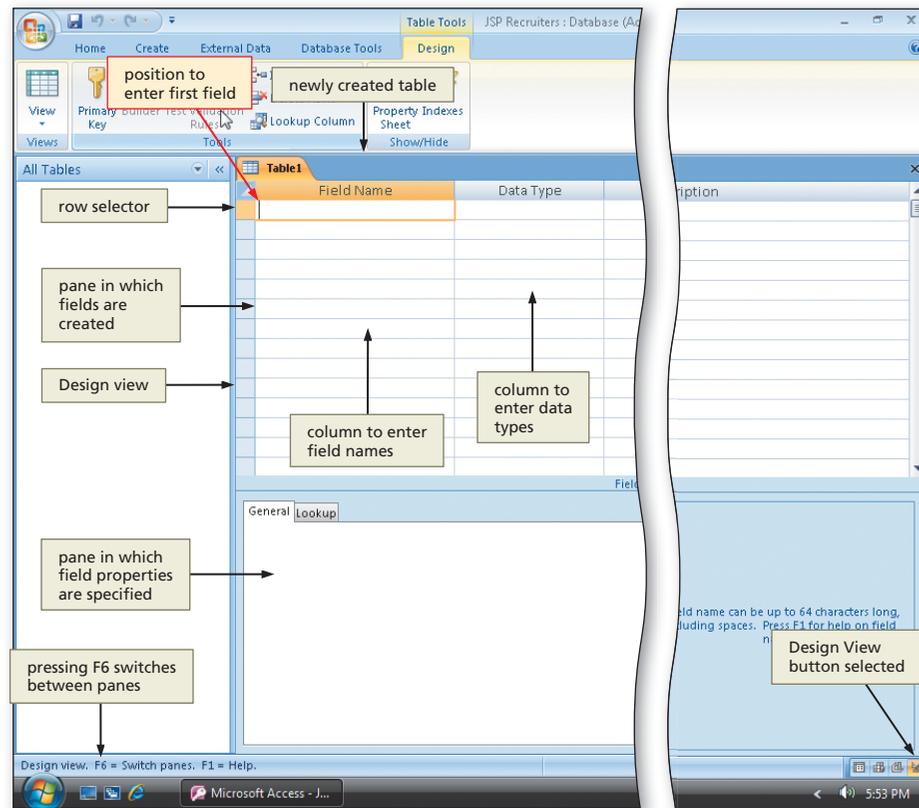


Figure 1–28

To Define the Fields in a Table

To define the fields in the table, you type the field name in the Field Name column and then select the appropriate data type in the Data Type column. To indicate that a field is the primary key, you ensure that the field is selected and then click the Primary Key button.

The fields in the Client table are Client Number, Client Name, Street, City, State, Postal Code, Amount Paid, Current Due, and Recruiter Number. The Client Number field is the primary key. The data type for the Amount Paid and Current Due fields is Currency. The data type for all other fields is Text. The following steps define the fields in the table.

- 1 • With the insertion point in the Field Name column on the first row, type Client Number as the field name and press the TAB key (Figure 1–29).

Q&A Why does Text appear in the Data Type column when I have not yet selected a data type?

Text is the default data type. It is the data type Access will assign if you do not select one.

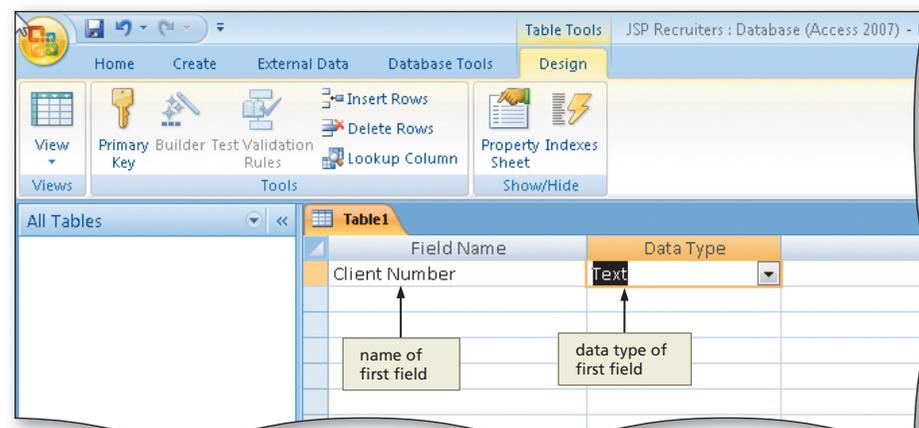


Figure 1–29

2

- Click the Primary Key button to designate the Client Number field as the primary key (Figure 1–30).

Q&A

How do I know that I have correctly assigned the Client Number field as the primary key?

There will be a key symbol in the little box, called the row selector, which is to the left of Client Number. If a key symbol does not appear, you have not yet assigned Client Number as the primary key. To correct this situation, click the row selector for the Client Number field and then click the Primary Key button.

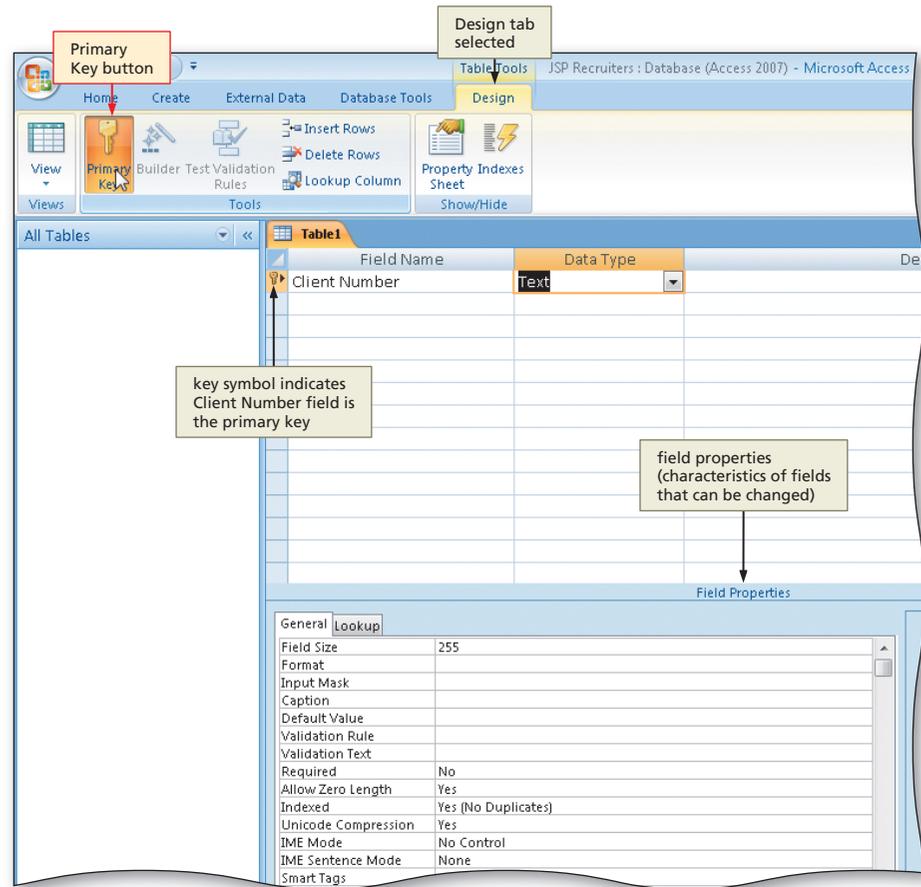


Figure 1–30

3

- Press the TAB key twice, once to move the insertion point to the Description column and a second time to move it to the Field Name column on the second row (Figure 1–31).

Q&A

Could I enter some text in the Description column?

Yes. Any text you enter will appear in the status bar when you are later updating the data in this field. Thus, if you have some special information that you would like a user to know when he or she is updating the field, you could enter it in the Description column.

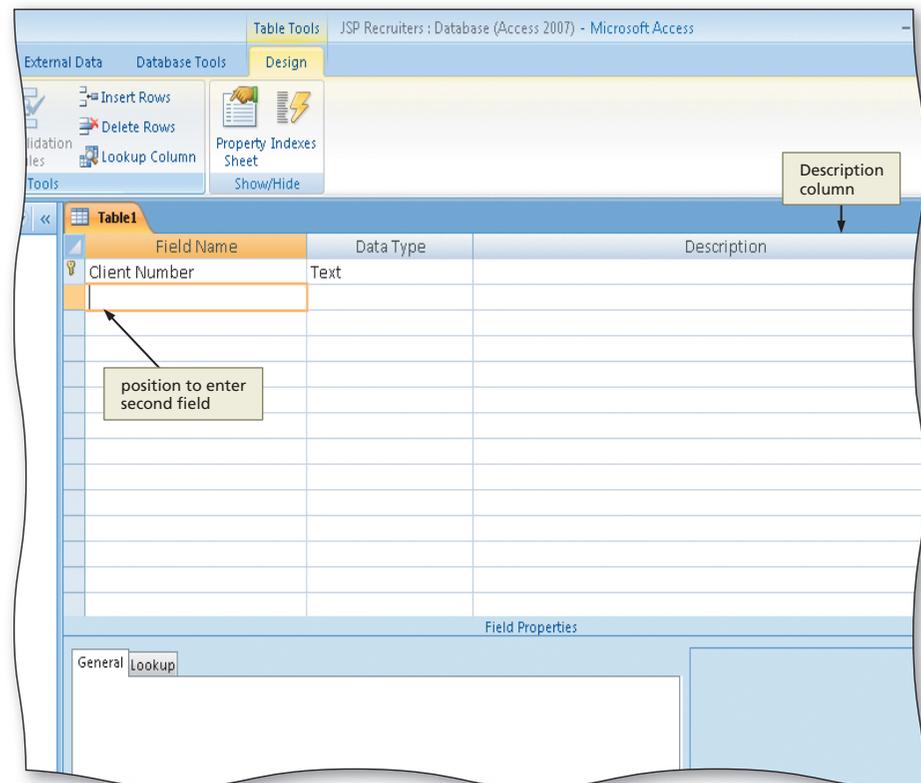


Figure 1–31

4

- Type Client Name as the name of the second field and press the TAB key to move to the Data Type column.
- Because Text is the correct data type and you will not enter a description, press the TAB key twice to move the insertion point to the Field Name column on the third row.
- Using the same technique, add the fields in the Client table through the Amount Paid field.
- On the Amount Paid row, click the Data Type box arrow to display the Data Type box menu (Figure 1–32).

Q&A

I inadvertently moved my insertion point to the next row. The Data Type box arrow does not appear. What should I do?

Click the Data Type column on the Amount Paid row to display the Data Type box arrow. You then can click the box arrow.

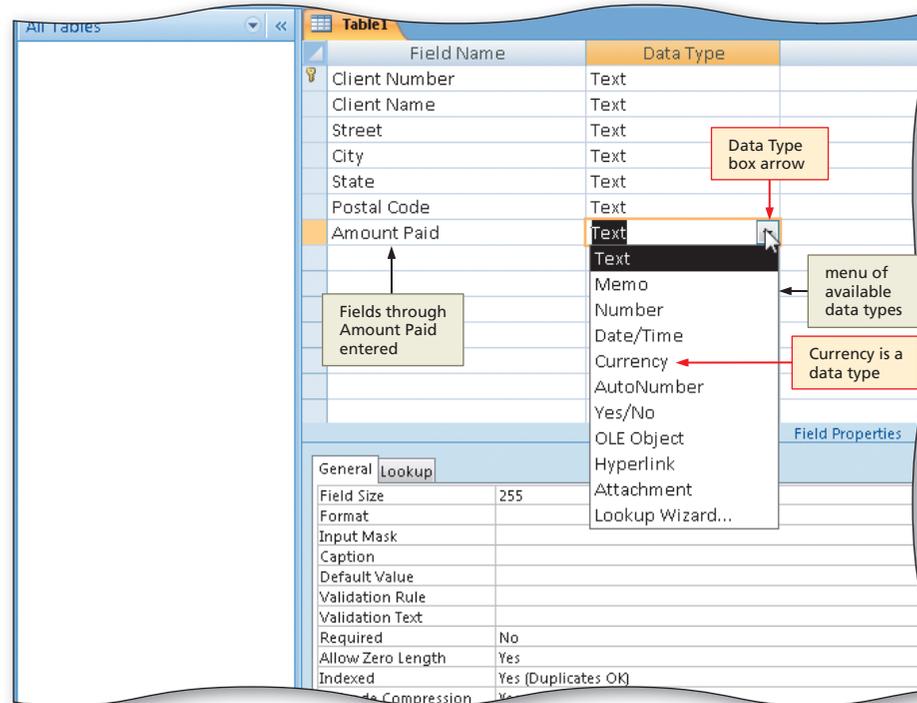


Figure 1–32

5

- Click Currency to select Currency as the data type for the Amount Paid field (Figure 1–33).

Q&A

Is there any other way to select the data type?

Yes. You could begin typing the desired data type in the Data Type column. Access will complete the word for you. For example, as soon as you type the letter C, Access will display the word Currency.

Q&A

Why does Currency appear twice?

The second Currency is the format, which indicates how the data will be displayed. For the Currency data type, Access automatically sets the format to Currency, which is usually what you want. You could change it to something else, if desired, by clicking the Format box to display an arrow, clicking the arrow, and selecting the desired format.

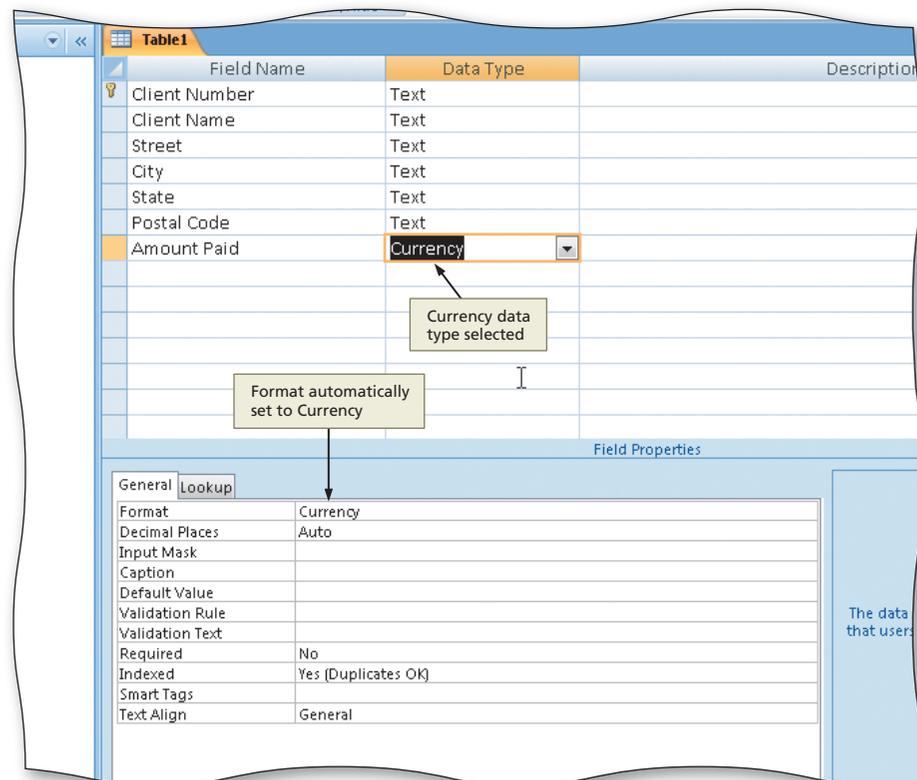


Figure 1–33

- 6**
- Make the remaining entries from the Client table structure shown in Figure 1–34 to complete the structure. Be sure to select Currency as the data type for the Current Due field.

Field Name	Data Type	Description
Client Number	Text	
Client Name	Text	
Street	Text	
City	Text	
State	Text	
Postal Code	Text	
Amount Paid	Currency	
Current Due	Currency	
Recruiter Number	Text	

Figure 1–34

BTW **Creating a Table: TableTemplates**
Access includes table templates that assist you in creating some commonly used tables and fields. To use a template, click Create on the Ribbon and then click the Table Templates button on the Create tab. Click the desired template, make any adjustments you wish to the table that Access creates, and then save the table.

Making Changes to the Structure

When creating a table, check the entries carefully to ensure they are correct. If you discover a mistake while still typing the entry, you can correct the error by repeatedly pressing the BACKSPACE key until the incorrect characters are removed. Then, type the correct characters. If you do not discover a mistake until later, you can use the following techniques to make the necessary changes:

- To undo your most recent change, click the Undo button on the Quick Access Toolbar. If there is nothing that Access can undo, this button will be dim, and clicking it will have no effect.
- To delete a field, click the row selector for the field you want to delete, and press the DELETE key.
- To change the name of a field, click the field name you want to change, and make the necessary changes.
- To insert a field as the last field, click in the Field Name column on the first open row to produce an insertion point. You then can enter the field just like you entered the other fields.
- To insert a field between existing fields, click the row selector for the field that should follow the new field, press the INSERT key to insert a blank row, and then click the Field Name column on the new row. You then can enter the field just like you entered the other fields.

As an alternative to these steps, you may want to start over. To do so, click the Close button for the table, and then click the No button in the Microsoft Office Access dialog box. Click Create on the Ribbon and then click the Table Design button to create a table in Design view. You then can repeat the process you used earlier to define the fields in the table.

To Save and Close a Table

The Client table structure now is complete. The final step is to save and close the table within the database. At this time, you also give the table a name.

The following steps save the table, name it Client, and then close the table.

- 1 Click the Save button on the Quick Access Toolbar to save the structure of the table (Figure 1–35).

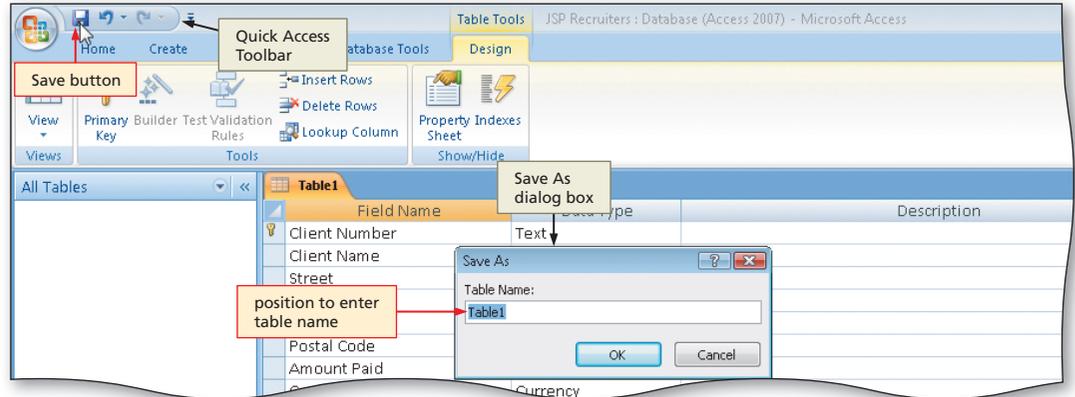


Figure 1–35

- 2 Type Client to change the name of the table (Figure 1–36).

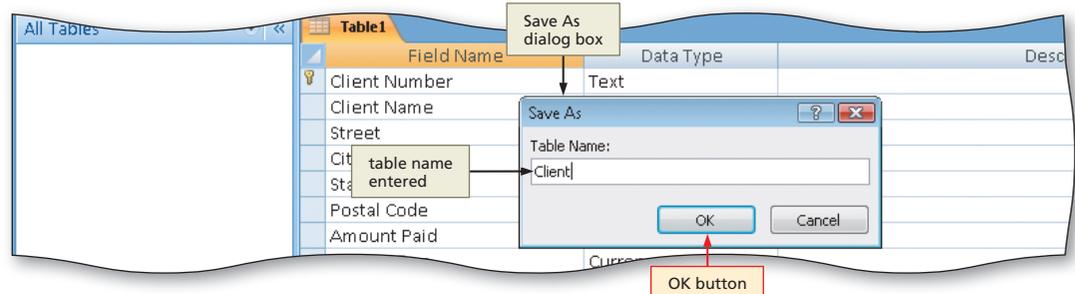


Figure 1–36

- 3 Click the OK button to save the structure with the name Client (Figure 1–37).

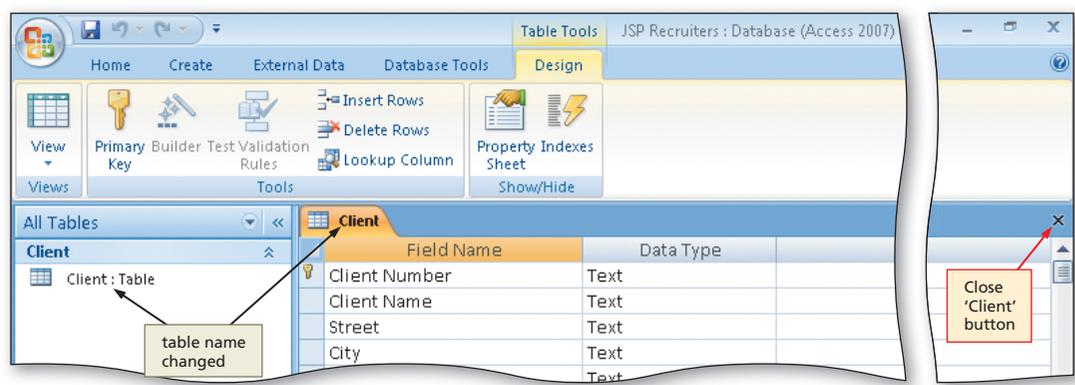


Figure 1–37

- 4 Close the Client table by clicking the Close 'Client' button (Figure 1–38).

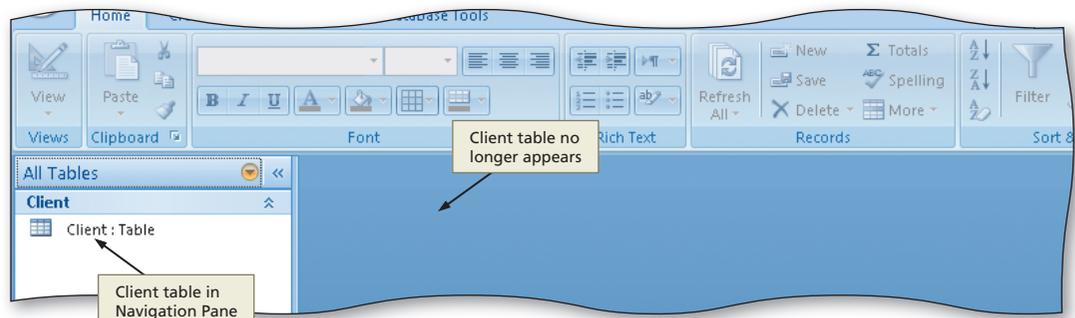


Figure 1–38

Other Ways

1. Click Microsoft Office Button, click Save on the Microsoft Office Button menu
2. Right-click tab for table, click Save on shortcut menu
3. Press CTRL+S