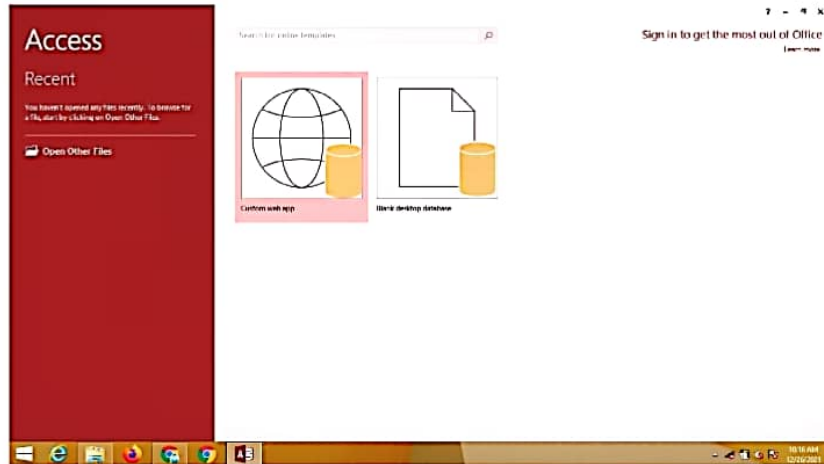


PRACTICAL:- 20

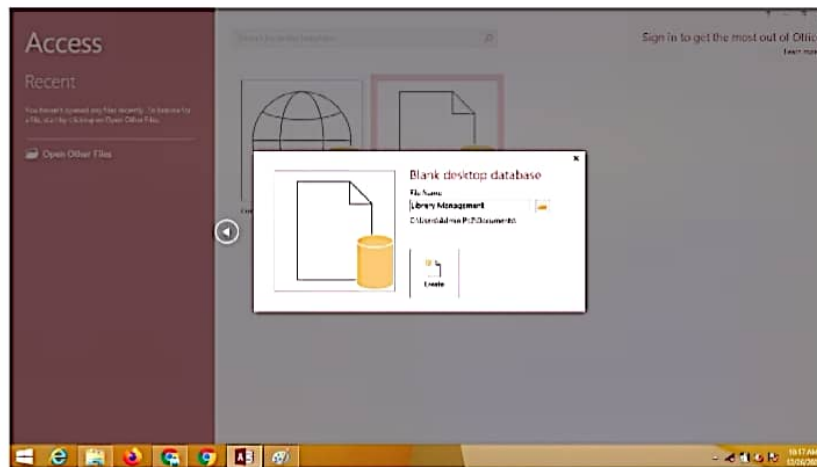
Aim: Create Library management database in access with minimum 5 table in it.

Create a blank database

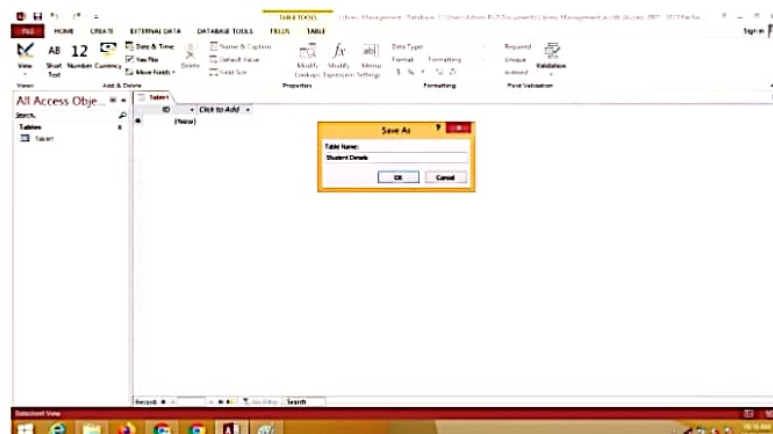
Step 1: On the file tab, click new, and then click blank database.

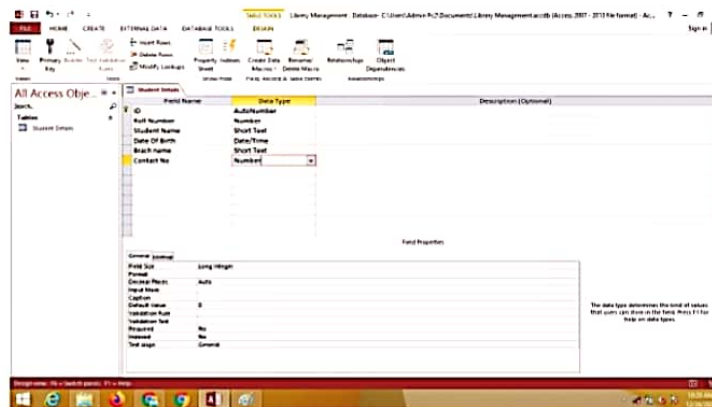


Step 2: Type a file name in the file name box. To change the location of the file from the default, click browse for a location to put your database, browse to the new location, and then click ok. Click create.



Step 3: Access creates the database with an empty table named table1, and then rename table name to Student Details. Click ok.



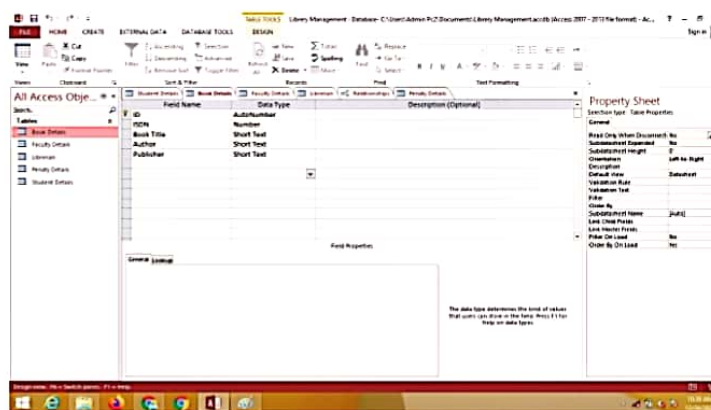


Step 4: Opens Student Details in datasheet view. And Enter Filed Name & data types.

On the create tab, in the tables group, click table design.

For each field in your table, type a name in the field name column, and then select a data type from the data type list.

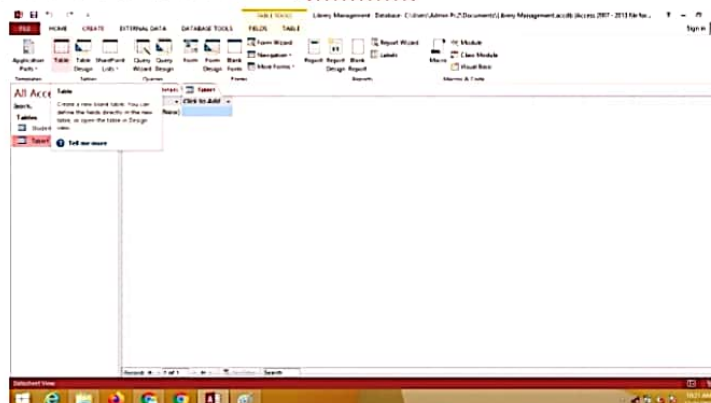
After you have added all of your fields, save the table: On the File tab, click Save.



Step 5: Add other table

You can add new tables to an existing database by using the commands in the Tables group on the Create tab.

On the Create tab, in the Tables group, click Table.



Access creates the table and selects the first empty cell in the Click to Add column.

On the Fields tab, in the Add & Delete group, click the type of field that you want to add.

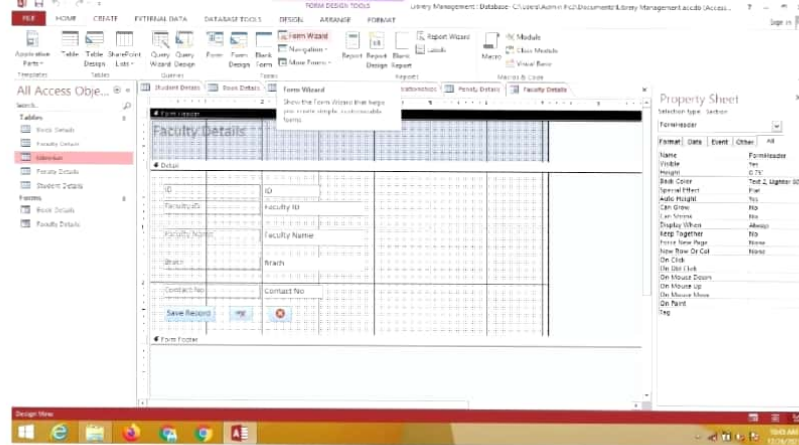
If you don't see the type that you want, click More Fields

Step 6: Create Form Templates

On the Create tab, in the Forms group, click Form Wizard.

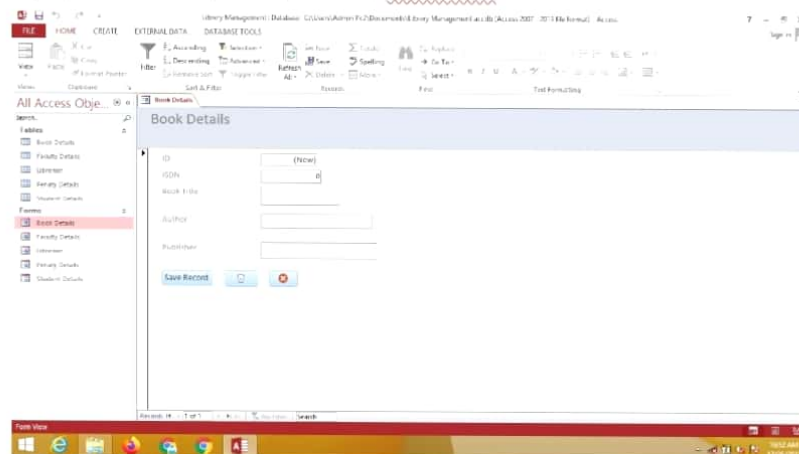
Follow the directions on the pages of the Form Wizard.

On the last page of the wizard, click Finish



Step 7: Add a record to a table or form

Open the table in Datasheet View or the form in FormView.



Enter Field Data One by One. Then Click saveRecord.

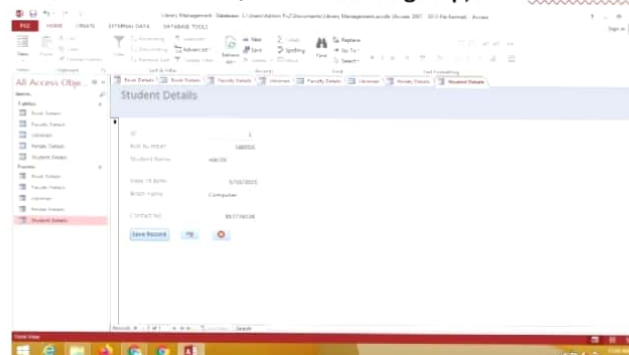
Open the table or query in Datasheet View or form in FormView.

Click the field to the field by using the TAB or arrow keys, and then pressF2.

Place the cursor where you want to enterinformation.

If a field has an input mask, enter the data according to theformat.

To save the data, on the Home tab, in the Records group, click SaveRecord.



Step 8: Show a record to a table.

1. Click home, and click tables, then click Student details table.

