

Creating a Database Table

You can create a table by selecting Design View from the Insert menu or Database toolbar. You create a table in design view by adding fields to a list. Neither the table itself nor any data is displayed in design view. You can also set the data type as you add each field.

In most database applications, defining a field involves three basic steps:

1. **Field Name.** Type a descriptive name for the field.
2. **Data Type.** Select the type of data that will be entered into this field from a list box.
3. **Description.** Type a description of the data that will be stored in the field.

If you do not set one of the fields you create as the primary key, most database applications prompt you to set a primary key when you close the table. By default, most database applications add an automatically generated number that begins with 1 and increases by one each time you add a record. However, you can set the primary key to an existing field if you have a field that cannot contain duplicate records.

Table Wizard

Most database applications provide a wizard and toolbar to make creating tables easy. You can create a table by selecting the Table Wizard from the Insert menu or Database toolbar. The table wizard helps make sure you remember to set all the properties of the table and its fields. A wizard is just a guide. It does not make decisions for you.

Different database applications usually have some differences in their table wizards. In most database applications, the table wizard requires you to complete at least four steps to create a table:

1. **Sample Tables and Fields.** Select the tables containing fields you want to include in your database from the listed sample tables. Select the fields you want to include in your database from the listed sample fields for each table. Click > to add fields to your table. Click >> if you want to add all of the sample fields in a list. The wizard may allow you to change field properties, such as data type. When you have selected all the fields you want, click the Next button.
2. **Set a Primary Key.** The wizard usually sets a primary key for you by default. If so, the primary key is usually an automatically generated number that begins with 1 and increases by one each time you add a record. However, you can set the primary key to an existing field if you have a field that cannot contain duplicate records. Click the Next button.
3. **Establish Relationships.** The wizard may ask if the table you are creating is related to other tables already in the database. In some cases, the wizard may be able to relate the new table to existing tables for you. Click the Next button.

4. **Create the Table.** The wizard usually opens the table by default. However, you may be able to choose to continue to work on the table design or create a form based on the table. Before you click the Finish button, you can use the Back and Next buttons to revise the table at any time. After you click the Finish button, you can enter your data. Click the Finish button to create the table.