

MS-Access

by Asst. Prof. Wassanaa Naiyapo
adapted into English by Dr. Prakarn Unachak



ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

204100 IT AND MODERN LIFE



MS-Access 2016

7.1 Database Basics & Table

7.2 Form

7.3 Query

7.4 Report

7.5 Working with Multiple Tables

7.1 Database Basics & Tables



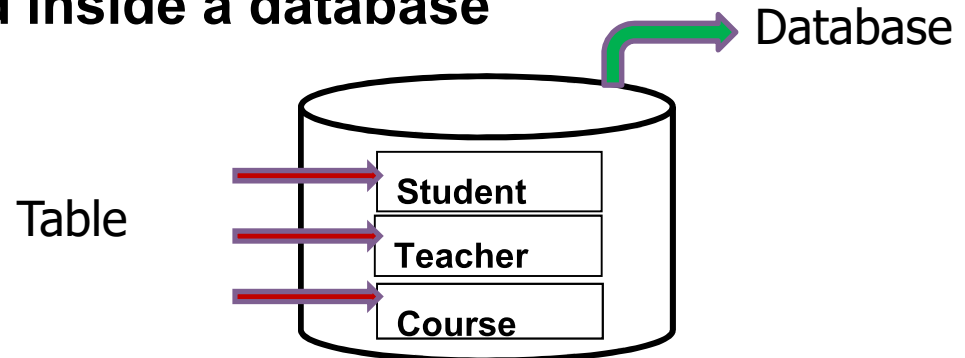
7.1 Database Basics & Tables

- 1) Database basics**
- 2) Defining scope of problem and data**
- 3) Designing a table**
- 4) Data types**
- 5) Create tables with microsoft access**
- 6) Entering data into table**
- 7) Managing fields (adding / moving / deleting field)**
- 8) Managing table (copy, rename, delete table)**



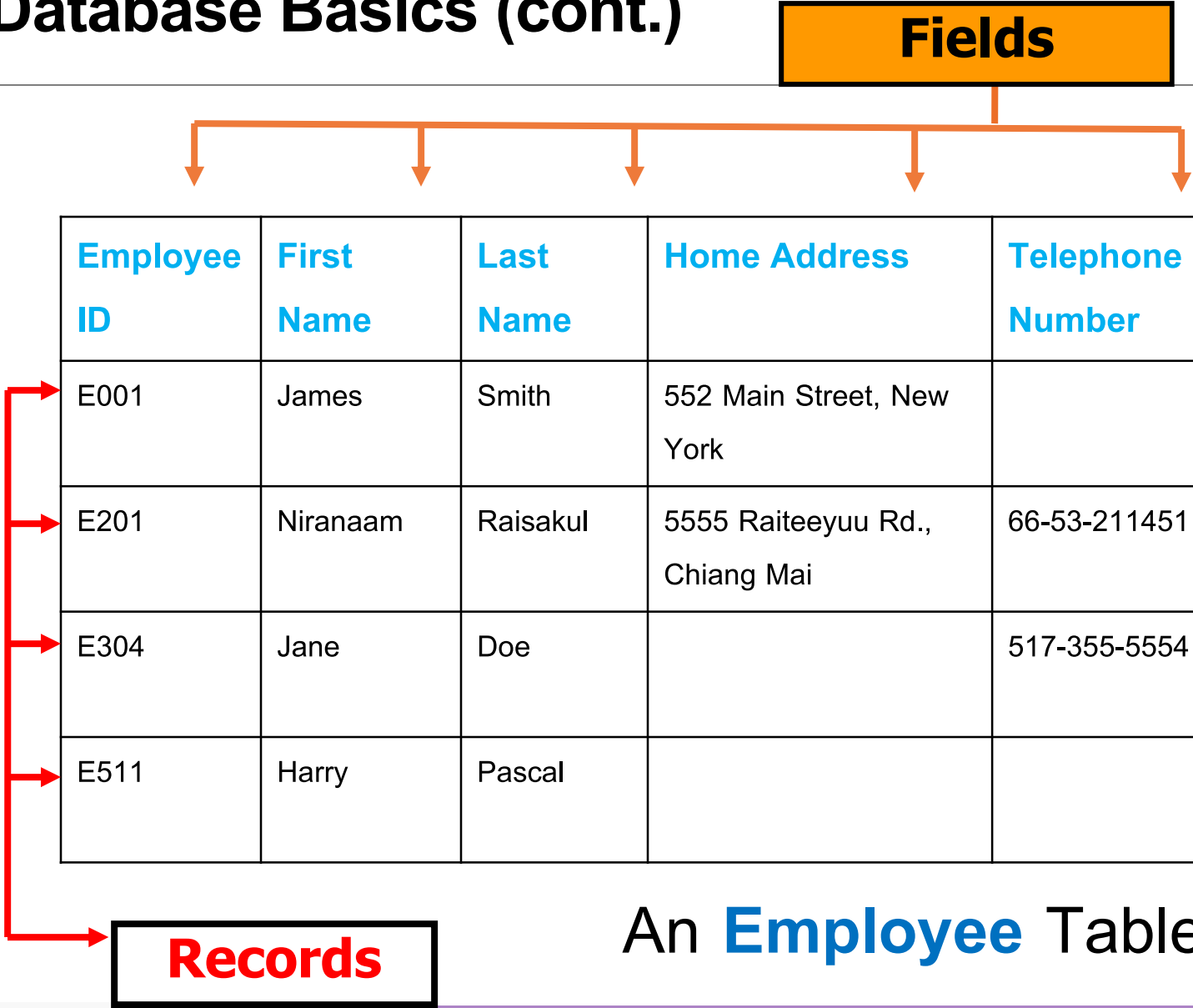
(1) Database Basics

- ❖ **Microsoft Access is a Database Management System (DBMS), which is an application software that:**
 - **Facilitate convenient working with data**
 - **Enable us to store, search, edit and make report of the data**
- ❖ **In MS Access:**
 - **Data are stored in tables**
 - **Tables are organized inside a database**



(1) Database Basics (cont.)

Fields



Employee ID	First Name	Last Name	Home Address	Telephone Number
E001	James	Smith	552 Main Street, New York	
E201	Niranaam	Raisakul	5555 Raiteeyuu Rd., Chiang Mai	66-53-211451
E304	Jane	Doe		517-355-5554
E511	Harry	Pascal		

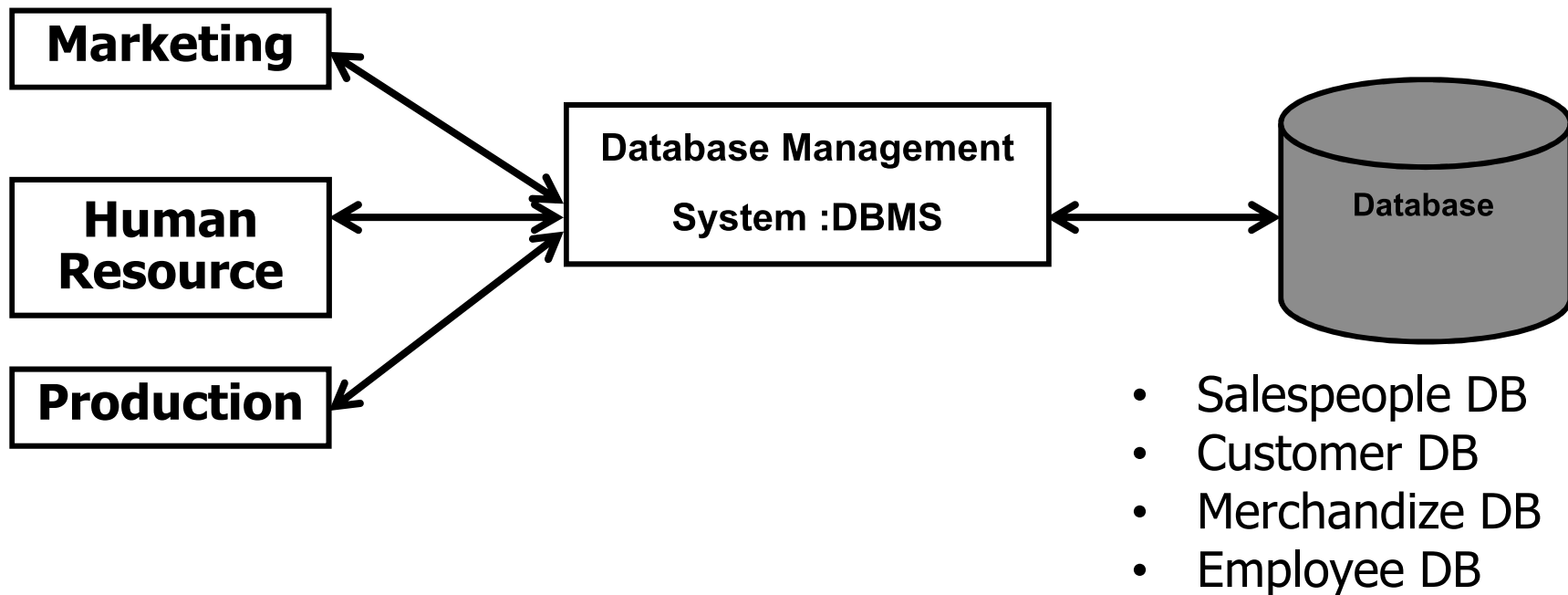
Records

An **Employee** Table



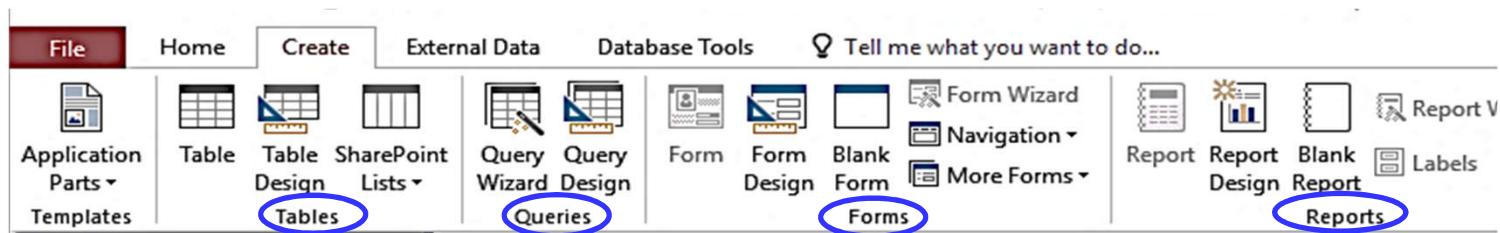
(1) Database Basics (cont.)

Example of database usage in a company



Microsoft Access Objects

- Tables Where data are stored. A table consists of rows (records) and column (types of fields)
- Forms User-created interface for easy & quick data entry and editing.
- Reports User-created display of data.
- Queries User-defined filter of data. How you ask database questions.



(2) Scope of Problem and Data

- ❖ Before we will create a database, we need to work out
 1. What are we working on, and
 2. The kind of data do we need to collect and maintain for this work
- ❖ This will help we define which data need to be on you database.
- ❖ Some questions you need to answer:
 - What is the subject of your interest?
 - Which data do we need/ don't need?
 - (optional) How do we want to collect the data?
- ❖ The answers to these questions will help you set the **scope** of your data. Without it, you might collect too many irrelevant data, or missing something.

(2) Scope of Problem and Data (cont.)

- ❖ For example, if we want to collect data about **students**, there will be a lot of related data:
 - Student ID, name, birthday, place of origin, address, telephone number, faculty, major, minor, GPA, hobby, etc.
- ❖ We need to work out what are our interest in the students, and what do we want to know about them.
- ❖ Make sure to set up the scope, so that we have the list of only relevant data, before moving on to the next step...



(2) Scope of Problem and Data (cont.)

❖ Back to student table example

- We start at basic information we want to know about student: **ID, Title (Mr., Ms.), First Name, Last Name, Birth Date, GPA, Address...**
- Maybe we want to conduct a research on student's income → **Allowance**
- We also might want a way to contact the student → **E-mail address**
- And maybe blood type, in case of an emergency → **Blood Type**

❖ Again, work out **what we want to know.**



(3) Designing a Table

- ❖ The data will be about student, so we have a **Student table**. The **record** will be information about each student.
- ❖ Once we know which data we want to store, each piece of the information will be a **field** in a student record. The list of the field is on the right.
- ❖ Now we need to name and specify the fields, to create the table on MS Access.

Field Name Restriction

- No longer than 64 characters
- The name cannot:
 - Have special characters such as . ! ' []
 - Start with space
- ❖ If our field name violates a restriction, MS-Access will display “field name invalid” error message dialog box.

Student
Student ID
Title
First Name
Last Name
Address
Birth Date
GPA
Blood Type
Allowance
E-mail Address



(3) Designing a Table (cont.)

With that in mind, we can select field names. Usually, we don't want any space in a field name

What we want to store	Field Name
Student ID	idStudent
Title	title
First Name	firstName
Last Name	lastName
Address	address
Birth Date	birthdate
GPA	GPA
Blood Type	bloodType
Allowance	allowance
E-mail Address	email



(4) Data Types

- ❖ After we have named the fields, we need to assign **data types** for them.
- ❖ Data type will dictate what can be store in that field.
- ❖ The following tables will show data types available in MS Access.



(4) Data Types (cont.)

Data type	Description	Sizes
Short Text (formerly known as “Text”)	Alphanumeric data (names, titles, etc.)	Up to 255 characters.
Long Text (formerly known as “Memo”)	Large amounts of alphanumeric data: sentences and paragraphs.	Up to about 1 gigabyte (GB), but controls to display a long text are limited to the first 64,000 characters.
Number	Numeric data.	1, 2, 4, 8, or 16 bytes. (more later)
Large Number	Numeric data.	8 bytes. For more information, see Using the Large Number data type. <small>Cont.</small>



(4) Data Types (cont.)

Data type	Description	Sizes
Date/Time	Dates and times.	8 bytes.
Currency	Monetary data, stored with 4 decimal places of precision.	8 bytes.
Yes/No	Boolean (true/false) data; Access stores the numeric value zero (0) for false, and -1 for true.	1 byte.
OLE Object	Pictures, graphs, or other ActiveX objects from another Windows-based application.	Up to about 2 GB.



(4) Data Types (cont.)

Data type : **Number**

- **Byte** - Use for integers that range from 0 to 255. Storage requirement is 1 byte.
- **Integer** - Use for integers that range from -32,768 to 32,767. Storage requirement is 2 bytes.
- **Long Integer** - Use for integers that range from -2,147,483,648 to 2,147,483,647. Storage requirement is 4 bytes.
- **Single** - Use for numeric floating point values that range from -3.4×10^{38} to 3.4×10^{38} and up to seven significant digits. Storage requirement is 4 bytes.
- **Double** - Use for numeric floating point values that range from -1.797×10^{308} to 1.797×10^{308} and up to fifteen significant digits. Storage requirement is 8 bytes.



(4) Data Types (cont.)

❖ For **Student** table, we may use the following data types:

Data	Field	Data Type
Student ID	idStudent	Short Text – 9 bytes
Title	title	Short Text – 4 bytes (Mr., Ms.,...)
First Name	firstName	Short Text – 20 bytes
Last Name	lastName	Short Text – 20 bytes
Address	address	Short Text – 40 bytes
Birth Date	birthdate	Date/Time
GPA	GPA	Number – single (2.51, 4.00)
Blood Type	bloodType	Short Text – 3 bytes (A+, B-, AB+,...)
Allowance	allowance	Number - integer
E-mail Address	email	Short Text – 30 bytes



(5) Creating a Table with MS Access

Now, we will use Microsoft Access 2016 to create tables

First, we will create a folder to put the database in.

Create a folder with you student ID

Drive ? (Flash drive / Drive C / Drive D:)

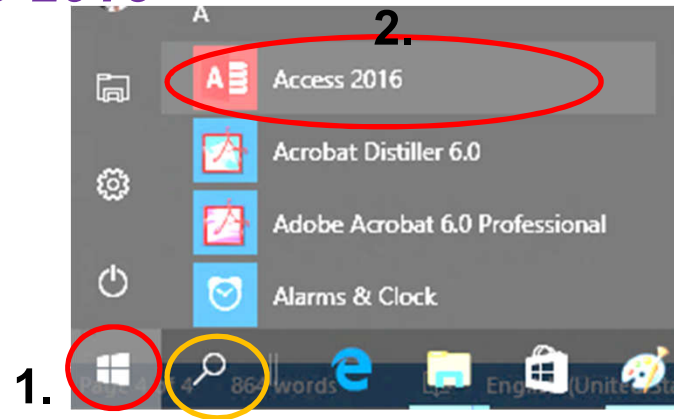
For example G:\600501234>



(5) Creating a Table (cont.)

First, we will open Microsoft Access 2016 by doing the followings:

1. At the task bar click the windows icon
2. click *Access 2016*



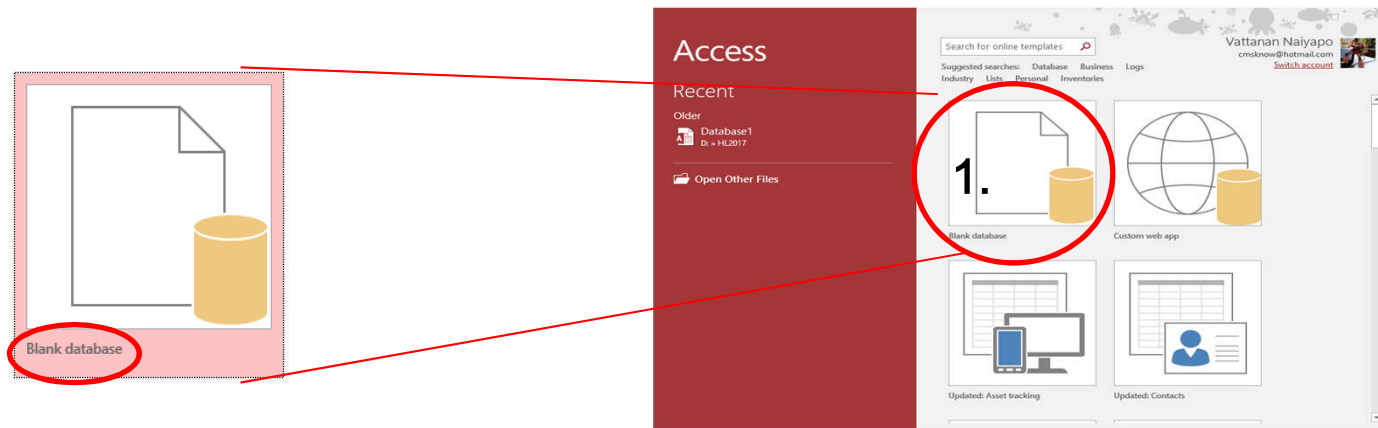
If you cannot find Access 2016 click search and type

“Access” to search for a program



(5) Creating a Table (cont.)

Once Microsoft Access start, we will see the screen below, we will create **MyStudent** database with the following steps:



1. click **Blank database**



(5) Creating a Table (cont.)

2. Then, do the following

2.1 At File name: put in the name of the database. *MyStudent*,
for this example

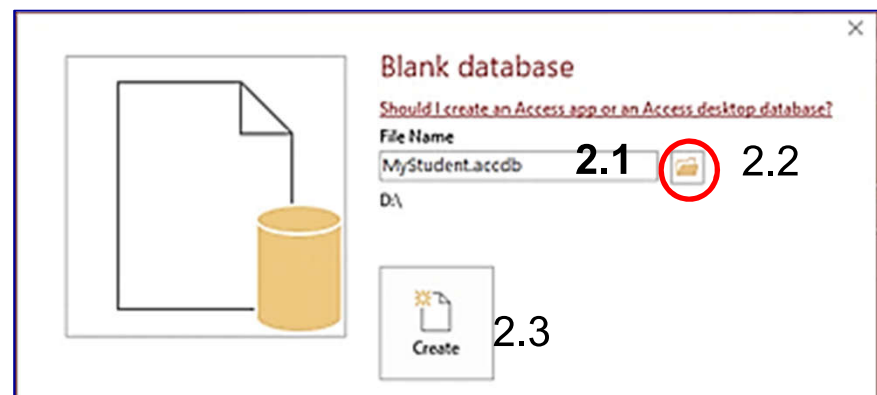
2.2 Specify where the database will be by clicking at 

File and folder dialogue will appear, select where you want to
put the database file. Also, specify *Save as type* :

as *Microsoft Access 2007-2016 Database*

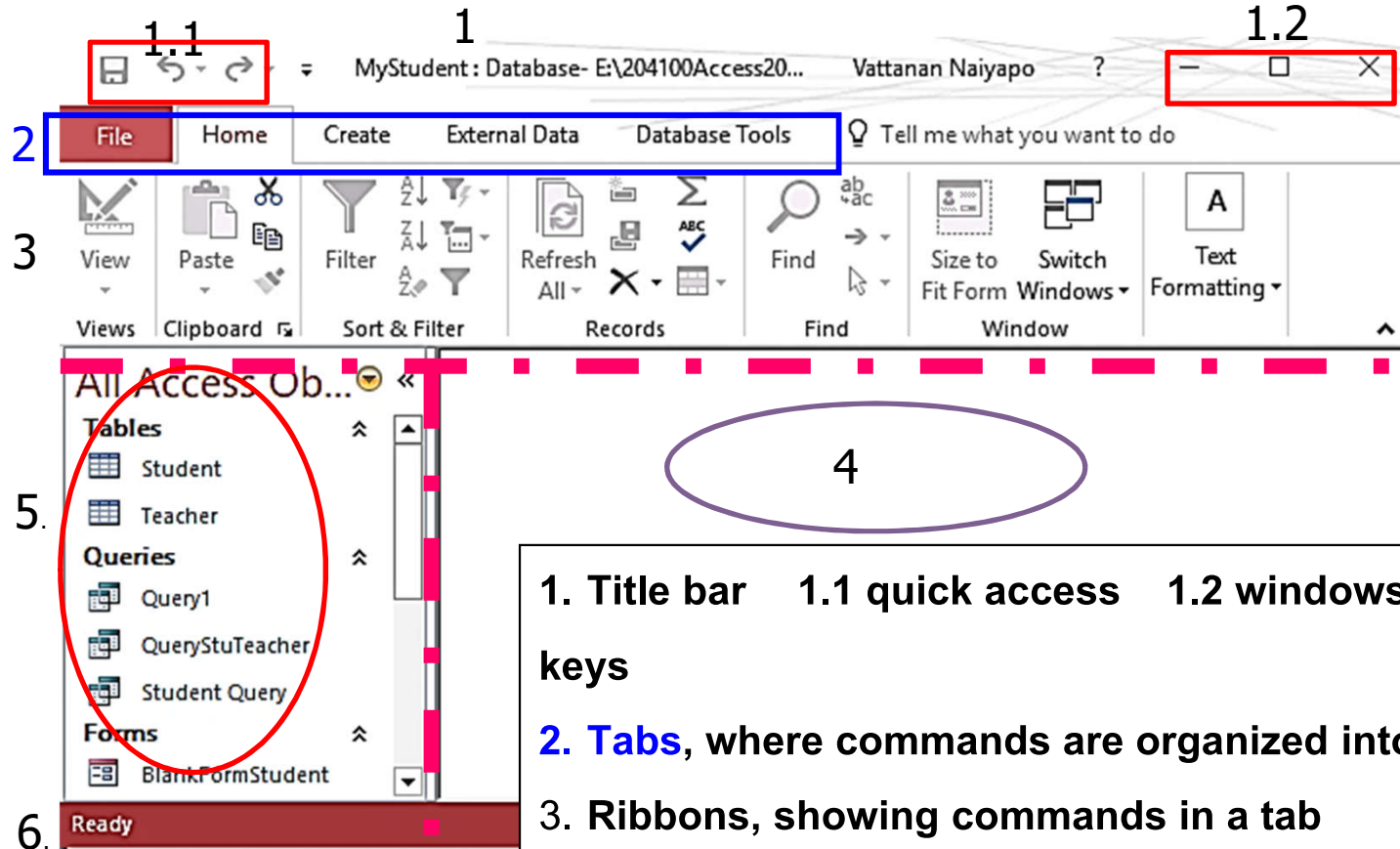
We will get *MyStudent.accdb*

2.3 click *Create*



(5) Creating a Table (cont.)

What are on MS-Access's User Interface



1. Title bar 1.1 quick access 1.2 windows control keys

2. **Tabs**, where commands are organized into

3. Ribbons, showing commands in a tab

4. Working space

5. Navigation pane : showing objects (table and others) in the database



(5) Creating a Table (cont.)

Before we start, we'll learn to do the followings with MS Access:

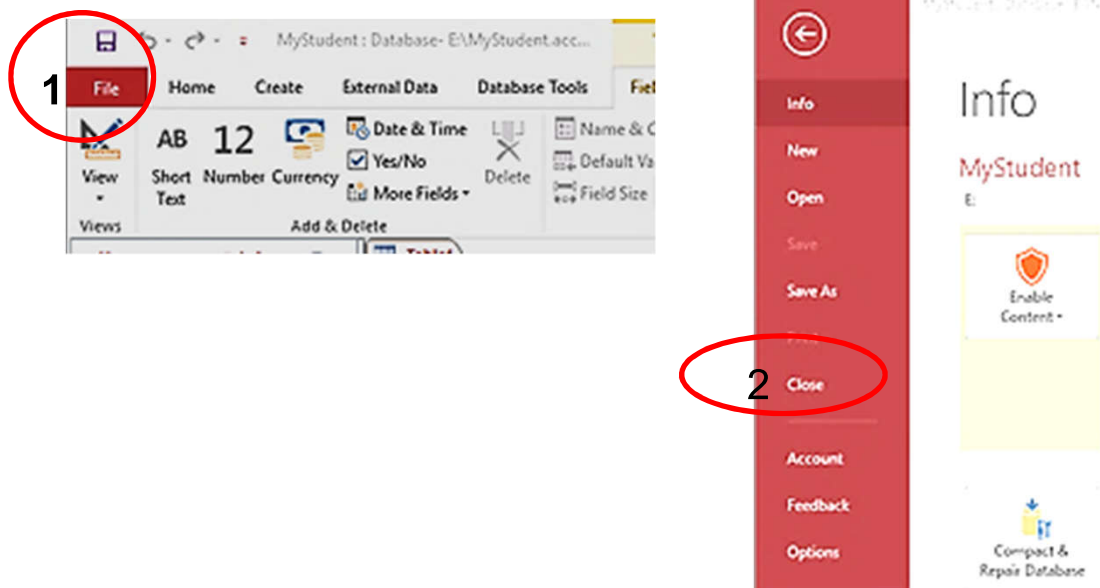
- Closing a database
- Closing MS-Access
- Opening a database
- Saving with **Save / Save-as**

After that, we'll learn how to create a table

(5) Creating a Table (cont.)

Closing a DB

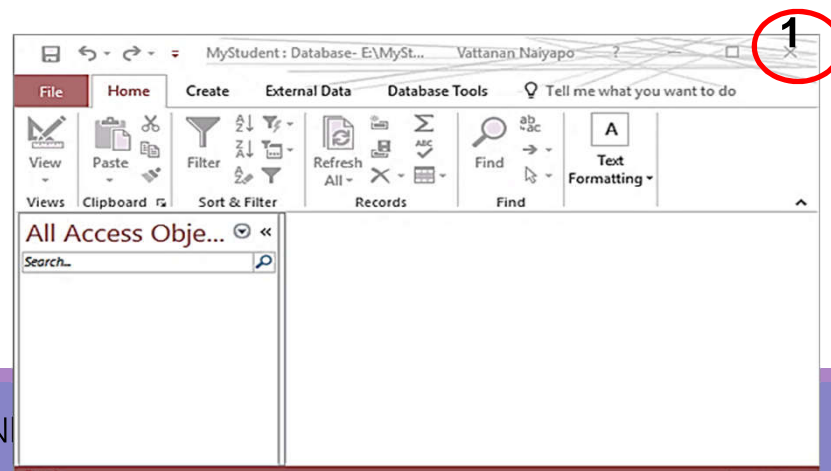
1. Click **File** tab
2. Click **Close**



Closing MS Access

At the top right corner

1. click **X** to close windows



(5) Creating a Table (cont.)

Opening a database

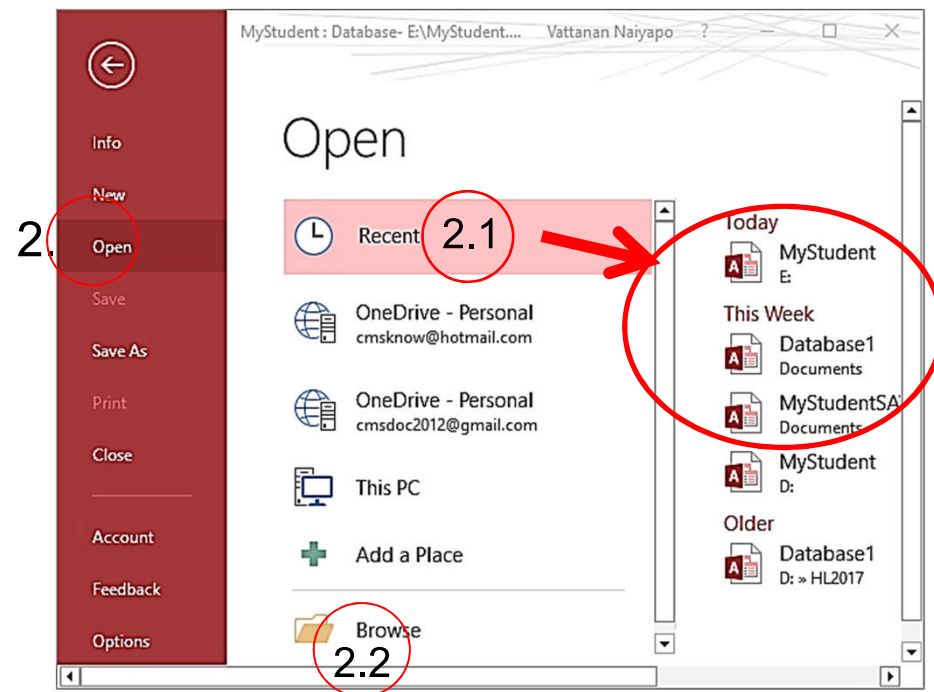
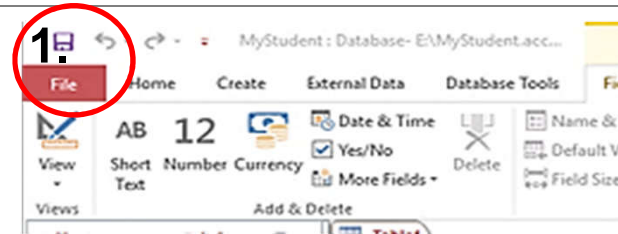
1. Click **File** tab

2. Click **Open** then select the database:

2.1 **Recent** for databases that were open recently

Or 2.2 **Browse** look for a database file

The select database file will then be opened and appear.

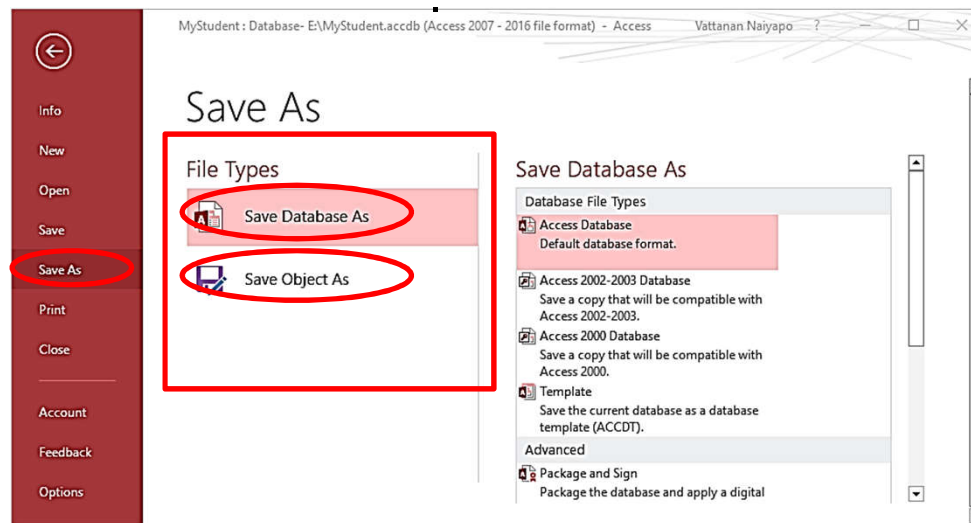


(5) Creating a Table (cont.)

Saving with **Save / Save As**

- Save will save changes on objects in the database
- Save As will allow you to save the database as another file, **File Types** to make a copy. You can also make a copy of objects in the database

We will continue with more information on **Save As**



(5) Creating a Table (cont.)

Save As – Saving Database as Another File/ Another File Type

1. Click **File** tab
2. Click **Save As**
3. At **File Types**, select **Save Database As**
4. At **Save Database As → Database File Type**, select **Access Database**

Select the version you want, 2016 will be what we are working on

5. Click **Save As** and type in the file name

The image shows a sequence of steps for saving a database in Microsoft Access. It includes a screenshot of the File menu with 'File' circled (1), the 'Save As' option highlighted (2), the 'File Types' section with 'Save Database As' circled (3), the 'Save Database As' dialog box with 'Access Database' selected (4), and the 'Save As' button highlighted (5). A red box highlights the file extension '.accdb'.

1. Click **File** tab

2. Click **Save As**

3. At **File Types**, select **Save Database As**

4. At **Save Database As → Database File Type**, select **Access Database**

5. Click **Save As** and type in the file name

Access2016 File extension is .accdb

(5) Creating a Table (cont.)

Making a copy of an object (**Save As – Save Object As**)

At navigation pane, double click **Student** table to select it, then:

1. Click **File** tab
2. Click **Save As**
3. At **File Types**, select **Save Object As**
4. At **Database File Types**, select **Save Object As**
5. Click **Save As** and type in the file name for the table

The image shows a sequence of five steps for saving a table in Microsoft Access:

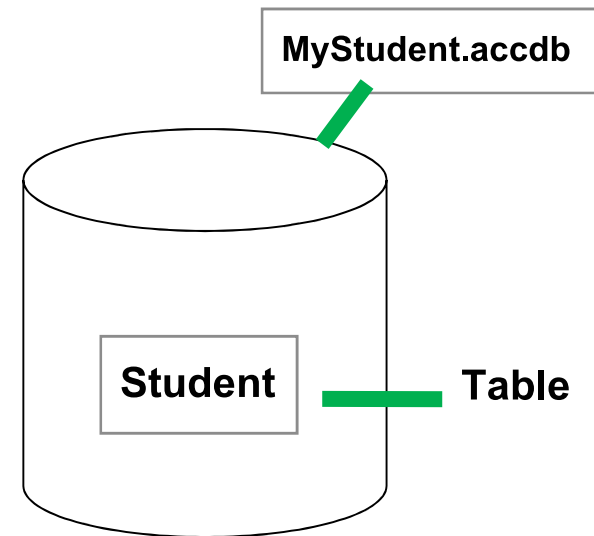
- 1.** The **File** tab is circled in red in the top ribbon.
- 2.** The **Save As** option is highlighted in the File menu.
- 3.** The **File Types** task pane is shown with **Save Object As** selected.
- 4.** The **Database File Types** task pane is shown with **Save Object As** selected under the **PDF or XPS** section.
- 5.** The **Save As** dialog box is shown with the **Save As** button highlighted.

At the bottom left, there is a logo for the Computer Science Department, CMU, and text in Thai: "ภาควิชาวิทยาการคอมพิวเตอร์ มหาวิทยาลัยเชียงใหม่".

(5) Creating a Table (cont.)

Creating a Table

- Usually, a database will have multiple tables
- Our starting example will have one table
- The file extension (type) for Access 2016 (and some earlier) database file is **.accdb**

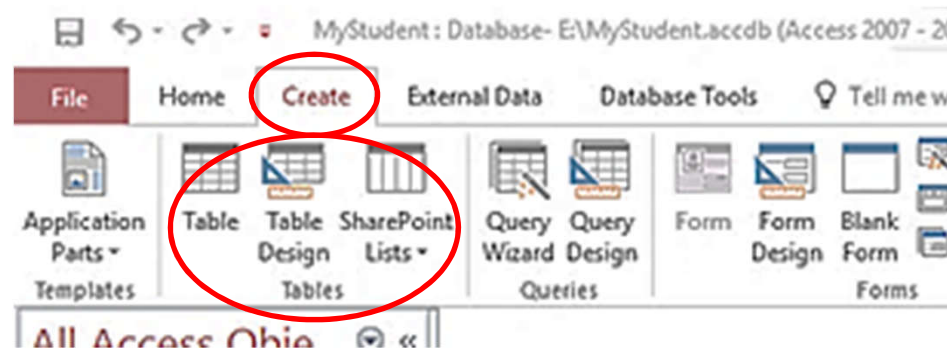


(5) Creating a Table (cont.)

We can create a table and start it on different views

- ❖ To create a table, go to **Create** tab
- ❖ Under **Tables** group, select a command to create a table from these 3 commands:
 - **Table** to create a table and go to input data
 - **Table Design** to create a table and go to **Design view**
 - **SharePoint Lists** will link to SharePoint program

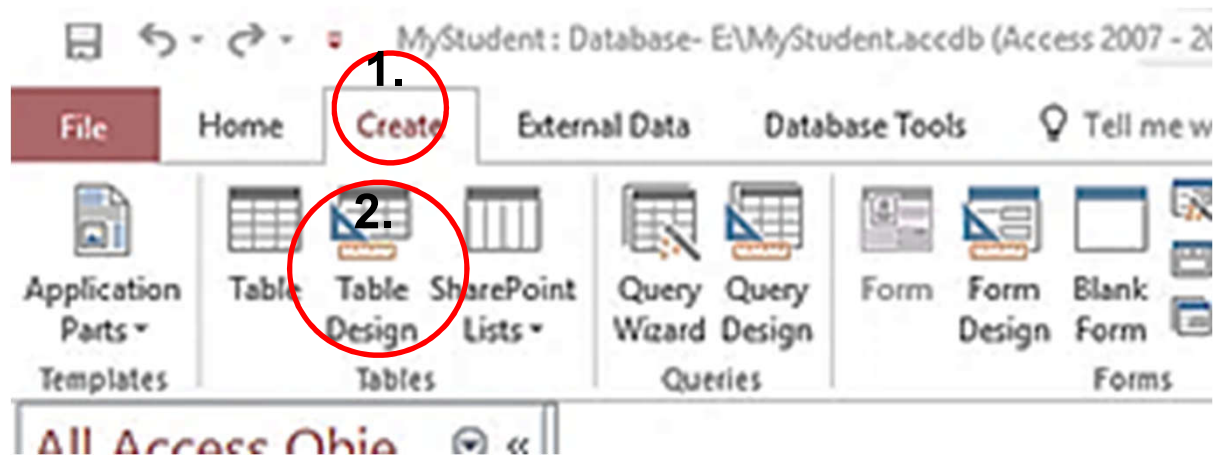
For now, we will select **Table Design**



(5) Creating a Table (cont.)

Creating **Student** table on **MyStudent** database

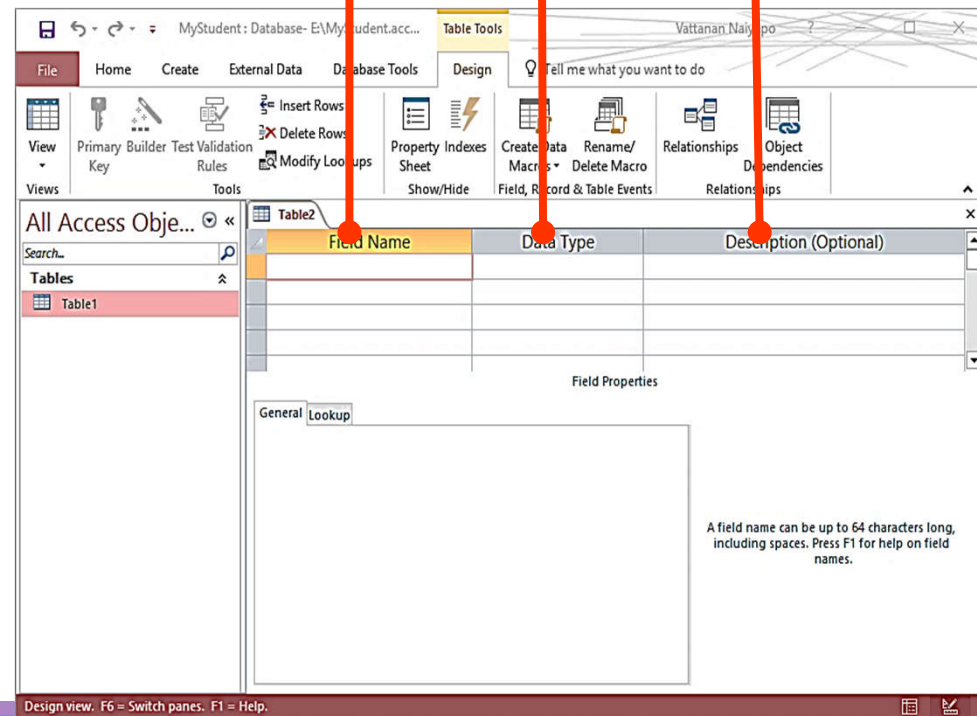
1. Click **Create** tab
2. Click **Table Design** command



(5) Creating a Table (cont.)

We will input field names and data types as we have designed

- **Field Name** the name of the field
- **Data Type** for that field
- **Description** to put some notes about the field



Specifying a field for **Student** table

5.1 Type **idStudent** under **Field Name**

5.2 Select **Short Text** under **Data Type**

5.3 Below, under **General** tab → **Field Size** type in 9

5.4 Type some explanation under **Description**

By default, the field size for
Short Text will be 255 bytes

The screenshot shows the Microsoft Access Table Design view for a table named 'Table1'. The table has three columns: 'Field Name', 'Data Type', and 'Description'. The first row contains the field 'idStudent' with a data type of 'Short Text' and a description of 'รหัสนักศึกษา มช.'. The 'Field Size' property is set to '9'. The 'General' tab is selected in the 'Field Properties' pane at the bottom. A red circle highlights the 'Field Size' property, and a red arrow points from the text box above to the 'Field Size' property.

Field Name	Data Type	Description
idStudent	Short Text	รหัสนักศึกษา มช.

Field Properties

General Lookup

Field Size: 9

Format



(5) Creating a Table (cont.)

Enter **Field Name** and **Data Type** as designed:

- **idStudent** Short Text 9 bytes
- **title** Short Text 6 bytes
- **firstName** Short Text 20 bytes
- **lastName** Short Text 40 bytes
- **GPA** Number Single
- **bloodType** Short Text 3 bytes
- **allowance** Number Integer
- **email** Short Text

Field Name	Data Type	
idStudent	Short Text	9-digit ID for CMU Students
Title	Short Text	Mr, Ms., or Other
firstName	Short Text	
lastName	Short Text	
Address	Short Text	
birthDate	Date/Time	
GPA	Number	0.00 - 4.00
bloodType	Short Text	
allowance	Number	
email	Short Text	

General	Lookup
Field Size	Single
Format	

(5) Creating a Table (cont.)

- ❖ A **primary key** (PK) is a field, or a combination of fields, with a value that **makes each record (row) in a table unique.**
- ❖ Primary keys are another way to avoid duplicating your data, because you can never duplicate a value in a primary key field
- ❖ Primary key will make searching faster and more convenient
 - ❑ Looking at the fields in the **Student** table, the only field that will never repeat is **idStudent**. Therefore, we will set **idStudent** as **primary key**.
 - ❑ After a primary key is set, if we enter a record with duplicate primary key, MS-Access will not allow it, and will display an error message.

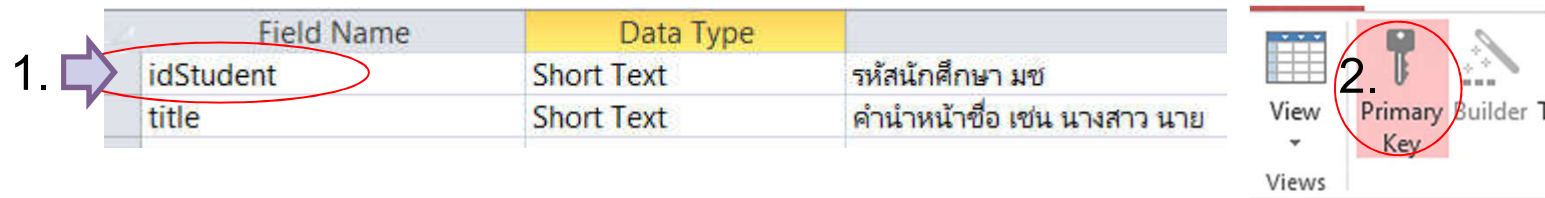


(5) Creating a Table (cont.)


Setting **idStudent** field as the primary key for **Student** table

Follow these steps:

1. Click **idStudent** field name
2. Under **Design** tab, click **Primary Key** toggle



A key icon will appear in front of **idStudent** this means that this field is the primary key, as shown:

	Field Name	Data Type	
1.	 idStudent	Short Text	รหัสนักศึกษา มข
	title	Short Text	คำนำหน้าชื่อ เช่น นางสาว นาย
	firstName	Short Text	

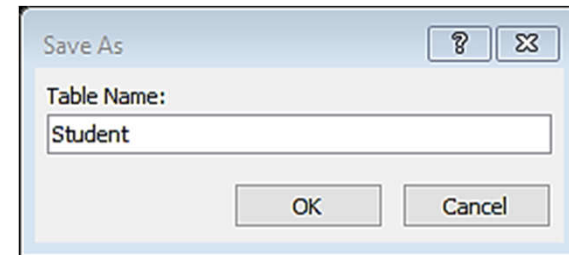
If no primary key is selected, MS-Access will prompt to automatically create one. If we answer Yes, field **ID**, which is Autonumber (counter) will be created.



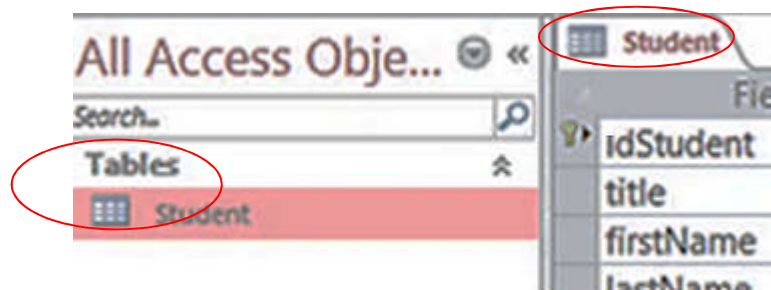
(5) Creating a Table (cont.)

After primary key is selected, we will save the table:

- Click **Save**
- The **Save As** dialog appears
- Type **Student** under **Table Name**:
- Click **OK**



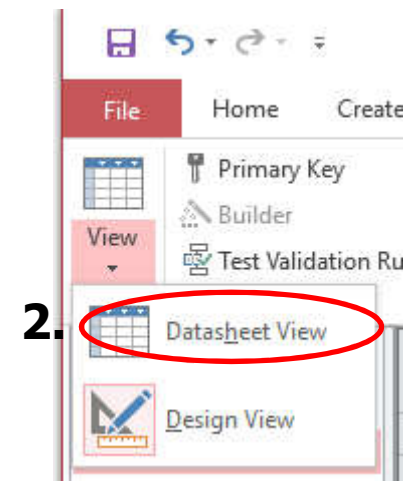
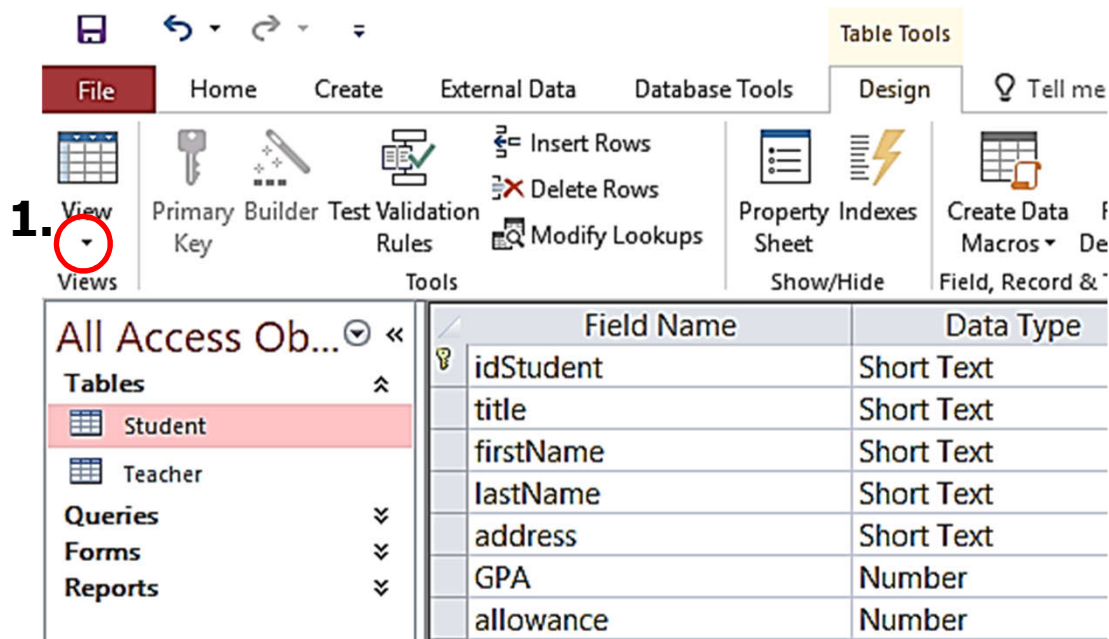
After saving, then table will appear as below.



(6) Entering Data into a Table

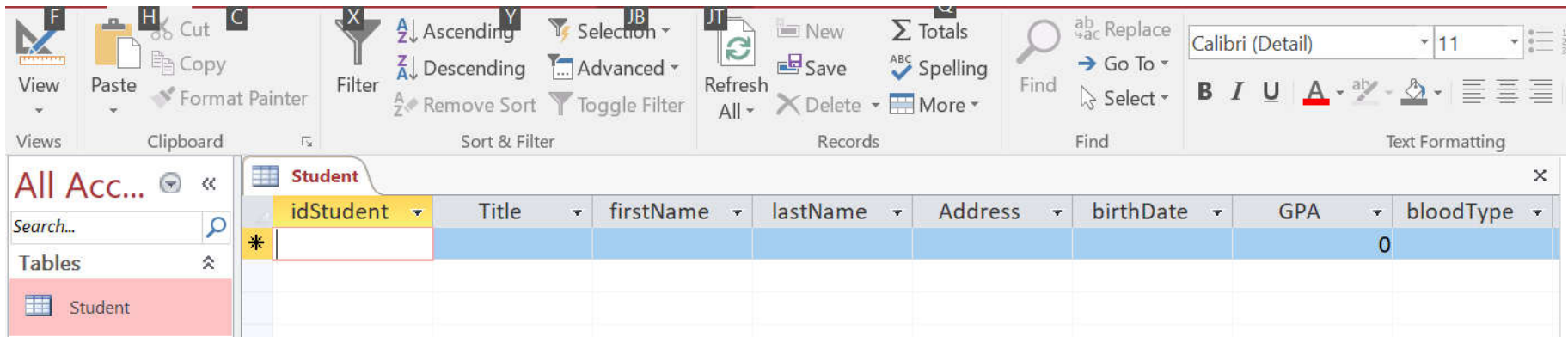
Now we will enter data into **Student** table:

1. Click **View** to get view options
2. Select **Datasheet View**



(6) Entering Data into a Table (cont.)

3. **Datasheet** view will appear, where you can enter data into **Student** table.



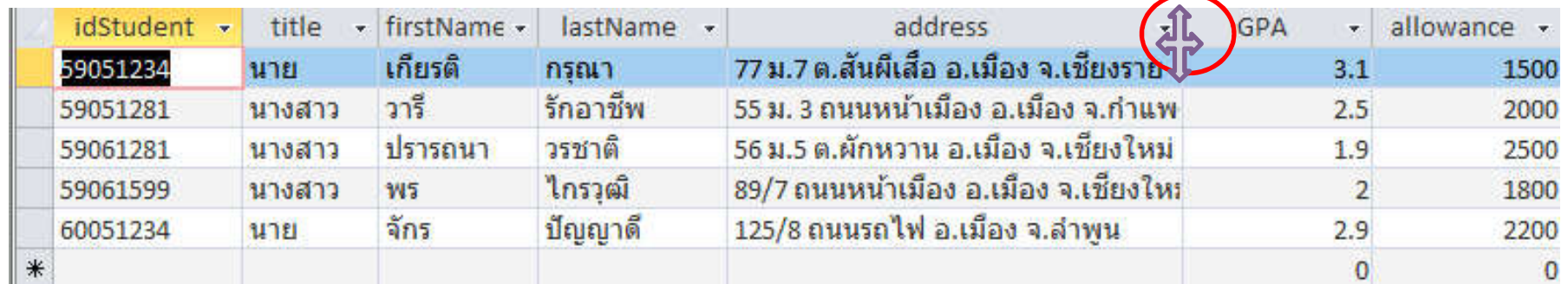
(6) Entering Data into a Table (cont.)

4. Enter data into **Student** table

We can widen a field by moving the mouse to cell edge, the mouse cursor will change (like in excel) click and drag to change the field's width, or double-click to automatically adjust the width

5. Click **Save** to record the data

4.



	idStudent ▾	title ▾	firstName ▾	lastName ▾	address	GPA ▾	allowance ▾
	59051234	นาย	เกียรติ	กรรณ	77 ม.7 ต.สันผีเสื้อ อ.เมือง จ.เชียงราย	3.1	1500
	59051281	นางสาว	วารี	รักอาชีพ	55 ม. 3 ถนนหน้าเมือง อ.เมือง จ.กำแพง	2.5	2000
	59061281	นางสาว	ปรารถนา	วรชาติ	56 ม.5 ต.ผักหวาน อ.เมือง จ.เชียงใหม่	1.9	2500
	59061599	นางสาว	พร	ไกรวุฒิ	89/7 ถนนหน้าเมือง อ.เมือง จ.เชียงใหม่	2	1800
	60051234	นาย	จักร	ปัญญาดี	125/8 ถนนรถไฟ อ.เมือง จ.ลำพูน	2.9	2200
*						0	0



(7) Managing Fields – Adding, Deleting and Moving

Select a table, then you can make change to the fields in that table

We will work with example **Student** table

1. Select the **Student** table

2. Click **Home** → **View**

2.1 Select **Design View**


The screenshot shows the Microsoft Access interface. On the left, the 'Tables' list in the 'All Access Objects' pane has the 'Student' table selected, indicated by a red circle and the number '1'. The main window displays the 'Student' table in 'Design View', with the 'View' button in the 'Home' tab ribbon circled in red and labeled with the number '2'. The table structure is as follows:

idStudent	title	firstName	lastName	address	GPA	allowance
59051234	นาย	เกียรติ	กรรณ	77 ม.7 ด.สันติเสื่อ อ.เมือง จ.เชียงราย	3.1	1500
59051281	นางสาว	วารี	รักอาชีพ	55 ม. 3 ถนนหน้าเมือง อ.เมือง จ.กำแพง	2.5	2000
59061281	นางสาว	ปรารกนา	วรชาติ	56 ม.5 ด.ผักหวาน อ.เมือง จ.เชียงใหม่	1.9	2500
59061599	นางสาว	พร	ไกรวุฒิ	89/7 ถนนหน้าเมือง อ.เมือง จ.เชียงใหม่	2	1800
60051234	นาย	จักร	ปัญญาดี	125/8 ถนนรถไฟ อ.เมือง จ.ลำพูน	2.9	2200

On the right, a secondary screenshot shows the 'View' dropdown menu with 'Design View' selected, also circled in red and labeled '2.1'.

(7) Managing Fields – Adding, Deleting and Moving (cont.)

Design View will appear:

	Field Name	Data Type	
	idStudent	Short Text	9-digit ID for CMU Students
	Title	Short Text	Mr, Ms., or Other
	firstName	Short Text	
	lastName	Short Text	
	Address	Short Text	
	birthDate	Date/Time	
	GPA	Number	0.00 - 4.00
	bloodType	Short Text	
	allowance	Number	Baht/Month
	email	Short Text	





(7) Managing Fields – Adding Field

On **Student** table field name **pet**, which is the type of pet the student keep, with data type of **Short Text**, and field size of 15 bytes.

Do the followings:

1. Click to highlight the field we want to insert a field above it.

	Field Name	Data Type	
	idStudent	Short Text	9-digit ID for CMU
	Title	Short Text	Mr, Ms., or Other
	firstName	Short Text	
	lastName	Short Text	
	Address	Short Text	
	birthDate	Date/Time	
1. 	GPA	Number	0.00 - 4.00
	bloodType	Short Text	
	allowance	Number	Baht/Month
	email	Short Text	



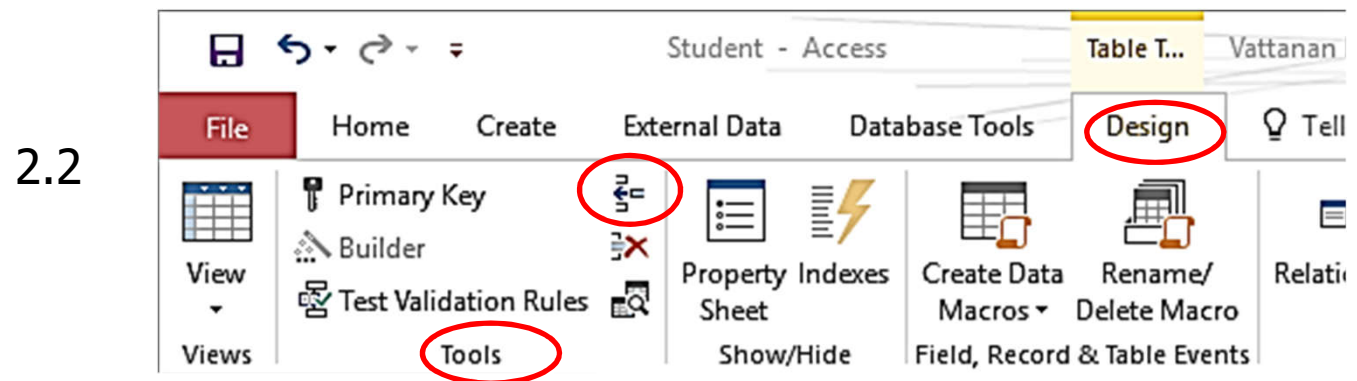
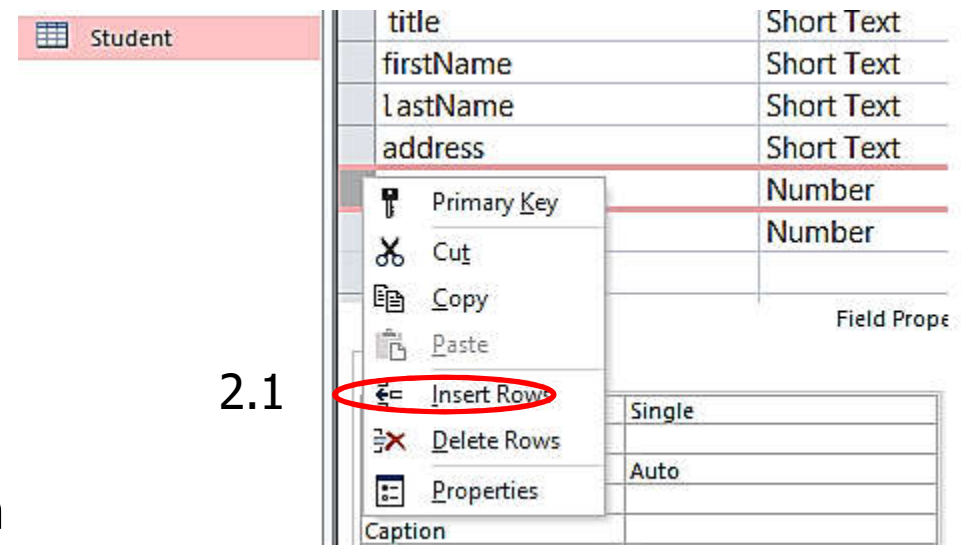
(7) Managing Fields – Adding Field (cont.)

2. Then, do either:

2.1 Right click the field and
select **Insert Rows**


OR

2.2 Under Design tab → Tools
group, Click **Insert Rows** icon



(7) Managing Fields – Adding Field (cont.)

And empty field will appear.



	Field Name	Data Type	
🔑	idStudent	Short Text	9-digit ID for CMU Students
	Title	Short Text	Mr, Ms., or Other
	firstName	Short Text	
	lastName	Short Text	
	Address	Short Text	
	birthDate	Date/Time	
	GPA	Number	0.00 - 4.00
	bloodType	Short Text	
	allowance	Number	Baht/Month
	email	Short Text	

We then can enter field name and set data type for that field.

(7) Managing Fields – Adding Field (cont.)

3. ทำงานดังนี้

3.1 click ที่ Field Name พิมพ์ dateOfBirth

3.2 ที่ Data Type click เลือก Date/Time

3.3 แท็บ General ที่ Format เลือก Short Date

3.4 ที่ description พิมพ์ข้อความ วันเดือนปีเกิด

	Field Name	Data Type	
	idStudent	Short Text	รหัสนักศึกษา ม
	title	Short Text	คำนำหน้าชื่อ เซ
	firstName	Short Text	
	lastName	Short Text	
	address	Short Text	
3.1	dateOfBirth	Date/Time 3.2	วัน เดือน ปี เกิด 3.4
	GPA	Number	
	allowance	Number	

3.3

General Lookup

Format

Input Mask

Caption

Default Value

Validation Rule

Validation Text

Required

Indexed

IME Mode

General Date 11/12/2015 5:34:23 PM

Long Date Thursday, November 12, 2015

Medium Date 12-Nov-15

Short Date 11/12/2015

Long Time 5:34:23 PM

Medium Time 5:34 PM

Short Time 17:34

No Control

(7) Managing Fields – Adding Field (cont.)

3. Do as followed:

3.1 Click the box under **Field Name** and type **pet**

3.2 Under **Data Type** click select **Short Text**

3.3 Under **General** → **Field Size**, type **15**

3.4 Add appropriate notes to **Description**

3.1

Field Name	Data Type	
idStudent	Short Text	9-digit ID for CMU Students
Title	Short Text	Mr, Ms., or Other
firstName	Short Text	
lastName	Short Text	
Address	Short Text	
birthDate	Date/Time	
pet	Short Text	

3.2

General Lookup


Field Size	15	3.3
Format		
Input Mask		



Deleting a Field

If you want to remove **dateOfBirth** field from **Student** table

1. Click to highlight the field you want to remove, as shown below



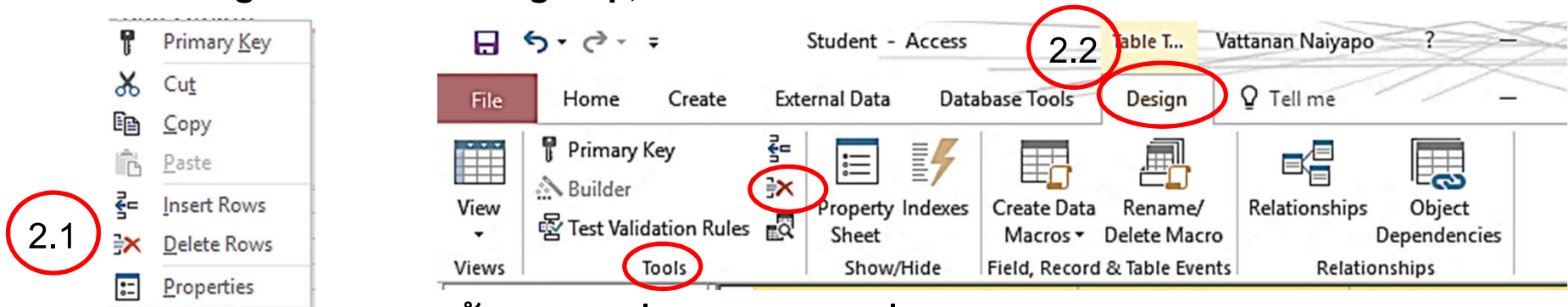
Field Name	Data Type	
idStudent	Short Text	รหัสนักศึกษา มข
title	Short Text	ตำแหน่ง/ตำแหน่ง
firstName	Short Text	
lastName	Short Text	
address	Short Text	
dateOfBirth	Date/Time	วัน เดือน ปี เกิด
GPA	Number	
allowance	Number	

2. Then do the following

2.1 Right Click → Delete Rows

OR

Under Design tab → Tools group, Click **Delete Rows** icon

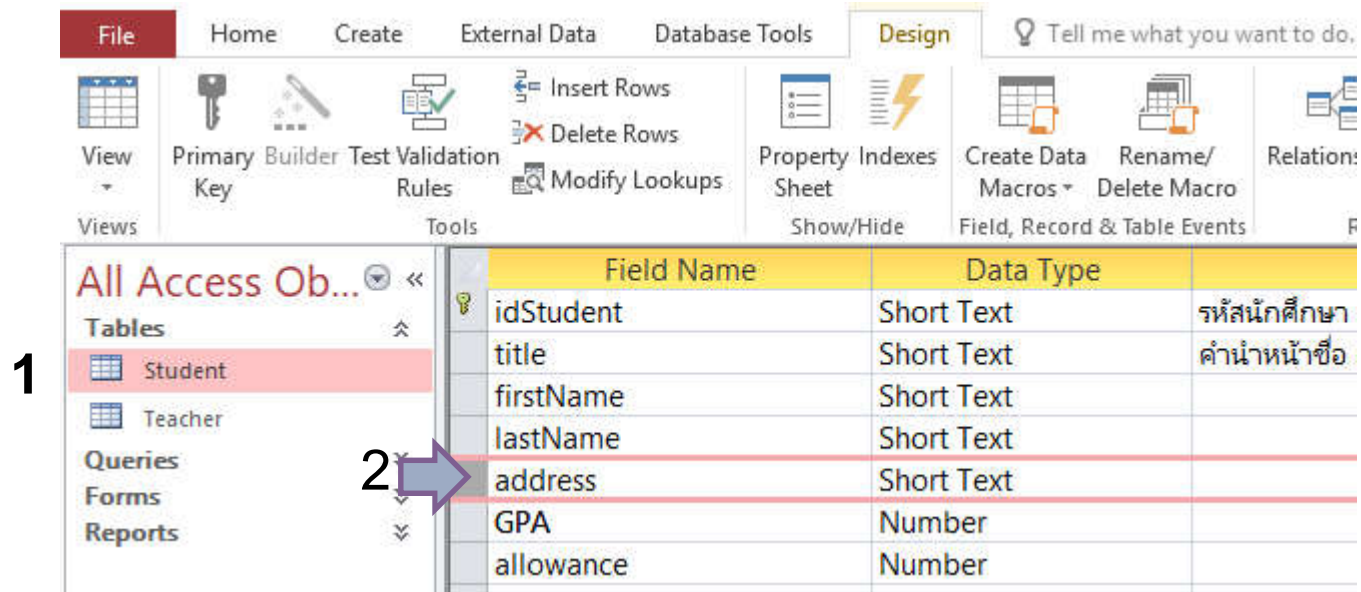


จากนั้น click ที่ปุ่ม **Save** เพื่อบันทึก Table

(7) Managing Fields – Moving a Field

For example, if we want to move **address** field to the bottom, we can do it by:

1. **Student** table → **Design View**
2. Click to highlight the field we want to move



(7) Managing Fields – Moving a Field(cont.)

3. Drag mouse to the location you want to move the field to, and release.

For example, dragging **address** field to the bottom.

Note that while you are draggin to mouse, you will see a thick black bar, showing where the field will be moved to.

3
↓

Result of moving
address field

	Field Name	Data Type	
🔑	idStudent	Short Text	รหัสนักศึกษา มช
	title	Short Text	คำนำหน้าชื่อ เช่น
	firstName	Short Text	
	lastName	Short Text	
	address	Short Text	
	GPA	Number	
	allowance	Number	

	Field Name	Data Type	
🔑	idStudent	Short Text	รหัสนักศึกษา
	title	Short Text	คำนำหน้าชื่อ
	firstName	Short Text	
	lastName	Short Text	
	GPA	Number	
	allowance	Number	
	address	Short Text	

4. Click **Save** to record the change to **Student** table.



(8) Managing Table : Copying a Table

If we want to copy **Student** table and name the new copy **StudentNew**, we can do the following:

1. Click **Student** table
2. Click **Home** tab

2.

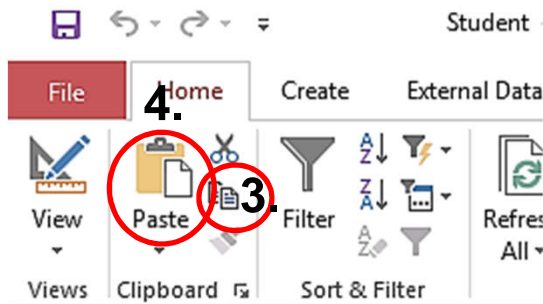
The screenshot shows the Microsoft Access interface. The 'Home' tab is selected in the ribbon, indicated by a red circle and the number '2.'. In the 'All Access Objects' list on the left, the 'Student' table is selected, indicated by a red circle and the number '1.'. The main area displays the 'Student' table with the following data:

idStudent	title	firstName	lastName	GPA	allowance	address
59051234	นาย	เกียรติ	กรรณ	3.1	1500	77 ม.7 ต.สันติสุข อ.เมือง จ.เชียงราย
59051281	นางสาว	วารี	รักอาชีพ	2.5	2000	55 ม. 3 ถนนหน้าเมือง อ.เมือง จ.กำแพง
59061281	นางสาว	ปรารถนา	วรชาติ	1.9	2500	56 ม.5 ต.ผักหวาน อ.เมือง จ.เชียงใหม่
59061599	นางสาว	พร	ไกรวุฒิ	2	1800	89/7 ถนนหน้าเมือง อ.เมือง จ.เชียงใหม่
60051234	นาย	จักร	ปัญญาดี	2.9	2200	125/8 ถนนรถไฟ อ.เมือง จ.ลำพูน
*				0	0	

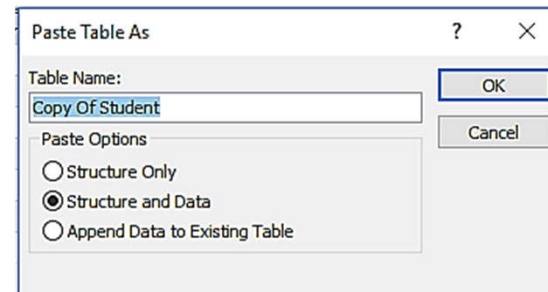


(8) Managing Table : Copying a Table (cont.)

3. Under **Home** tab → **Clipboard** group, click **Copy** icon
4. Under **Home** tab → **Clipboard** group, click **Paste**
5. A window will appear for us to name the new table



5.



(8) Managing Table : Copying a Table (cont.)

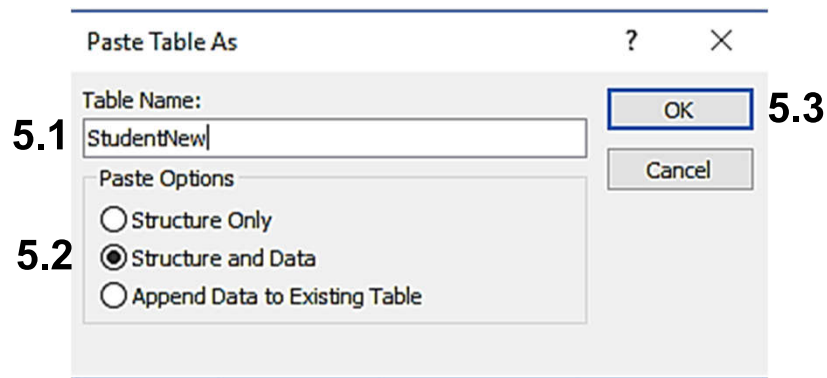
5.1 Type in the new name. From the example: **StudentNew**

5.2 **Paste Options** give us some options to copy the table differently:

- **Structure Only** - The new copy will have the same structure, but no data
- **Structure and Data** - The new copy will have the same structure, AND data
- **Append Data to Existing Table** - Data will be put in another table

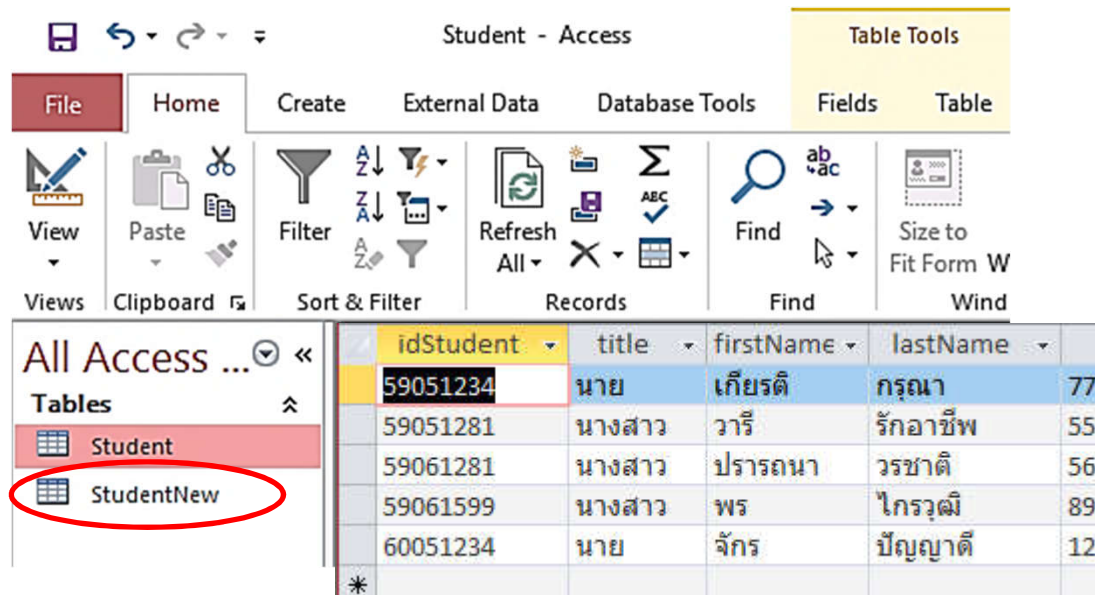
In this case we will choose **Structure and Data** to copy both structure and the data in **Student** table

5.3 Click OK



(8) Managing Table : Copying a Table (cont.)

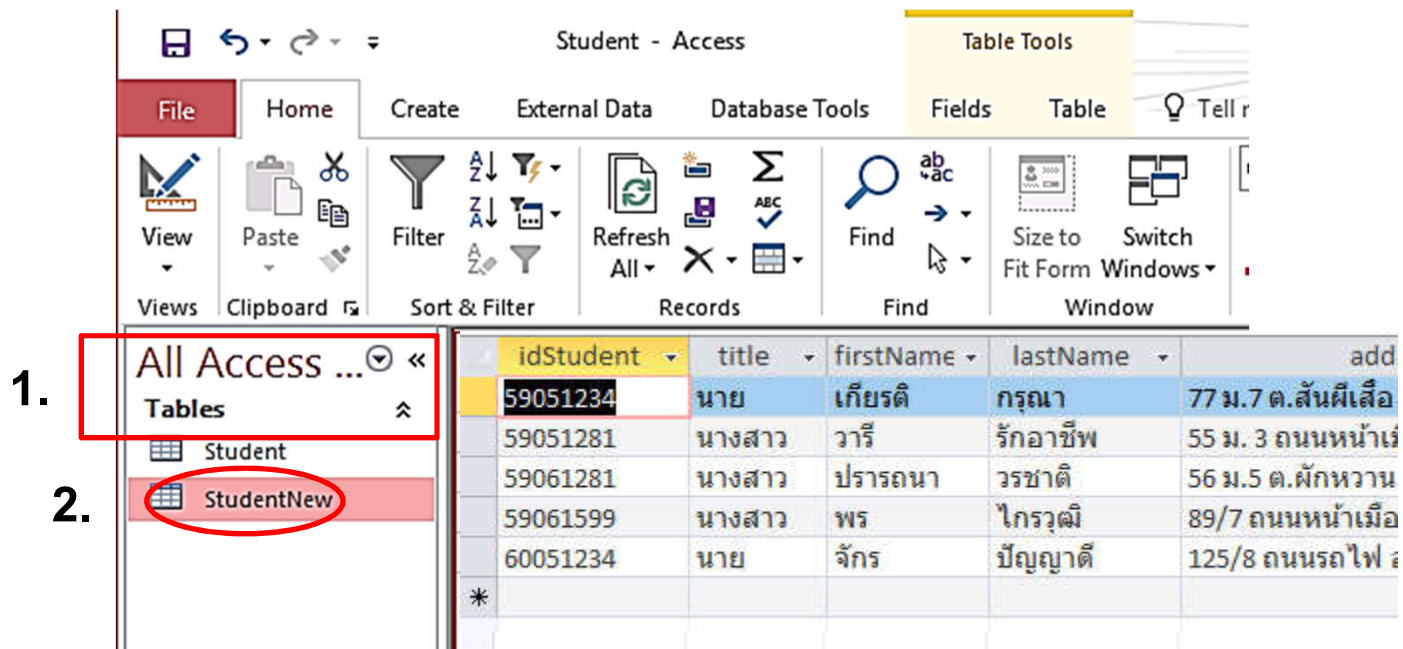
A new table, **StudentNew**, will appear



(8) Managing Table : Renaming a Table

If we want to change the name of **StudentNew** table to **StudentChange**, we can do the followings:

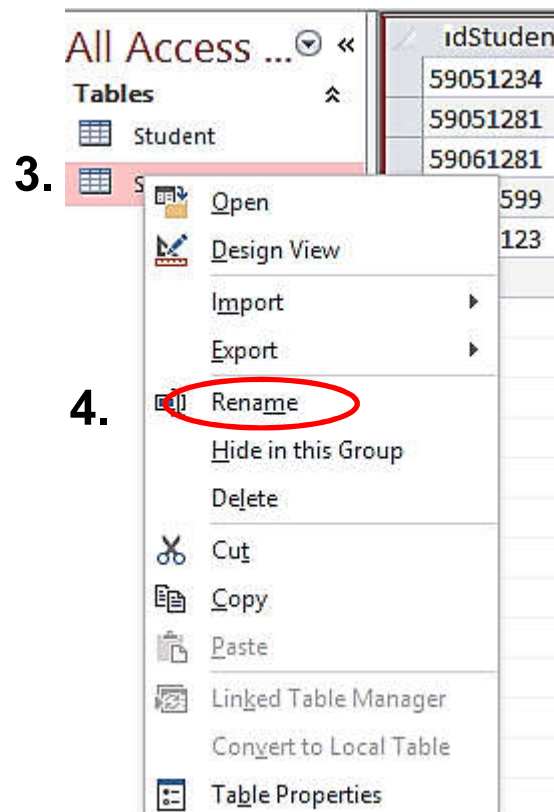
1. At navigation pane
2. Click **StudentNew**



(8) Managing Table : Renaming a Table (cont.)

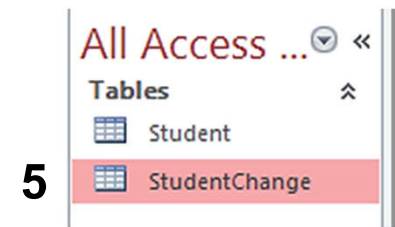
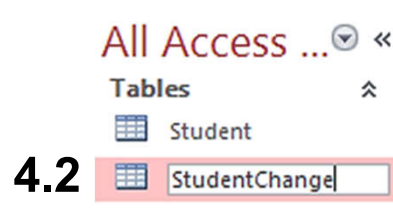
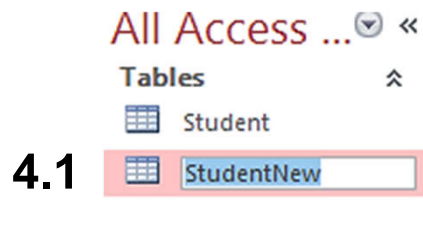
3. Right click to open the command list

4. Select **Rename**



(8) Managing Table : Renaming a Table (cont.)

4. The name will change into textbox, for we to enter a new name
 - 4.1 Type in the new name. From the example: **StudentChange**
 - 4.2 Press Enter
5. New table name will appear at the navigation pane

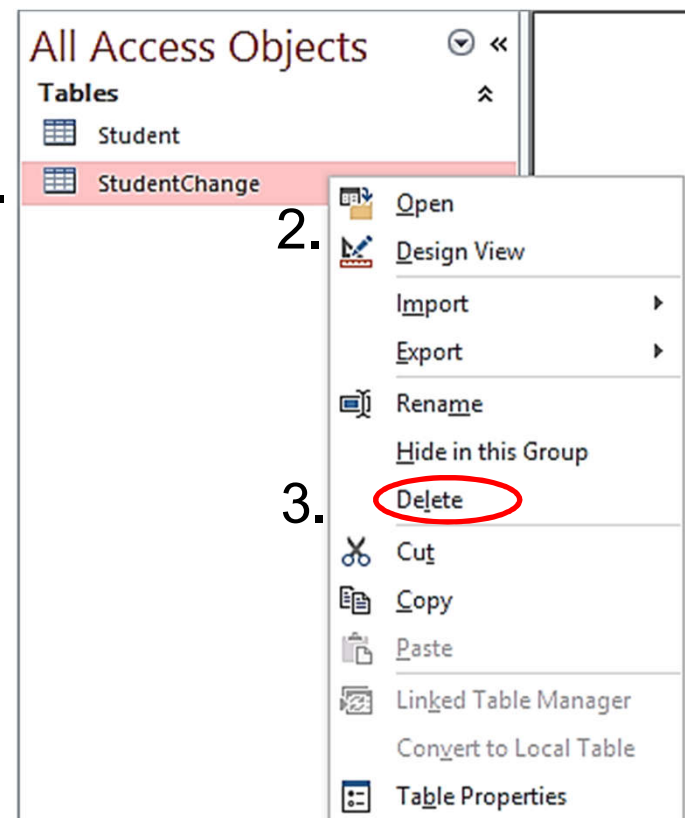


(8) Managing Table : Deleting a Table

To remove **StudentChange** table from **MyStudent** database, do the following:

At navigation pane

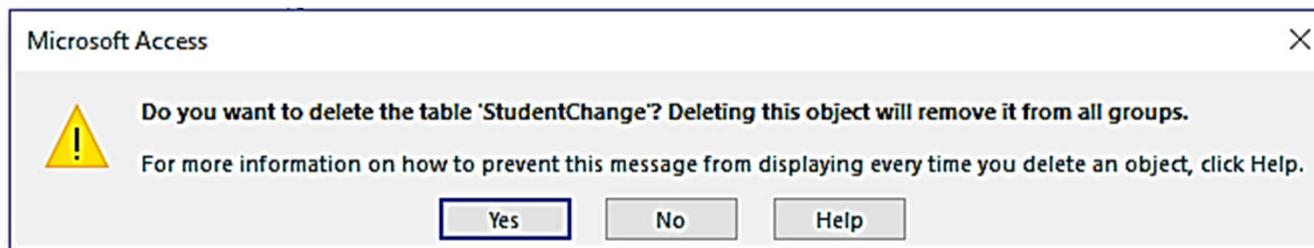
1. Click **StudentChange** table
2. Right click to open the command list
3. Select **Delete**



(8) Managing Table : Deleting a Table (cont.)

4. A confirmation window will appear

Click **OK** and **StudentChange** table will be remove form **MyStudent** database



With what you have learn from this chapter, you should be to...

- **design and create tables**
- **manage individual tables, including records and fields inside them**
- **enter data into tables**

