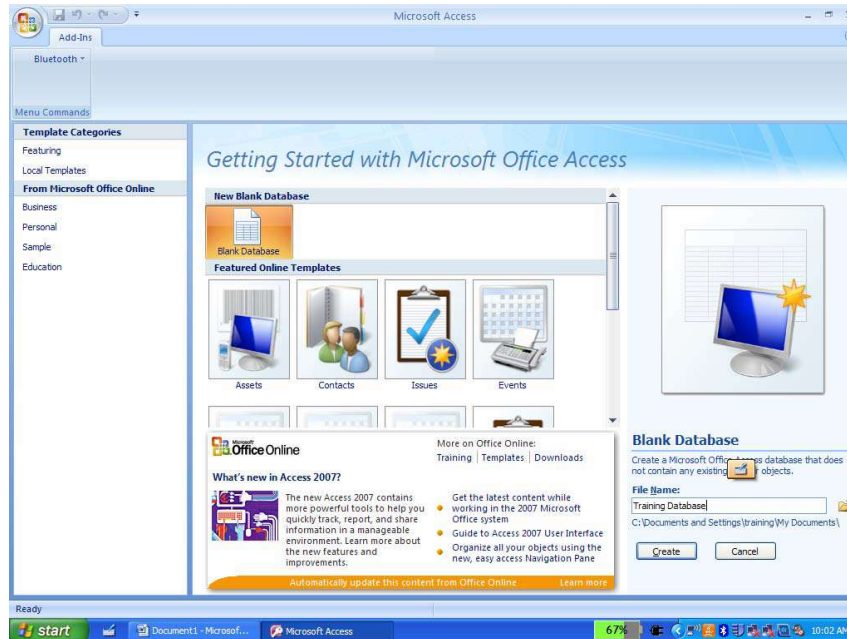# Create a Blank Database

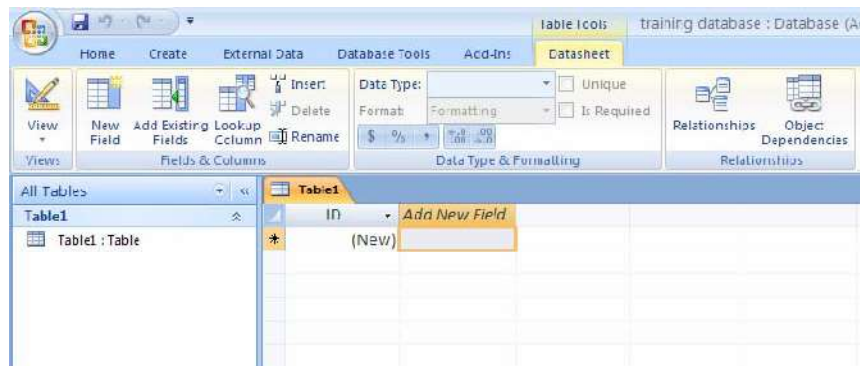Step 1 : Start by opening MS – Access.

Step 2 : Select Blank Database.
Step 3 : In the file name field enter a name for the database.
Step 4 : Clickl Create.

Microsoft Access automatically creates a new table in the database called Table1. This is temporary table name until the table is saved.

Create a New Table

When we create a database, we store our data in tables. Because other database objects depend so heavily on tables, we should always start our design of a database by creating all of

its tables and then creating any other object. While creating table, one should select a proper view.

Understanding Views

There are 2 basic views when you work in a table:
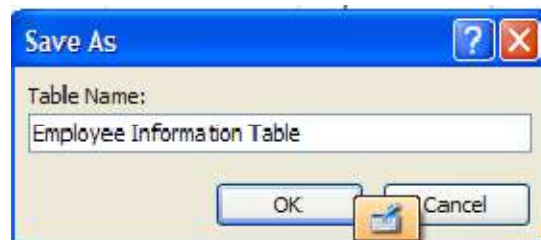
1. Design View , and
2. Datasheet View.

Design View is used to set the data types, insert or delete fields, and set the Primary key. **Datasheet View** is used to enter the data for the records.

By default, Access places you in Datasheet View.

To Switch to Design view:

I.   Click the View button on the Home Ribbon
II.   Type a name for the table
III.   Click OK

To Enter Fields in a Table:

I.   Type a name for the first field in the table
II.   Press Enter
III.   Select a data type
IV.   Press Enter
V.   Type a description for the field
VI.   Press Enter

Continue this until all necessary fields have been entered into the table.

Note: The order that you enter the field names is the order the fields will appear in the table and on a form.
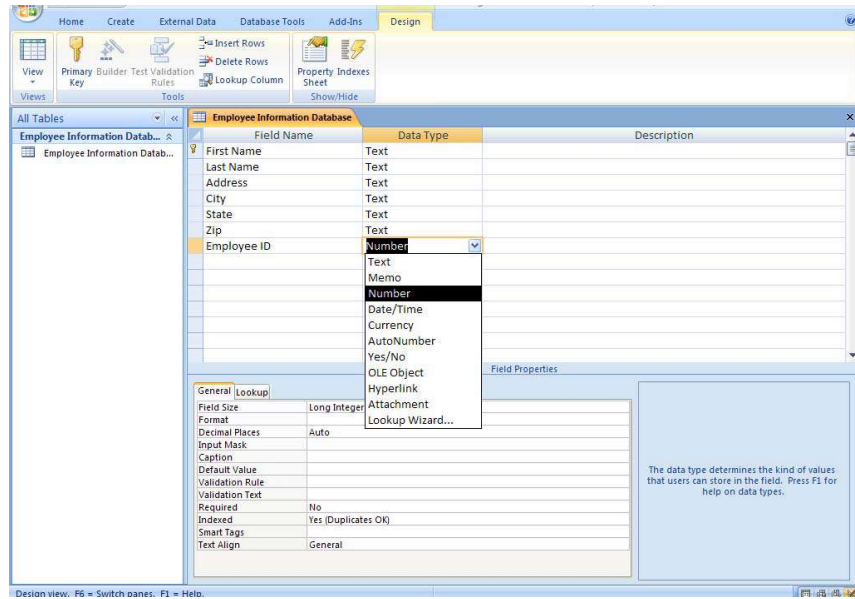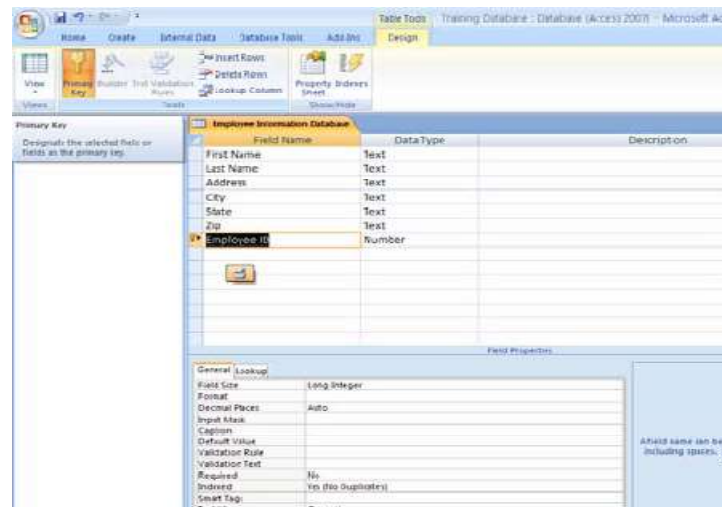
To View the Datasheet View :

Click the View button on the Ribbon and select datasheet view.

Setting a Primary Key

The Primary Key is the unique identifier for each record in a table. Access will not allow duplicate entries in a Primary Key field. By default, Access sets the first field in the table as the Primary Key field.

To Set a Primary Key:

I.   Switch to Design View
II. Position your cursor in the field you wish to set as the Primary Key
III. Click the Primary Key button on the Ribbon.

To Switch Back to Datasheet View to Enter your Records:

Click the View button on the Ribbon and select Datasheet view from the options.

Adding Data in a Table

An Access database is a collection of objects like tables, forms, reports, queries etc. that works together for a database to function properly. After creating table with all of the fields and field properties necessary in our database, one can add data in it. To view, change, insert, or delete data in a table within Access, always use the table's Datasheet View.

- A datasheet view is a simple way to look at your data in rows and columns without any special formatting.
- Whenever we create a new table, Access automatically creates two views that we can start using immediately for data entry.
- A table open in Datasheet View resembles an Excel worksheet, and we can type or paste data into one or more fields.
- There is no need to explicitly save the data. Access commits the changes to the table when we move the cursor to a new field in the same row, or when we move the cursor to another row.
- By default, the fields in an Access database are set to accept a specific type of data, such as text or numbers. We must select/enter the type of data that the field is set to accept.

Once you have entered the fields and set the data types it is now time to enter the records in a table.

To Enter Data in a Table:

I.   Make sure you are in Datasheet View.
II.   Enter the data into the table by pressing the tab key to move from one cell to another.
III. When you have completed the record (row), press Enter.

When inputting data into the table, Access automatically saves the data after each new record.