Using Templates

Creating a Database Based on a Pre-defined Template.

This method allows you to create a database quickly without having to design it. Pre-defined database templates include fields, allowing you to start entering data as soon as the database has been created. Each of the templates includes one record, for example, purposes.

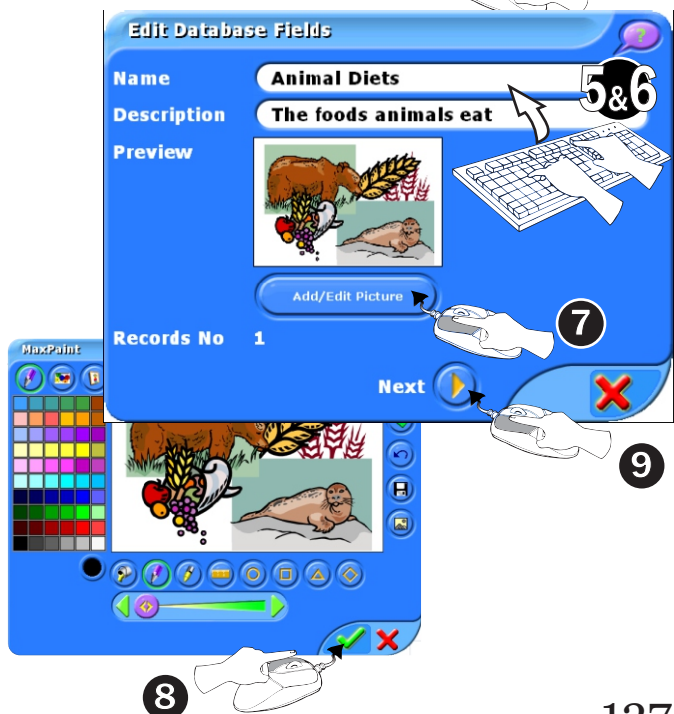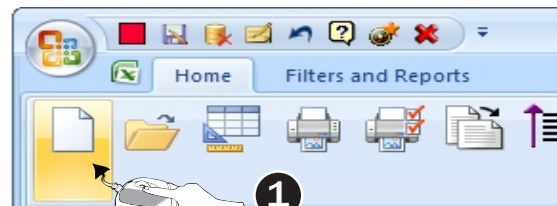## Creating a Database Based on a Pre-Defined Template

1. Click the **New** button to display the New dialog box.

    Browse the pre-defined templates available by using the **Previous, Next, First,** or **Last** buttons.

3. Select a template (it will appear with red border).

4. Click the **OK** button.

    The Edit Database Fields dialog will be displayed.

5. Change the name of the database in the Name text box if desired.

6. Change the description of the database in the Description text box if desired.

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

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

9. Click the **Next** button.
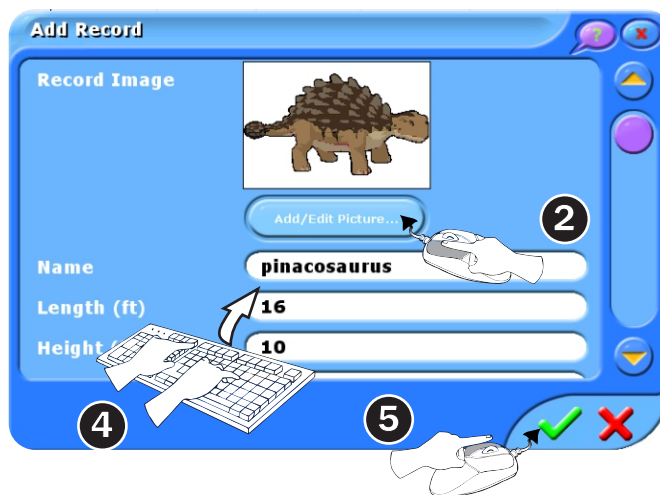
Adding, Editing, and Deleting Records

Adding a Record

You can add a record using the Add Record or Records Form buttons. The Add Record dialog prompts you to enter the information to be collected for each record in your database.

1. Click the **Add Record** button.
    The Add Record dialog will be displayed.

2. Add a Record Image (optional). Click the **Add/Edit Picture button** or the **Preview Box** to draw or select a picture for the record.

    The MaxPaint dialog will be displayed.

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

4. Enter information by typing the text boxes or selecting from a drop-down list or clicking One to Many button to enter information into sub-fields.

5. Click the **OK** button to add the record or click the **Cancel** button to exit the dialog box without adding the record.
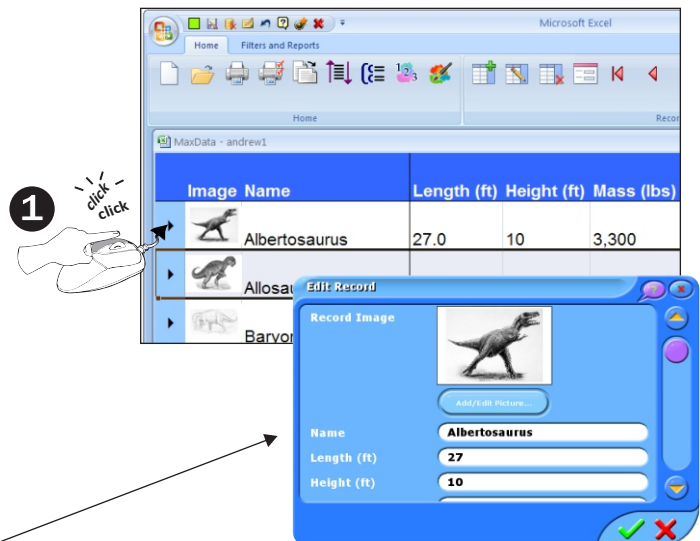
Editing a Record

You can edit a record in Table View, Group View, or in the Records Form.

In Table View

There are two ways to display the Edit Record dialog.

1. Double-click the black record marker or click the blue record marker and click the **Edit Record** button.
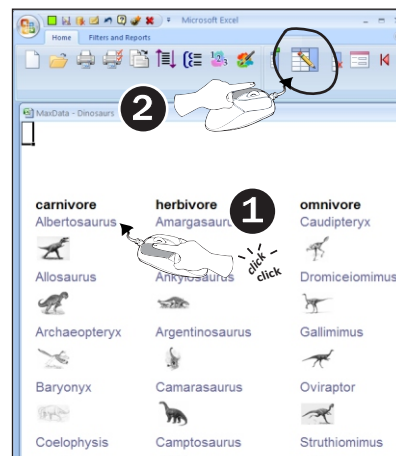
   The Edit Record dialog will be displayed.

In Group View

1. Double-click the label of a record or click the label.
2. Click the **Edit Record** button.

   The Edit Record dialog will be displayed.

In Records Form

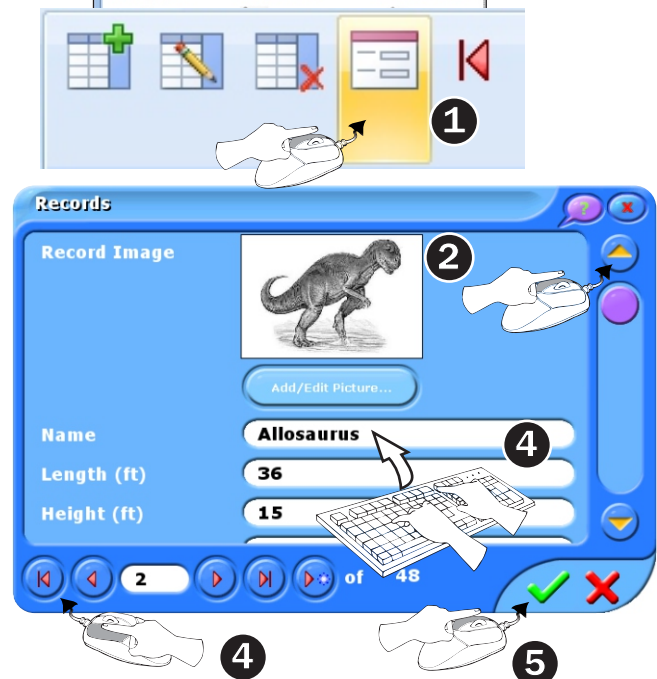The Records Form allows you to add or edit multiple records at a time.

1. Click the **Records Form** button.

   The Records dialog will be displayed.

2. Use the navigation buttons to display the record you want to edit.

3. Click the **First** button to display the first record in the database. Other buttons are for next, previous, and last.
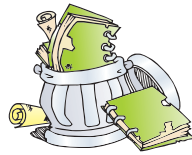
   Click the **Add** button to add a new record in the database. Enter the appropriate values in the record.

4. Edit the data appropriately.

5. Repeat steps 2 - 4 for each record you want to edit and Click the **OK** button to confirm the changes.

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Deleting a Record

You can delete a record in Table View or Group View.
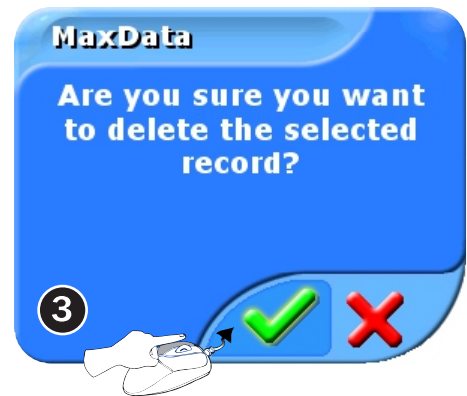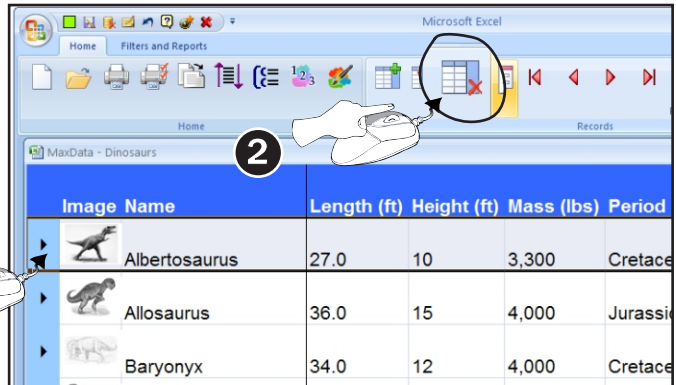
In Table View

1. Click the blue record marker.

2. Click the **Delete Record** button.

   The delete confirmation dialog will be displayed.

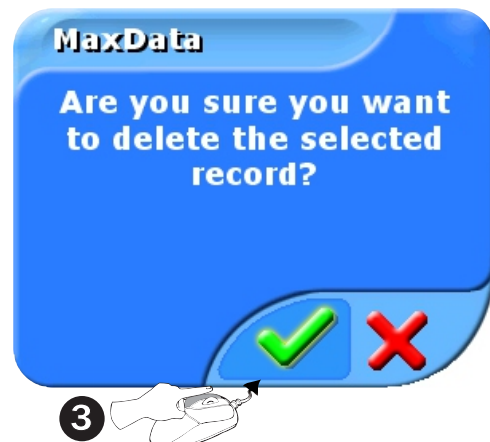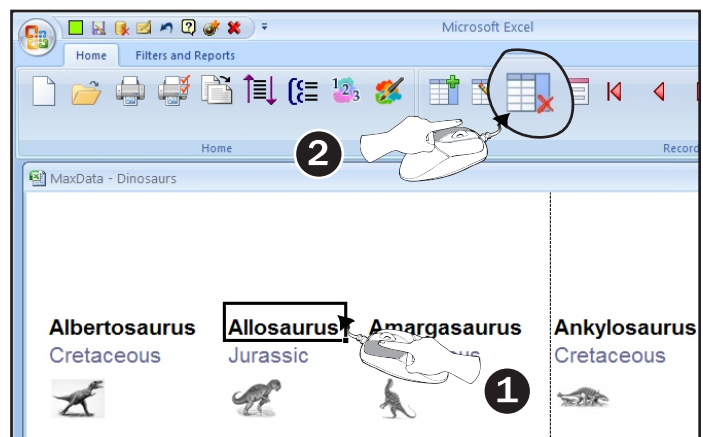3. Click the **OK** button to delete the record.

In Group View

1. Click the label.

2. Click the **Delete Record** button.

   The delete confirmation dialog will be displayed.

3. Click the **OK** button to delete the record.
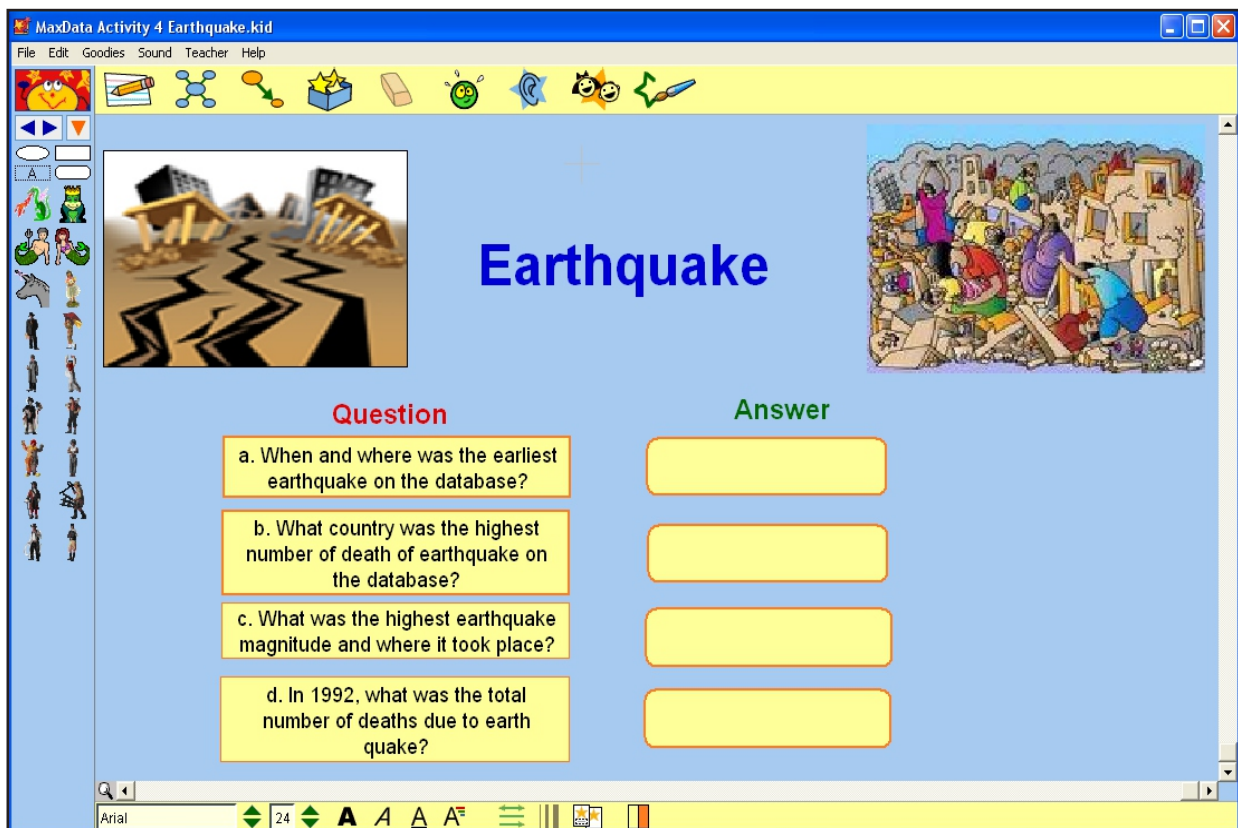
Killer Quakes

Score

Activity 85

Directions:

1. Launch MaxData.
2. Open the **Earthquake** database.
3. Use the navigation buttons to browse the database.
4. Launch Inspiration and open **Killer Quakes**.
5. Answer the questions found in Killer Quakes by referring to the database. Use ALT+Tab keys to shift from MaxData to Inspiration.
6. Save the activity as **Killer Quakes**.

Preview

Added Killer Quakes

Activity 86

Directions:

1. Launch MaxData.
2. Open the **Earthquake** database.
3. Add at least eight recent earthquakes in our country. Research information from the internet or newspaper.
4. Save the activity as **Added Killer Quakes**.

Preview

Image	Year	Deaths	Magnitude (Richter Scale)	Location	Country	Region
►	1990	115	6.3	N Peru	Peru	South America
►	1990	40,000	7.7	W Iran	Iran	Middle East
►	1990	1,621	7.8	Luzon, Philippines	Philippines	Asia
►	1991	1,200	6.8			Asia
►	1991	2,000	7.0			Asia
►	1992	4,000	6.2			Europe
►	1992	1	7.5		tates	North America
►	1992	2,500	7.5		a	Asia
►	1993	200	7.7			Asia
►	1992	116	7.0		a	Central America
►	1992	450	5.9		gypt	Middle East
►	1993	9,748	6.3	Maharashtra, S India	India	Asia
►	1994	61	6.8	Northridge, CA	United States	North America

MaxData - Earthquakes - Microsoft Excel

Home   Filters and Reports

Database Properties

Name   **Earthquakes**

Description   **Information about past earthquakes**

Preview

Add/Edit Picture...

Records   **48**

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