Database Processes

Create a Database Table in 10 Steps

1. Go to External Data tab

2. Click - External data tab - Text File

3. In Import Wizard – Select - First row Contains Field Names

4. In Import Wizard – Select - No primary Key

5. Save Database to Evidence Folder

6. Format Field Data Types in Design View

7. Rename the Table and include YOUR NAME (Your own name in capitals)

8. Adjust the table column widths

9. Check in Print Preview before printing to make sure table fits on page.

10. Printout

Create a Query in 8 Steps

1. Go to Create tab and Query Design

2. In Query Design – Add Table and drag down <u>all</u> fields into query grid

3. In query grid enter Sort, Criteria, Or – to create the query

4. Run Query

5. Rename the Query and include YOUR NAME (Your own name in capitals)

6. Check the column widths in the Query

7. Check the Query in Print Preview and change to landscape if required.

8. Printout

Database Processes

Create a Report in 10 Steps

1. Go to Create tab and Report Wizard

2. Select the correct Query/table

3. Select Available Fields in the correct order

4. Ignore the Grouping

5. Ignore the Sort Order

6. Select Tabular and Landscape

7. Check and enter title for report

8. Check and resize data in Layout View

9. Check the Report in Print Preview

10. Printout