

Modifying Database Fields

Lesson 32

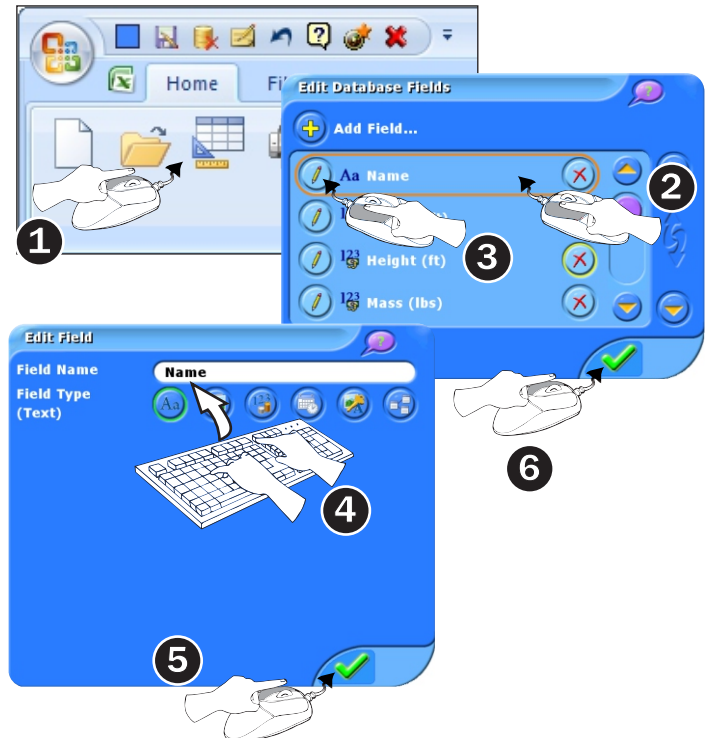
Modifying Database Fields

When working on your database you may need to add, modify, or delete fields. This can be done using the Design feature.

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

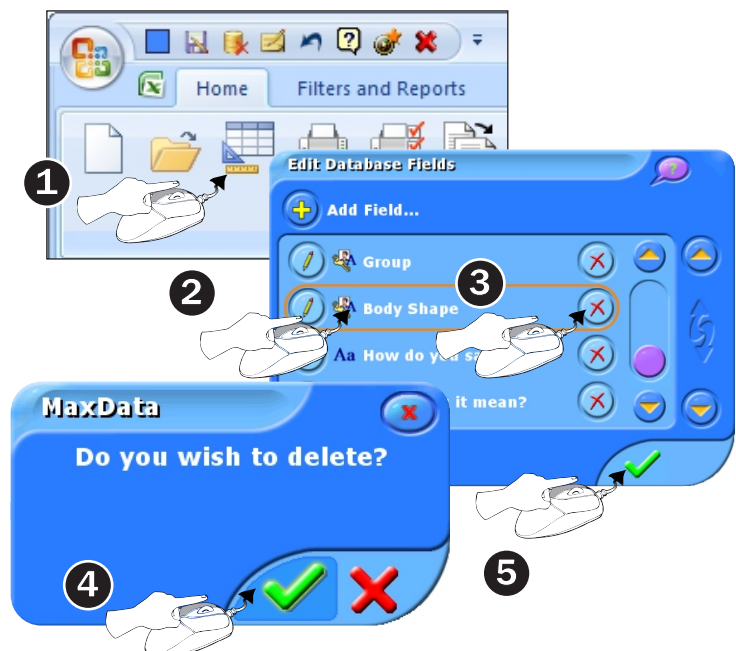
Editing Database Fields

1. Click the **Design** button.
The Edit Database Fields dialog will be displayed.
2. Select the field you want to edit.
(it will appear with orange border.)
3. Click the **Edit Field** button.
The Edit Field dialog will be displayed.
4. Change the field as required.
5. Click the **OK** button to save the changes to the field.
6. Click the **OK** button to close the Edit Database Fields dialog.



Deleting Database Fields

1. Click the **Design** button.
The Edit Database Fields dialog will be displayed.
2. Select a field to delete (it will appear with red border).
3. Click the **Delete Field** button.
A confirmation dialog will appear.
4. Click the **OK** button to delete the field.
5. Click the **OK** button to close the Edit Database Fields dialog.





Reordering Database Fields

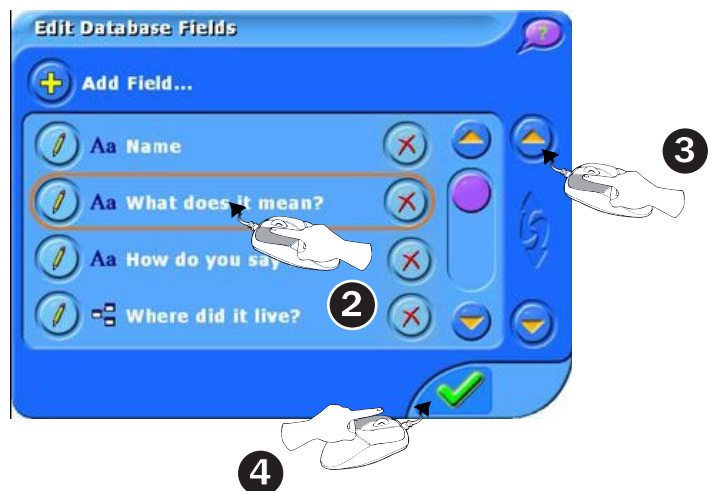
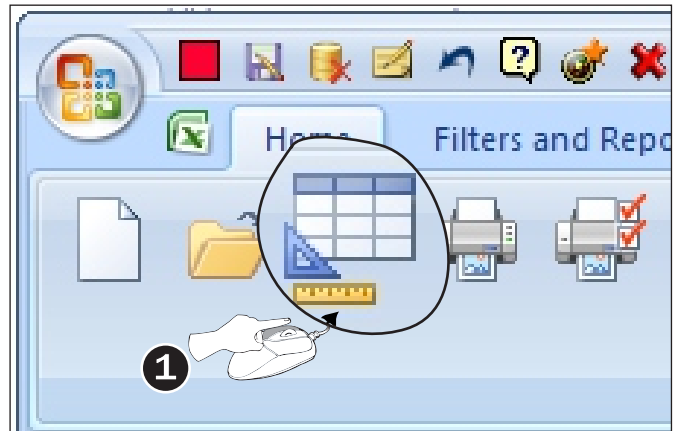
The order in which you add fields determines the order in which data are entered into the database and viewed. You can change the order of fields by selecting the field and moving it up or down in the field list when you are in Design mode.

1. Click the **Design** button.

The Edit Database Fields dialog will be displayed.

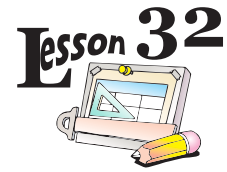
2. Select the field you want to reorder (It will appear with red border).
3. Click the  **Move Down Field** button to move the selected field down one place or the  **Move Up Field** button to move the selected field up one place.
4. Click the **OK** button to close the Edit Database Fields dialog.

The fields will be reordered for all views.



Modified Quakes

Modifying Database Fields



Score

Activity 100

Directions:

1. Launch MaxData.
2. Open the **Earthquakes** database.
3. Perform editing of records by following the requirement below.
4. Save the database as **Modified Quakes**.



Requirements :

A. Edit and replace the following :

N = Northern

NW = North West

NE = North East

E = Eastern

S = Southern

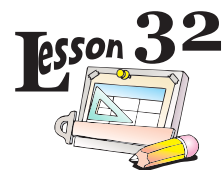
SW = South West

B. Research and add at least 5 recent earthquakes happened in Asia.



Lights, Camera and Action

Modifying Database Fields



Score

Activity 101

Directions:

1. Launch MaxData.
2. Open the **Philippine Movies** database.
3. Modify the following fields:



Original Field

Modified Field

Movie Title

Movie

Distributor

Marketing Distributor

Lead Actor

Actor

Lead Actress

Leading Lady

Director

Film Director

Erase the Year Release field.

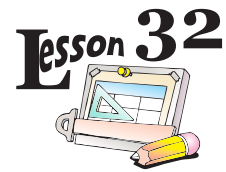
4. Add at least 5 records (latest movies).
5. Save the database as **Lights Camera Action**.

Preview

Image	MOVIE TITLE	DISTRIBUTOR	LEAD ACTOR	LEAD ACTRESS	DIRECTOR	MOVIE TYPE
	Tanging Ina	Star Cinema	Marvin Agustin	Ai-Ai de las Alas	Wenn V. Deramas	Comedy/ Drama
	Pak! Pak! My Doctor Kwak	Star Cinema	Vic Sotto	Bea Alonzo	Tony Y. Reyes	Romantic/Comedy
	Exudos	GMA Film	Bong Revilla	Aubrey Miles	Erik Matti	Fantasy
	Ikay Parin Bongga Ka boy	Viva Film	Robin Padilla	Ai-Ai de las Alas	Wenn V. Deramas	Comedy / Action /Drama

Tourists Destinations

Modifying Database Fields



Score

Activity 102

Directions:

1. Launch MaxData.
2. Open the **Tourist Spots** database.
3. Add the following fields:

ACCESSIBLE (Yes or No)

GOVERNMENT OWNED (Yes or No)

CAN BE REACHED BY (Land / Air / Sea)

4. Add at least 3 records (tourist spots).

5. Save the database as **Tourists Destinations**.



Preview

MaxData - TOURIST SPOTS - Microsoft Excel				
Image	TOURISTS SPOT NAME	YEAR DISCOVERED	ADDRESS	DEVELOPED
	Boracay Beach	01 December 1990	Caticlan	YES
	Ardent Hot Spring	01 December 1985	Camiguin Island	YES
	Chocolate Hills	01 January 1970	Bohol	YES
	Panglao Island	01 March 1965	Bohol	YES
	Lanao Lake	01 February 1962	Lanao del Sur	NO
	CDO Water Rafting Adventure	01 December 1995	Cagayan de Oro City	YES

Students Records

Modifying Database Fields

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Score

Activity 103

Directions:

1. Launch MaxData.
2. Open the **School Records** database.
3. Add the following fields:

ADDRESS (text)
PARENT/GUARDIAN (text)
SCHOLAR (text)



4. Add at least 15 records (pupils/students).
5. Save the database as **Students Records**.

Preview

Image	STUDENT ID	FIRST NAME	LAST NAME	MIDDLE NAME	GENDER
	001	Matt	Reyes	Lopez	Male
	002	Rico	Blanco	Garcia	Male
	003	William	Lapus	Gomez	Male
	004	Riza	Smith	Santos	Male
	005	Jerome	Jungco	Bautista	Male