

When you create a database, you store your data in tables. Because other database objects depend so heavily on tables, you should always start your design of a database by creating all of its tables and then creating any other object. Before you create tables, carefully consider your requirements and determine all the tables that you need.

Let us try and create the first table that will store the basic contact information concerning the employees as shown in the following table –

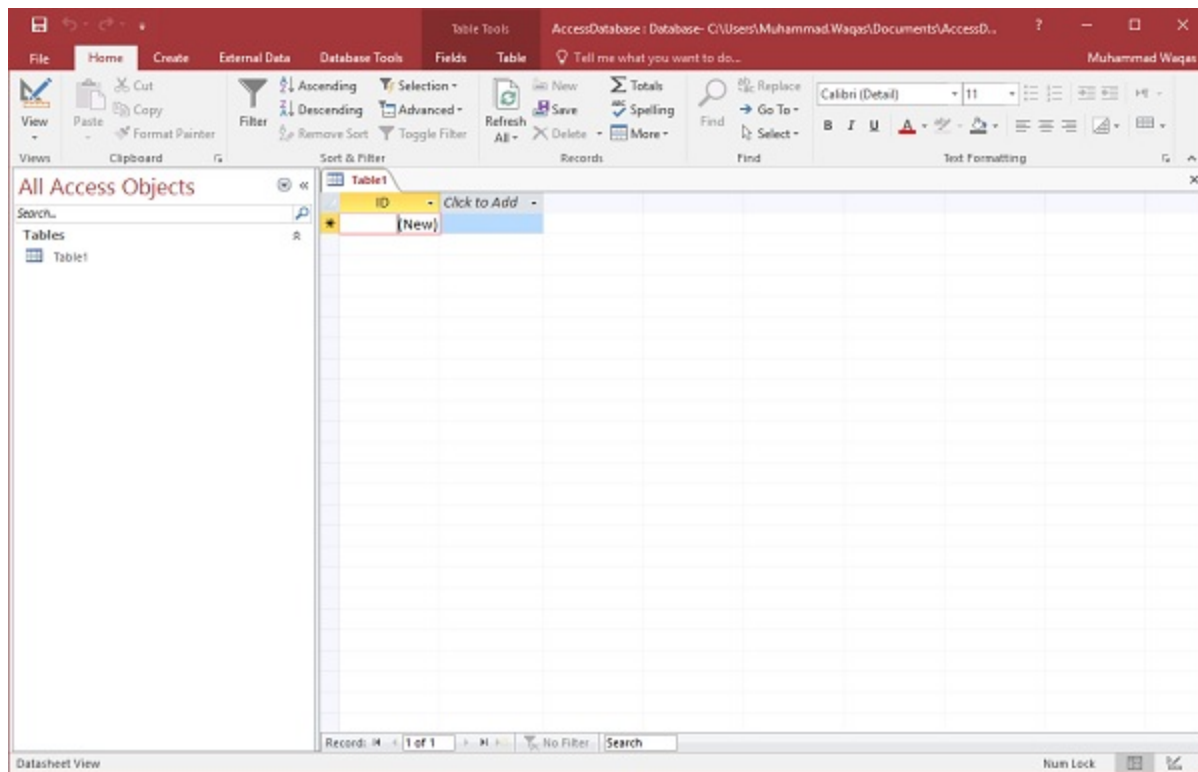
Field Name	Data Type
EmployeeID	AutoNumber
FirstName	Short Text
LastName	Short Text
Address1	Short Text
Address2	Short Text
City	Short Text
State	Short Text
Zip	Short Text



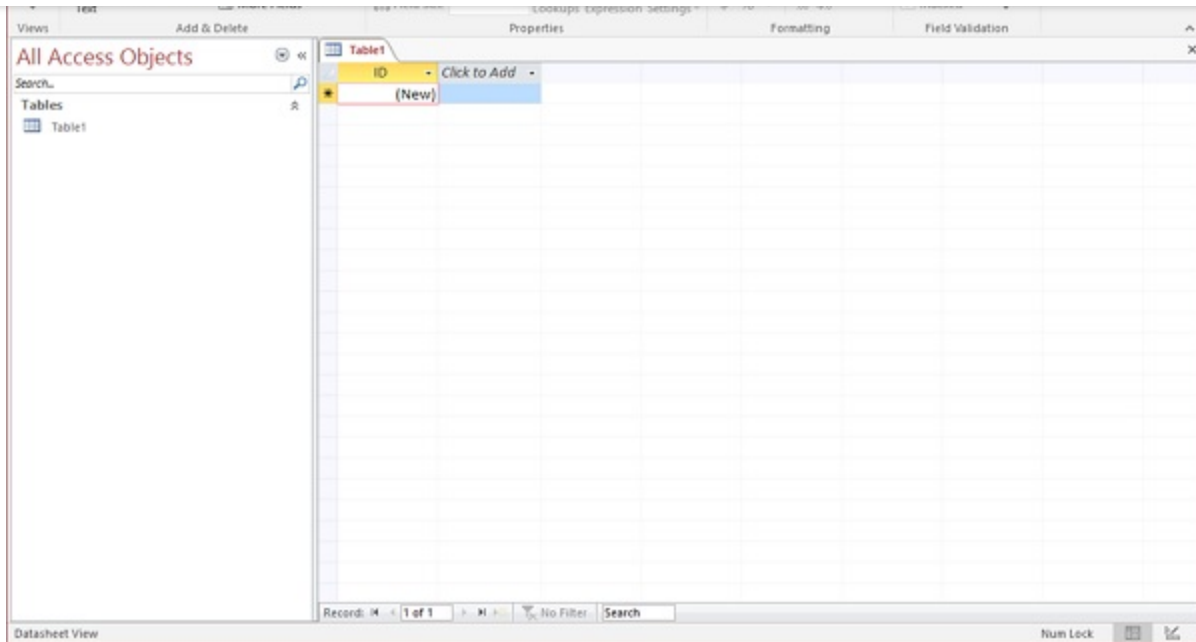
Phone Type

Short Text

Let us now have short text as the data type for all these fields and open a blank database in Access.

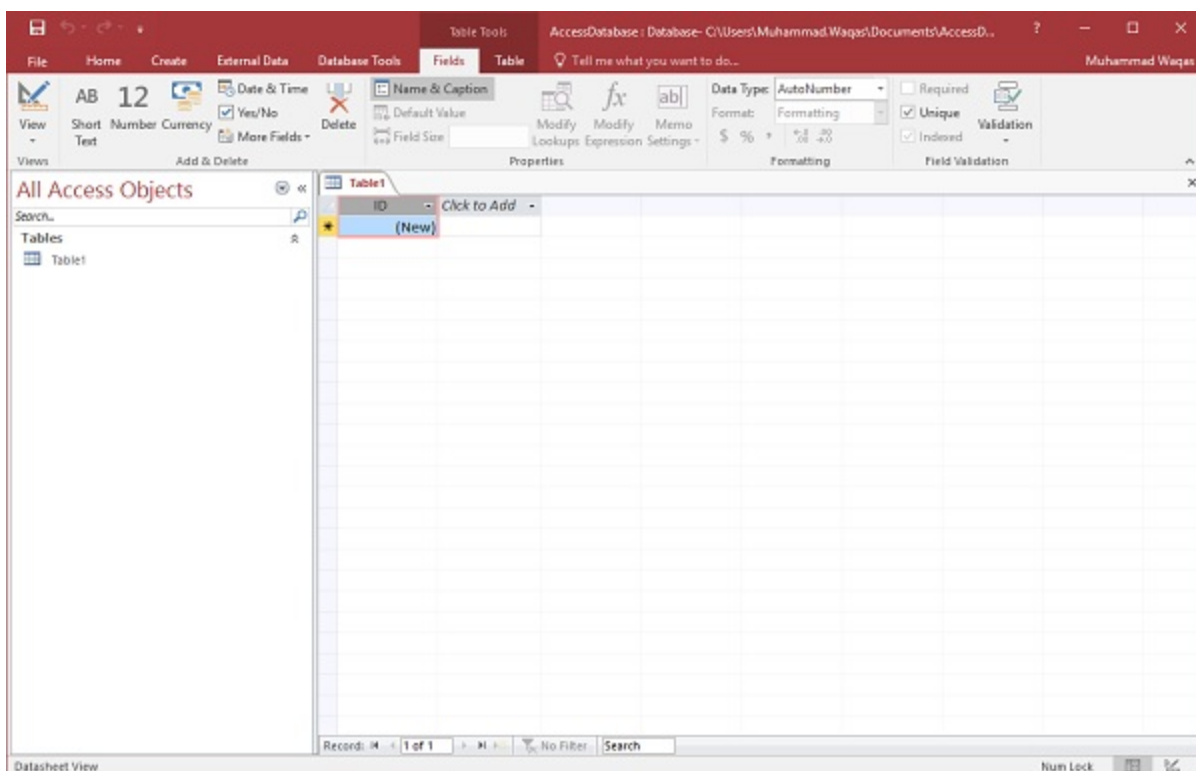


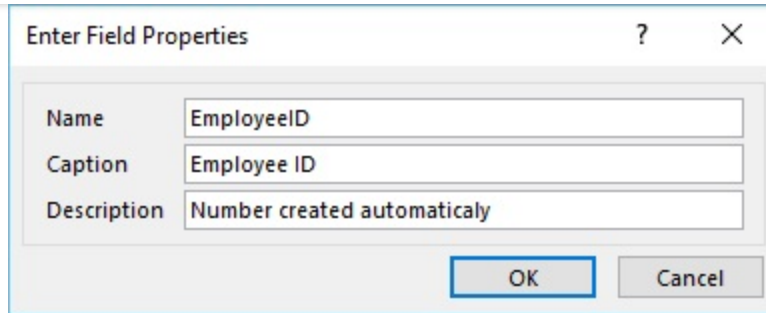
This is where we left things off. We created the database and then Access automatically opened up this table-one-datasheet view for a table.



Let us now go to the Field tab and you will see that it is also automatically created. The ID which is an AutoNumber field acts as our unique identifier and is the primary key for this table.

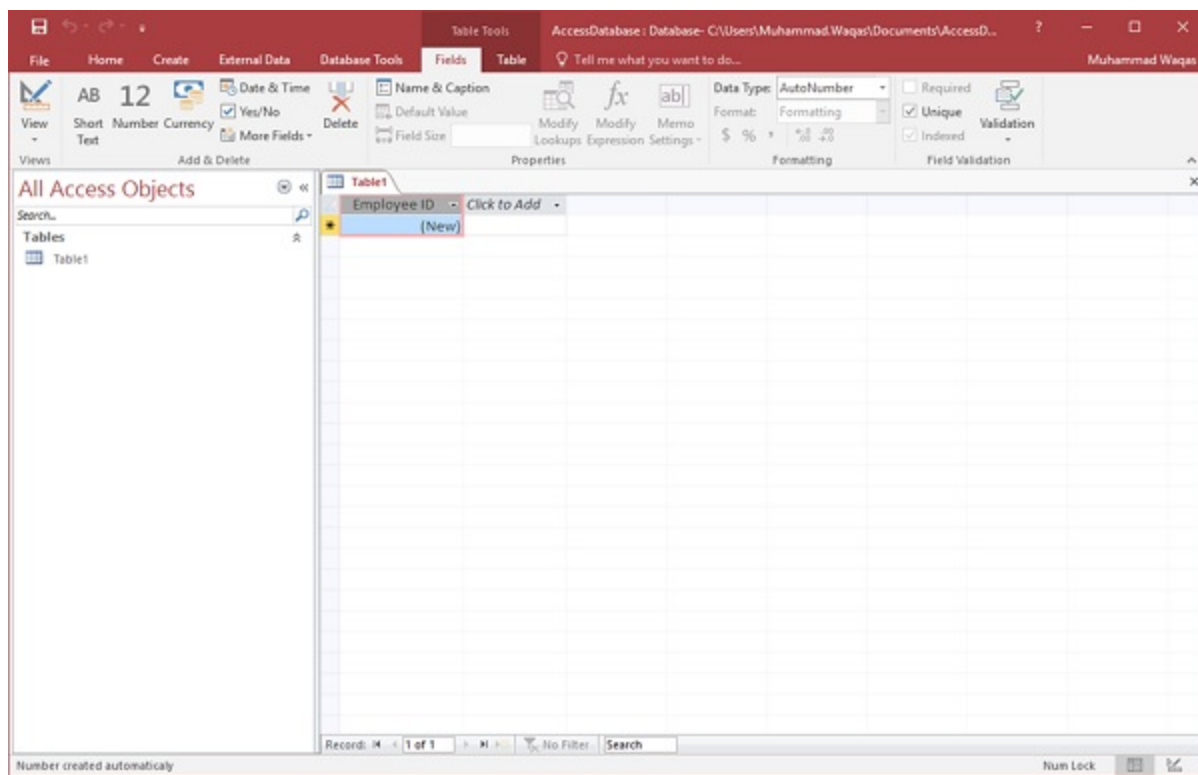
The ID field has already been created and we now want to rename it to suit our conditions. This is an Employee table and this will be the unique identifier for our employees.





The 'Enter Field Properties' dialog box is shown. It has three input fields: 'Name' with the value 'EmployeeID', 'Caption' with the value 'Employee ID', and 'Description' with the value 'Number created automatically'. At the bottom right are 'OK' and 'Cancel' buttons.

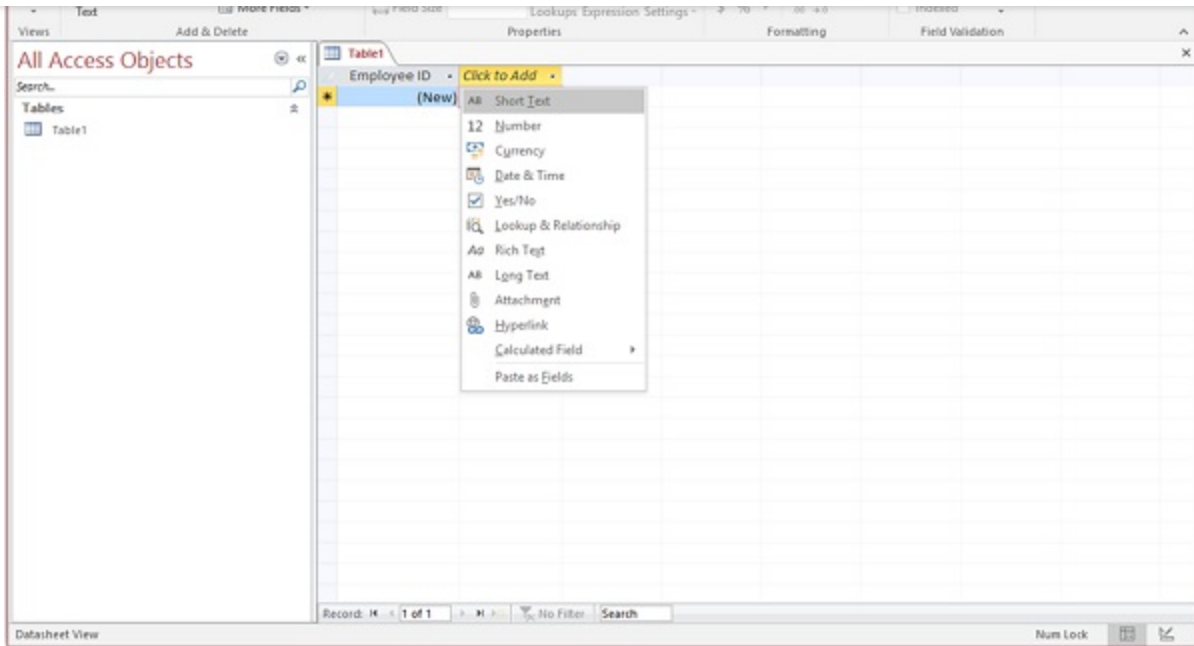
Change the name of this field to **EmployeeID** to make it more specific to this table. Enter the other optional information if you want and click Ok.



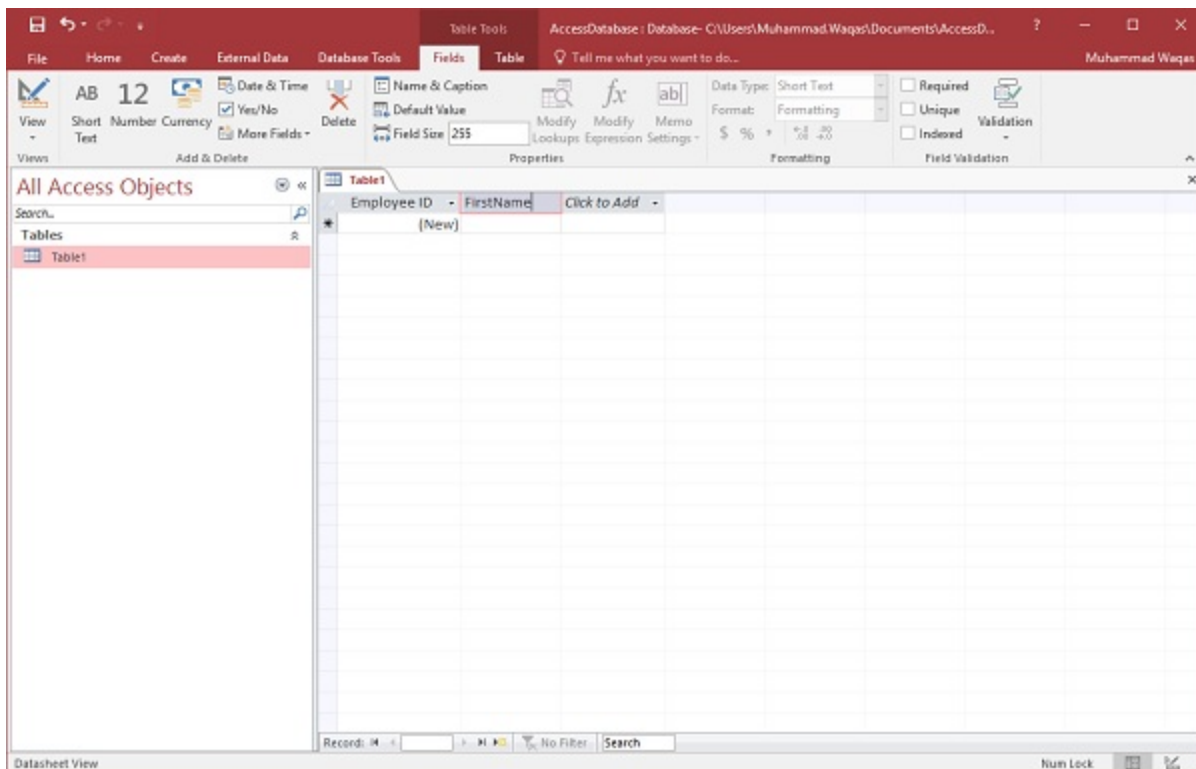
The screenshot shows the Microsoft Access 'Table Design' view for a table named 'Table1'. The 'Fields' tab is active. The first field is 'Employee ID' with a data type of 'AutoNumber'. The 'Caption' property is set to 'Employee ID'. The 'Required' and 'Unique' checkboxes are checked. The 'Table Tools' ribbon is visible at the top, and the 'All Access Objects' pane is on the left.

We now have our employee ID field with the caption Employee ID. This is automatically set to auto number so we don't really need to change the data type.

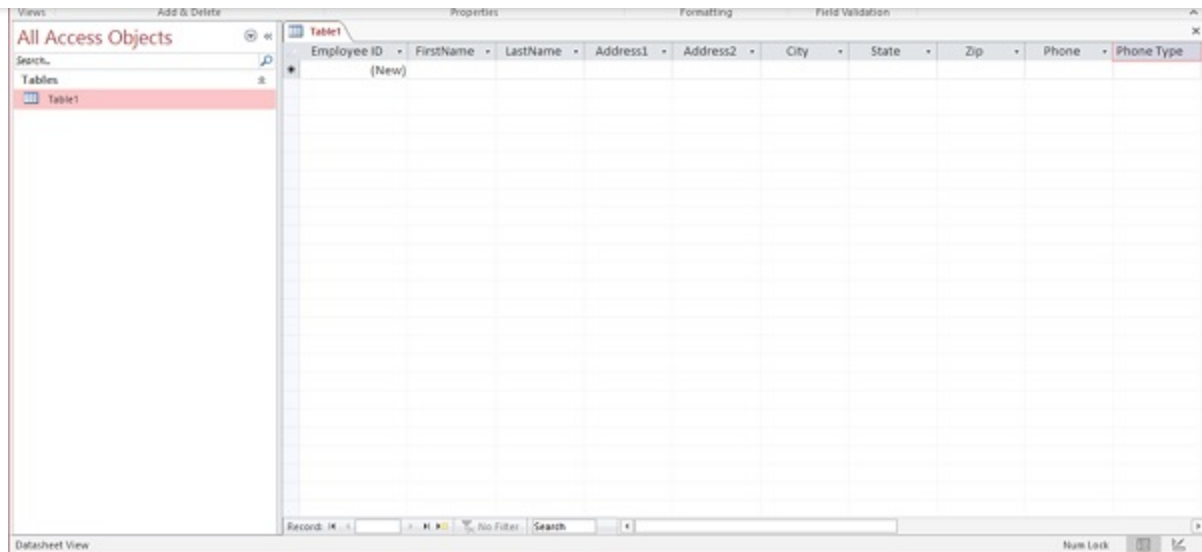
Let us now add some more fields by clicking on **click to add**.



Choose **Short Text** as the field. When you choose short text, Access will then highlight that field name automatically and all you have to do is type the field name.

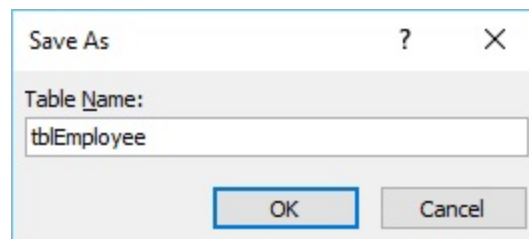


Type **FirstName** as the field name. Similarly, add all the required fields as shown in the following screenshot.



Once all the fields are added, click the Save icon.

You will now see the **Save As** dialog box, where you can enter a table name for the table.



Enter the name of your table in the Table Name field. Here the **tbl** prefix stands for table. Let us click Ok and you will see your table in the navigation pane.

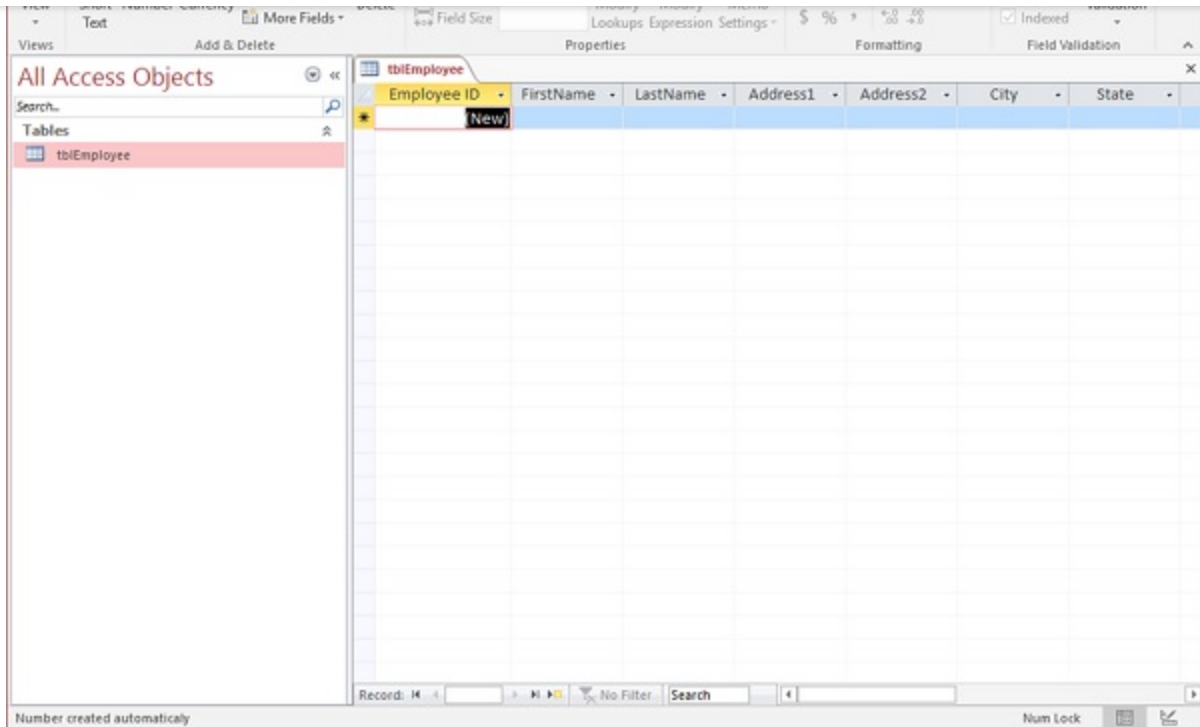


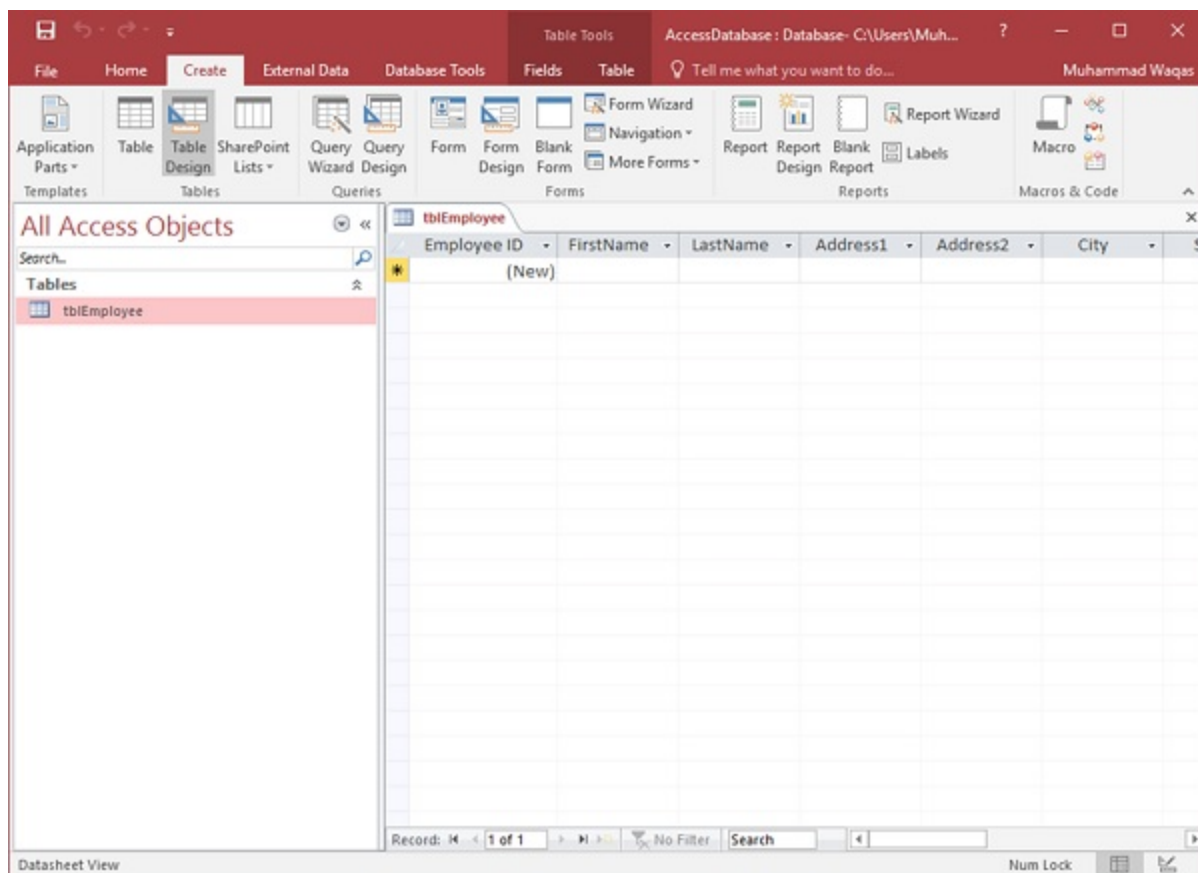
Table Design View

As we have already created one table using **Datasheet View**. We will now create another table using the **Table Design View**. We will be creating the following fields in this table. These tables will store some of the information for various book projects.

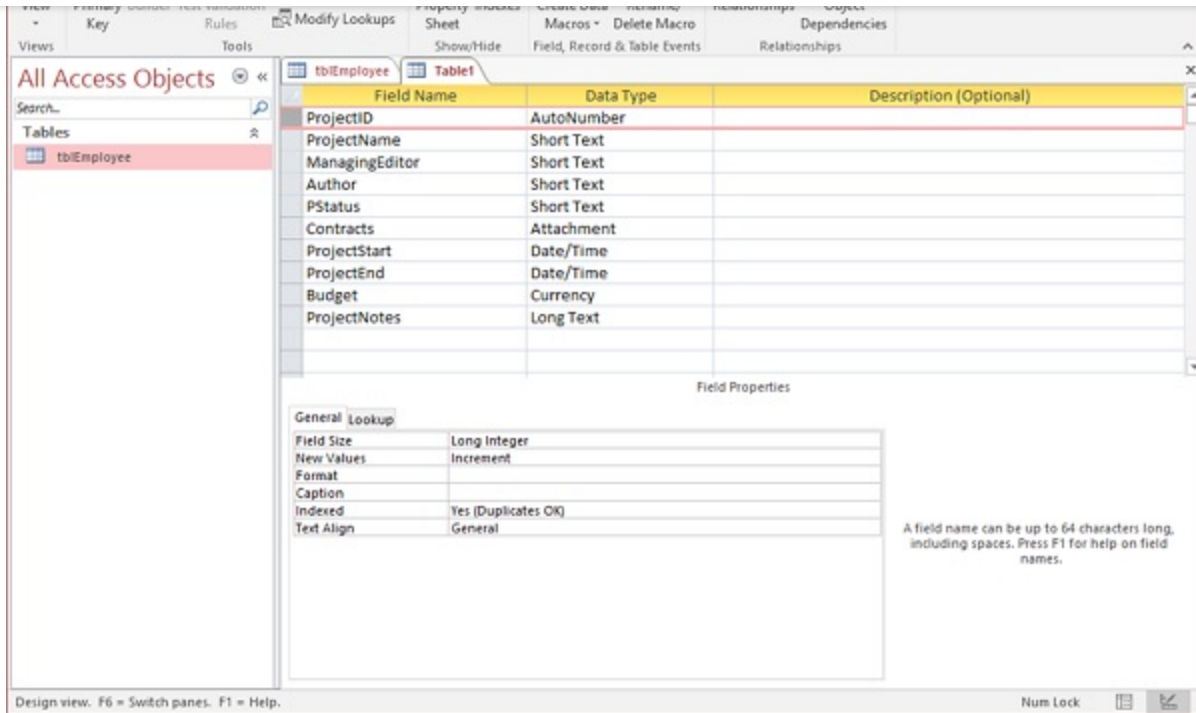
Field Name	Data Type
Project ID	AutoNumber
ProjectName	Short Text
ManagingEditor	Short Text
Author	Short Text
PStatus	Short Text
Contracts	Attachment
ProjectStart	Date/Time

Budget	Currency
ProjectNotes	Long Text

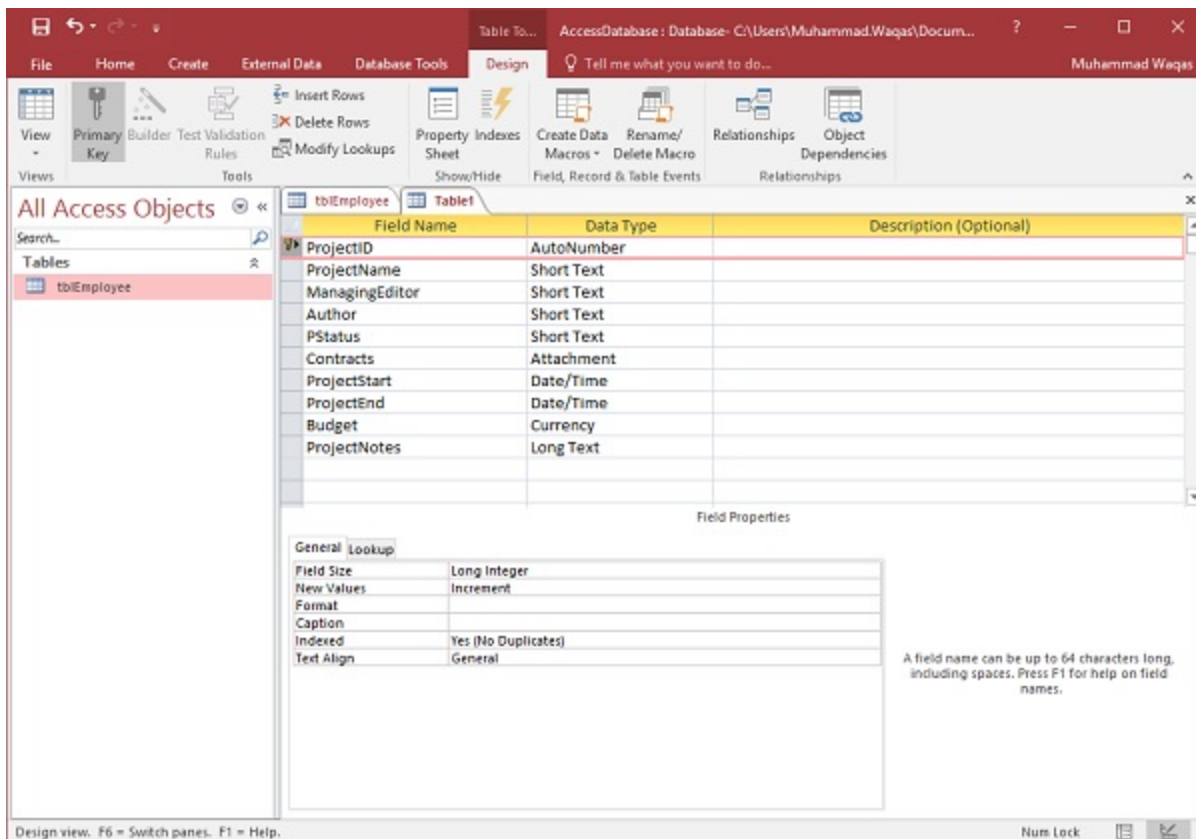
Let us now go to the Create tab.

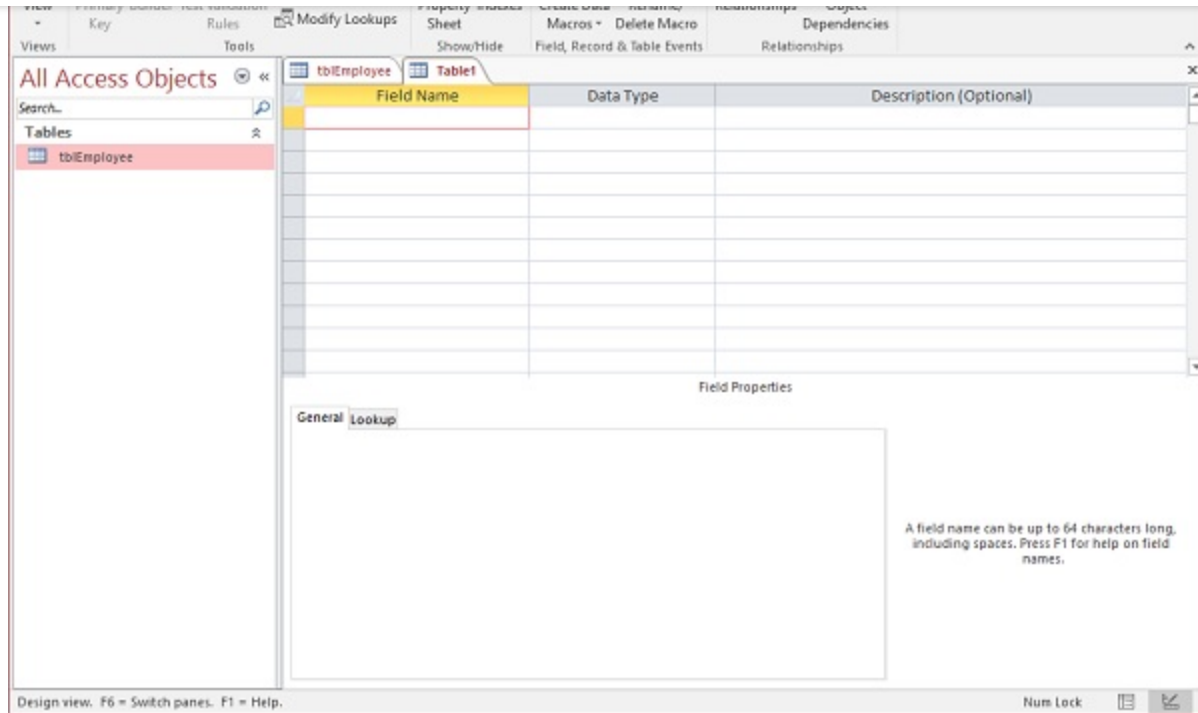


In the tables group, click on Table and you can see this looks completely different from the Datasheet View. In this view, you can see the **field name** and **data type** side by side.



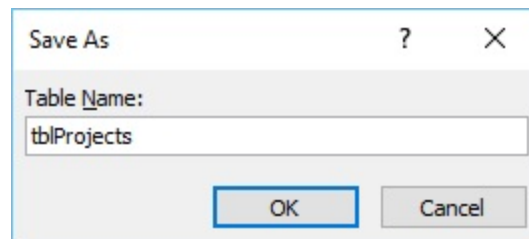
We now need to make **ProjectID** a primary key for this table, so let us select **ProjectID** and click on **Primary Key** option in the ribbon.



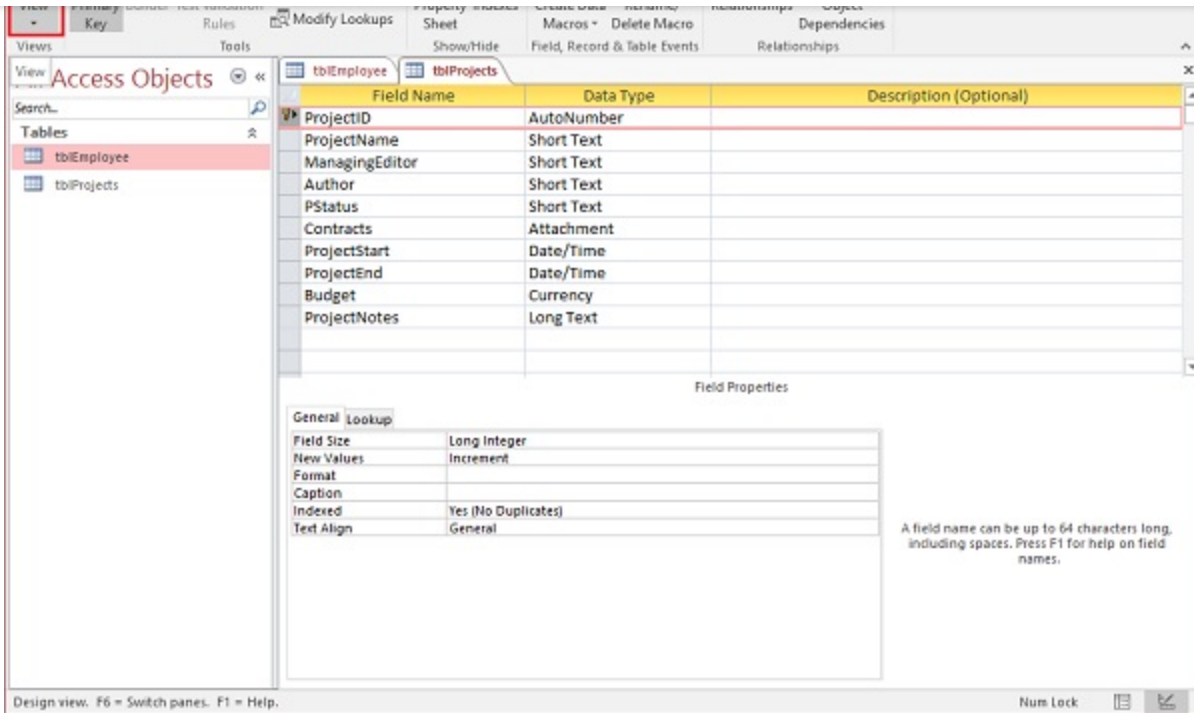


You can now see a little key icon that will show up next to that field. This shows that the field is part of the table's primary key.

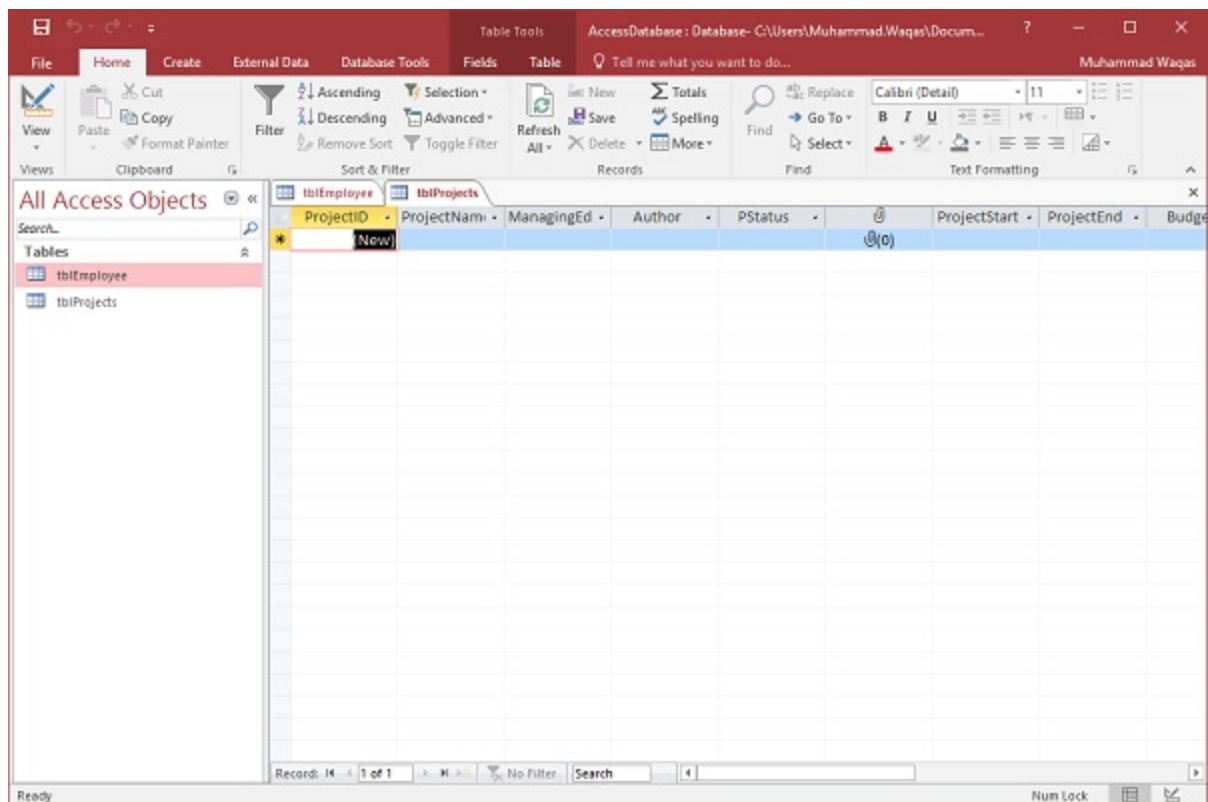
Let us save this table and give this table a name.



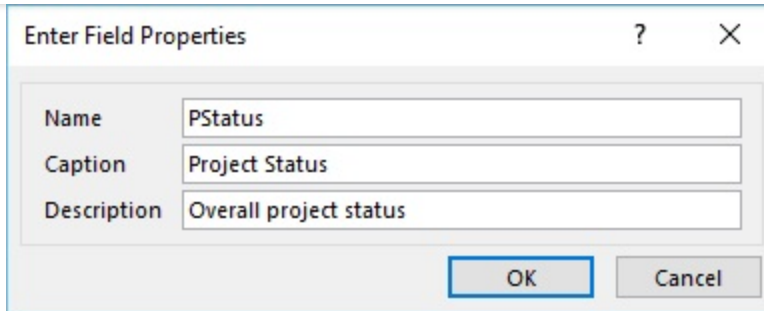
Click Ok and you can now see what this table looks like in the Datasheet View.



Let us click the datasheet view button on the top left corner of the ribbon.

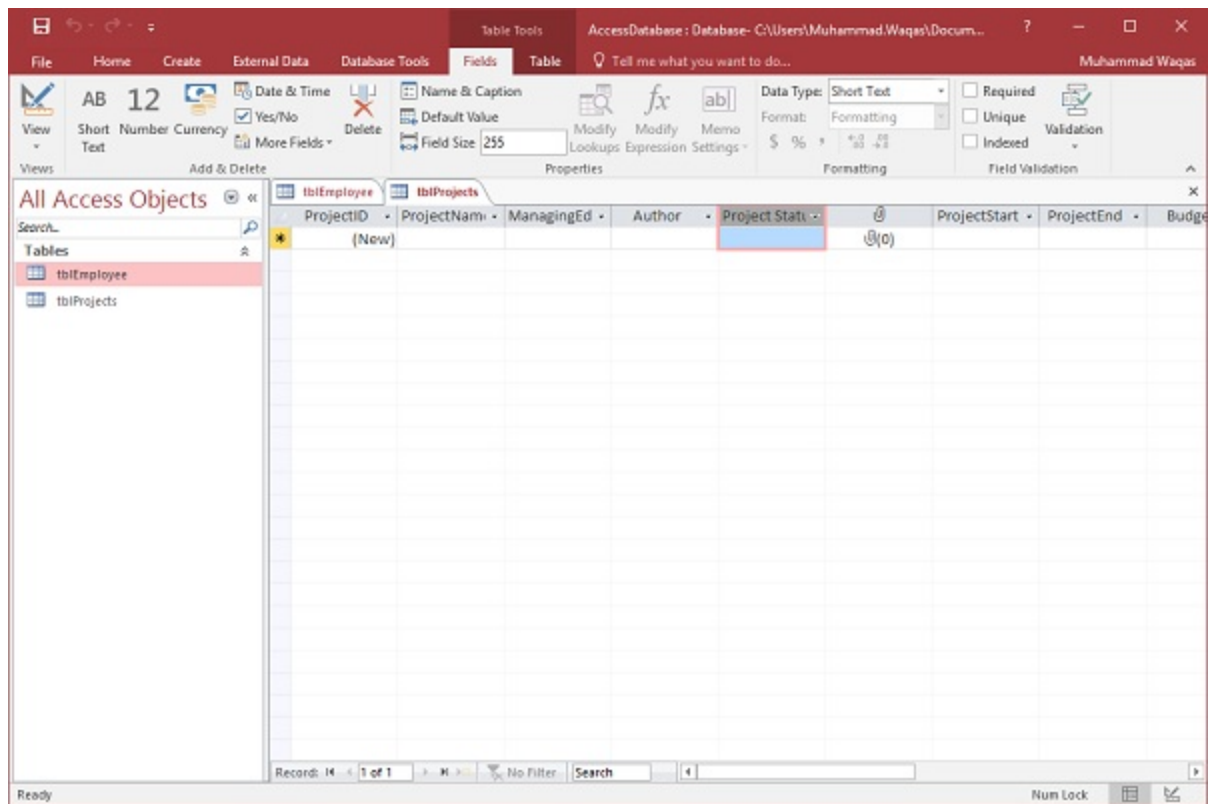


If you ever want to make changes to this table or any specific field, you don't always have to go back to the Design View to change it. You can also change it



The 'Enter Field Properties' dialog box is shown. It has three input fields: 'Name' with the value 'PStatus', 'Caption' with the value 'Project Status', and 'Description' with the value 'Overall project status'. At the bottom right are 'OK' and 'Cancel' buttons.

Click Ok and you will see the changes.



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