



Creating Your Own Database

Lesson 33

This design feature is only available in the Red and Blue levels.

The creation of a new database requires you to select and name a blank database, add and define fields, and then you can save it.

How to Design and Create a New Database

1. Click the **New** button to display the New dialog box.
2. Choose the **Blank** template to create a new database that has no fields.
3. Click the **OK** button.

The Design New Database dialog will be displayed.

3. Type the name of the database in the Name text box.

Type a description for the database in the Description text box.

4. Click the **Add/Edit Picture** button or the **Preview** box to draw or select a picture for the database.

The **MaxPaint** dialog will be displayed.

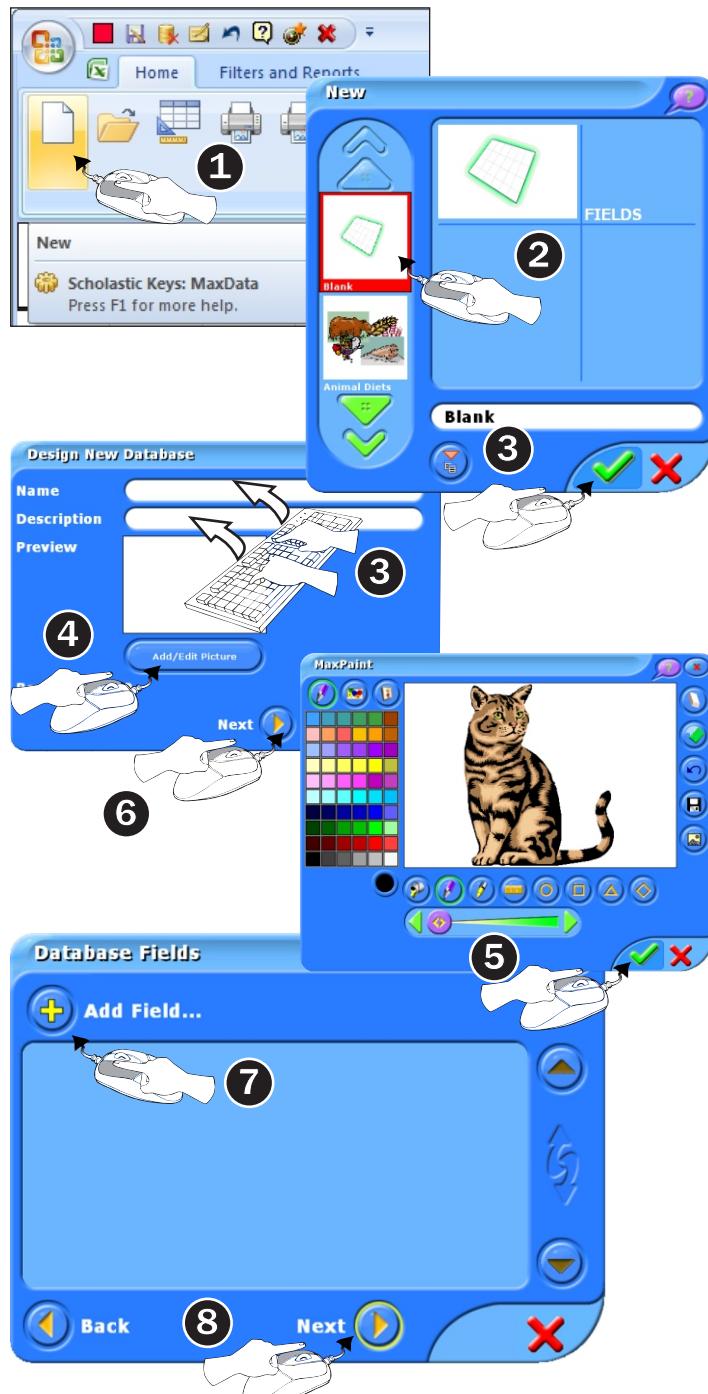
5. Once you have finished drawing or selecting your picture, click the **OK** button.

6. Click the **Next** button.

The Database Fields dialog will be displayed.

7. Add fields to your database.

8. Once all fields are added, click the **Next** button.



The **Save As** dialog will be displayed with the name of the database and the preview image you selected/created.

9. Click the **OK** button to create and save the new database.



Adding and Defining Field Types

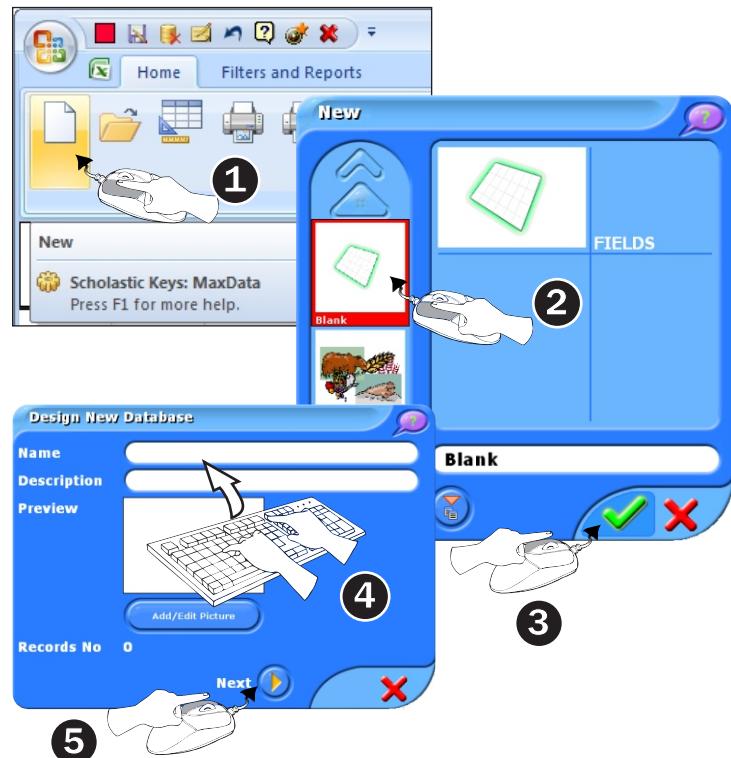
If you are creating a new database based on the blank template, you need to decide what fields are required for the data you are going to collect. Then, you will need to define the field type based on the type of data you are storing.

Note: This feature is only available at the Red and Blue levels.

Adding Fields to your Database

1. Click the **New** button to display the New dialog box.
2. Select the **Blank** template.
3. Click **OK**.
4. Type a **Name** and **Description** for the database in the Design Database dialog.
5. Click **Next**.

The Database Fields dialog is displayed.



- Click the **Add Field** button to add one or more fields.

The Add Field dialog will be displayed.

- Type the name of the field in the Field Name text box.
- Select the **Field Type**.

Each field type has slightly different steps on how to create the field. Follow the individual steps for each field types below.

Text

For data that include letters and numbers. See Adding a Text Field.

Picture

For a picture. See Adding a Picture Field.

Number

For data that include only numbers (integers, decimals, currency). See Adding a Number Field.

Date/Time

For data that are date or time. See Adding a Date/Time Field.

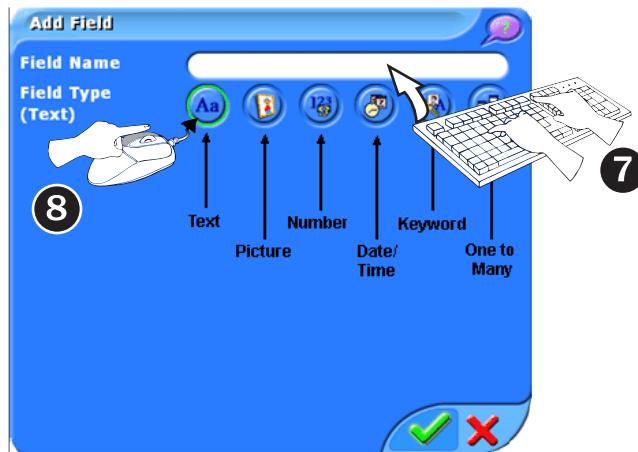
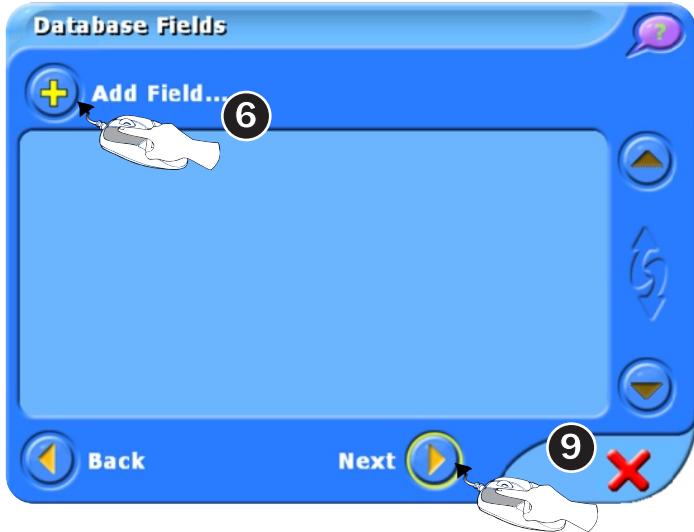
Keyword

For a list of pre-defined answers. See Adding a Keyword Field.

One to Many

For data where there is more than one answer (for example, details of our pets). See Adding a One to Many Field.

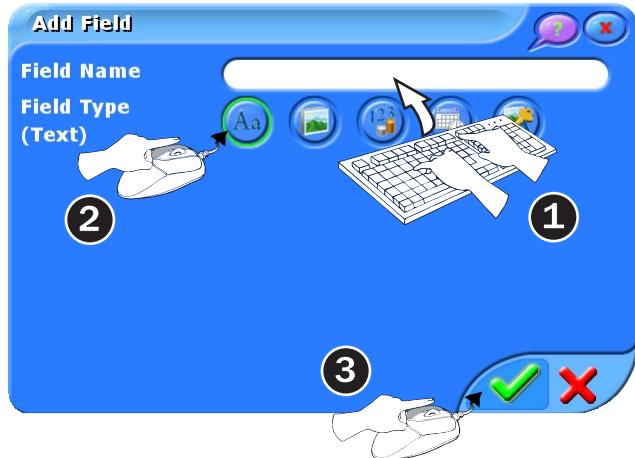
- When you finished adding your fields, click the **Next** button to finalize the database.



Adding a Text Field

A text field is used to store data that contain letters and numbers.

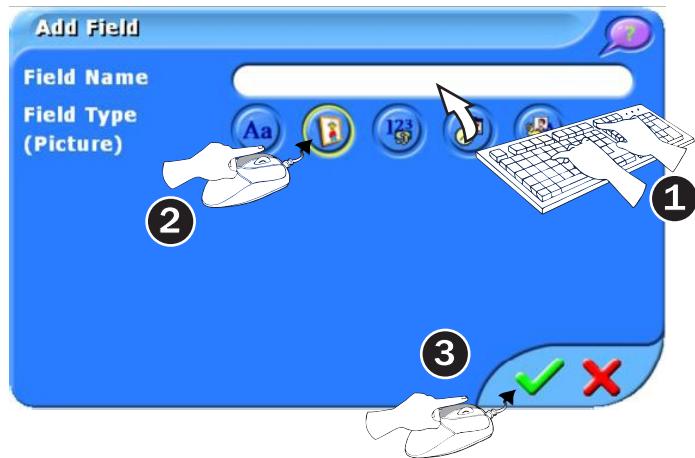
1. Type a name in the **Field Name** text box.
2. Select the **Text Field Type**.
3. Click the **OK** button.



Adding a Picture Field

When you want to draw a picture or insert a picture to represent your data, you can select the Picture field type.

1. Type a name in the **Field Name** text box.
2. Select the **Picture Field Type**.
3. Click the **OK** button.



Adding a Number Field

The Number field type is used for data that contain only numbers.

1. Type a name in the **Field Name** text box.
2. Select the **Number Field Type**.
3. Click the appropriate **Number Format Type** button and the appropriate **Decimal Number Format** button.
4. Click the **OK** button.

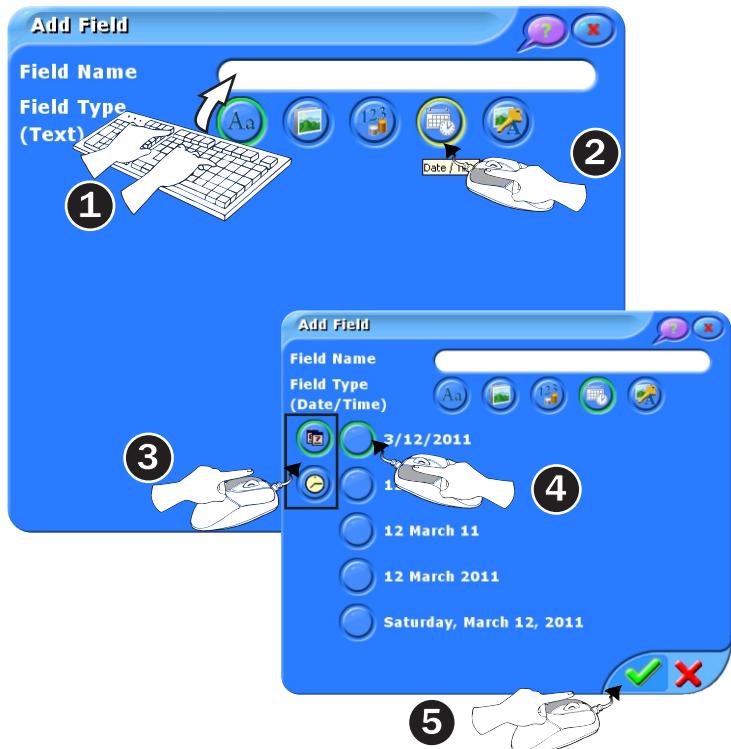
The number options will be displayed.



Adding a Date/Time Field

The Date/Time field type is used when you want to store dates or times.

1. Type a name in the **Field Name** text box.
2. Select the **Date/Time Field Type**.
The Date/Time options will be displayed.
3. Select the **Date** or **Time** option button.
4. Select the appropriate **Date** or **Time Format** button.
5. Click the **OK** button.



Adding a Keyword Field

When you want to limit the answers (values) for a particular field, you can create a keyword list. Then, the users will select options from a fixed list rather than entering free text. Controlling what is recorded can provide more meaningful chart reports. For example, when creating a field for eye color, you can create a Keyword field with Blue, Brown, Green, and Hazel as the available items in the list.

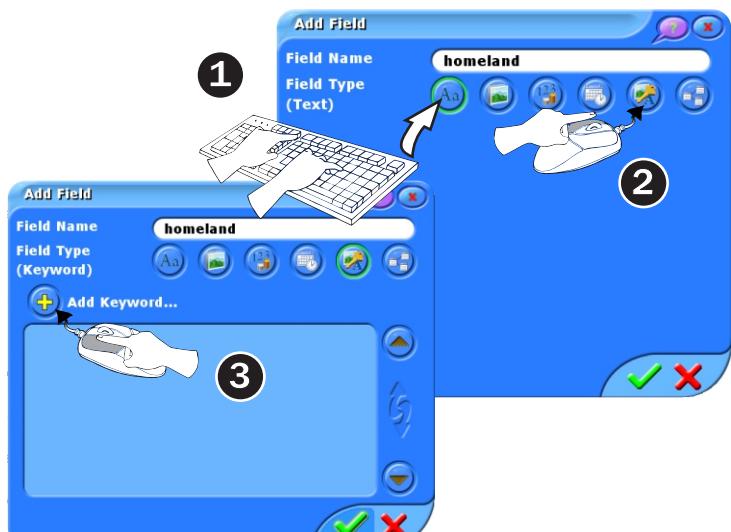
1. Type a name in the **Field Name** text box.
2. Select the **Keyword Field Type**.

The keywords list control will be displayed.

3. Click the **Add Keyword** button.

The Add Keyword for dialog will be displayed.

A keyword field is composed of two parts, the keyword and a picture.



- In the **Keyword** text box, type a word to be included in the Keyword list (required).
- For the **Picture** field, click the **Add/Edit Picture** button or the **Preview Control** to draw or select a picture for the keyword (optional).
- Once you have finished drawing or selecting your picture, click the **OK** button.
- Click the **OK** button to add the keyword.
- Repeat steps 3 - 7 to add more keywords.
- Click the **OK** button to close the dialog.



My Classmates

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Score

Activity 104

Directions:

1. Launch MaxData.
2. Create a database from **Our Class** database template.
3. Input at least ten information about your classmates.
4. Save the database as **My Classmates**.

Preview

The screenshot shows a Microsoft Excel window titled "MaxData - Our Class - Microsoft Excel". The main area displays a table with columns: Image, First Name, Last Name, Gender, Eye Color, Hair Color, Height (in), and Age. One record is visible: Brooke, Newton, Girl, Green, Blonde, 60, 10. A blue "Database Properties" dialog box is overlaid on the bottom left. It contains fields for Name ("Our Class"), Description ("All about our class"), and Preview (an image of two children at a desk). Below the preview is a button "Add/Edit Picture...". At the bottom, it shows "Records 1" and has "Next" and "X" buttons. The overall interface is designed to look like a child-friendly application.

Key Cities

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Score

Activity 105

Directions:

1. Launch MaxData.
2. Create a new database from **Community** template.
3. Modify the database by removing and replacing the following fields:

Remove

State

Country

Setting

Replace

Capital

Location (LUZON, VISAYAS, MINDANAO)

Area Code

Final Fields

Town or city Name

Capital

Location

Area code

Population

No of Schools

4. Input at least 15 records.
5. Save the database as **Key Cities**.





Score

Activity 106**Directions:**

1. Launch MaxData.
2. Create a new database from **Books We've Read** template.
3. Erase all the existing records and input at least 20 records.
Research from the internet or library.
4. Create a filter for these books that you will recommend.
5. Save the database as **A1 books**.

Preview

The screenshot shows a Microsoft Excel window titled "MaxData - Books We've Read - Microsoft Excel". The main table has columns: Image, Reader Name, Boy/Girl, Book Title, Author, and What did you think of it?. A single record is visible: William, Boy, The Adventures of Tom Sawyer, Mark Twain, Very good.

A blue "Database Properties" dialog box is overlaid on the table. It contains the following information:

- Name:** Books We've Read
- Description:** Books read by our class
- Preview:** An illustration of two children looking at books on a shelf.
- Records:** 1

At the bottom of the dialog box are "Next" and "X" buttons.

My Family Circle

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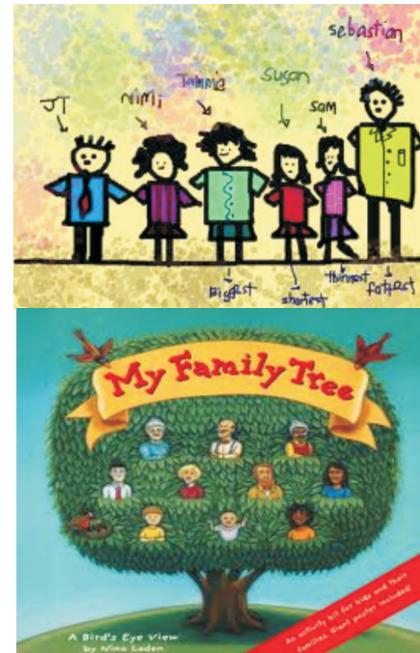
Score

Activity 107

Directions:

1. Launch MaxData.
2. Create a new database from blank template.
3. Below are the database structure details:

First Name (Text)
Last Name (Text)
Middle Name (Text)
Age (Numeric)
Gender (Male or Female)
Relationship (Text)
Address (Text)



4. Collect and input all your relatives information.
5. Save the database as: **My Family Circle**.

Our Presidents

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Score

Activity 108

Directions:

1. Launch MaxData.
2. Create a new database from blank template.
3. Below are the database structure details:

NAME
AGE WHEN ELECTED
GENDER
RESIDENCY (LUZON, VISAYAS, MINDANAO)
YEAR ELECTED
YEAR TERM END
MAJOR PROJECT DONE



4. Input all the PHILIPPINE presidents with pictures from the past to present.
5. Save the database as **OUR PRESIDENTS**.

Daily Sales

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Score

Activity 109

Directions:

1. Launch MaxData.
2. Create a new database from blank template.
3. Below are the database structure details:

DATE PURCHASED (date)
ITEM NUMBER (numeric)
PRICE (numeric)
QUANTITY (numeric)
TYPE (dry/wet)



4. Input at least 20 records (things) that you can buy in a grocery store.
5. Add the following fields :

DISCOUNT (numeric)
ITEM DESCRIPTION (text)

6. Save the database as **DAILY SALES**.

