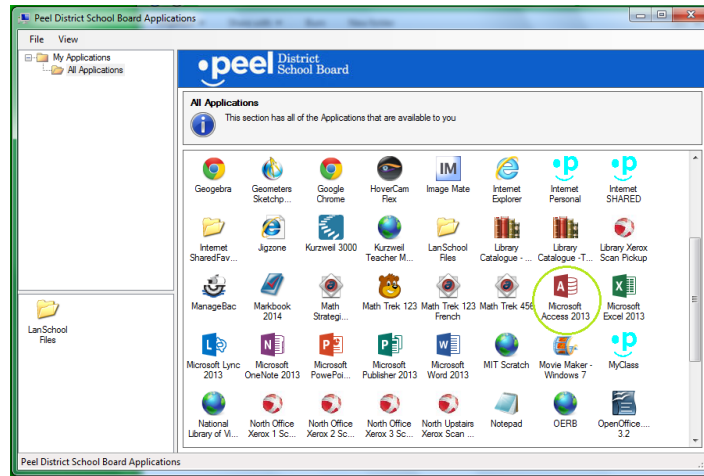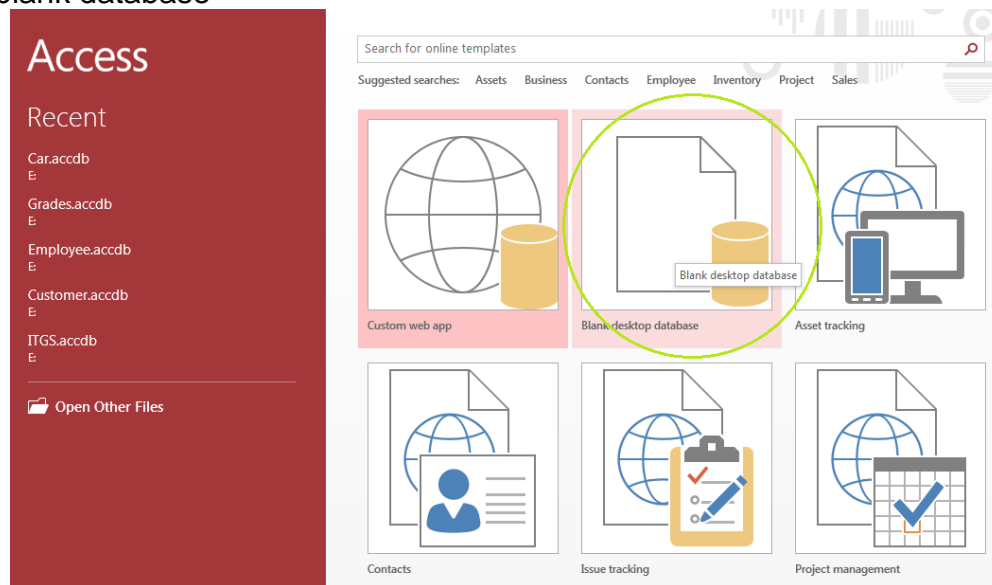# Terms Database

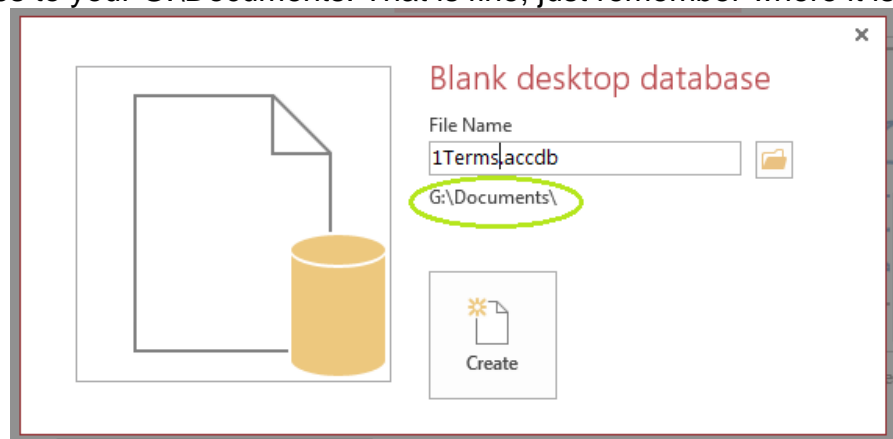*(making a table and adding data)*

A. Making a new file

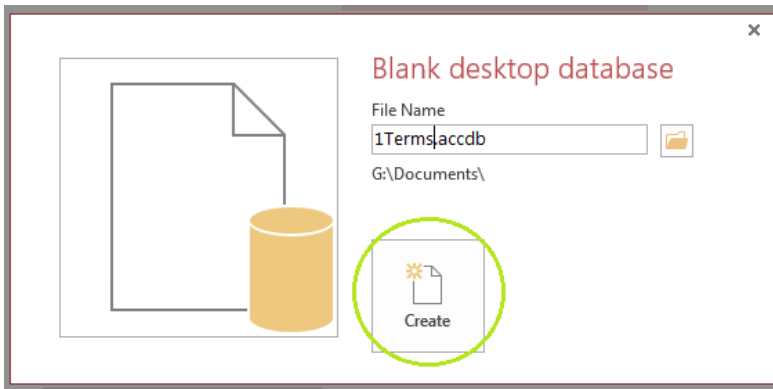1. Click on Microsoft Access 2013

2. Choose a blank database
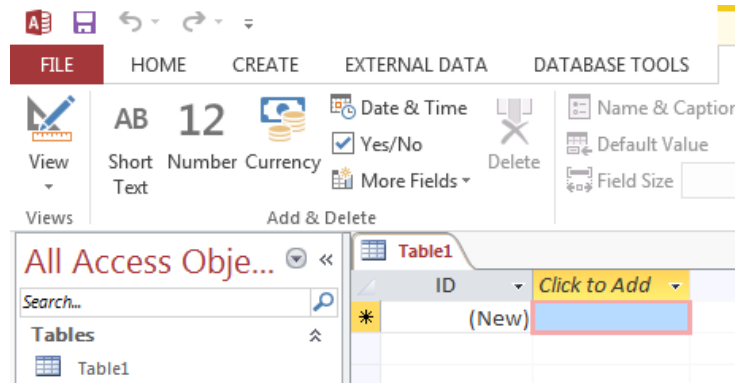

3. Save it to your number (or USB Flash drive, or wherever)
   The default saves to your G:\Documents. That is fine, just remember where it is.

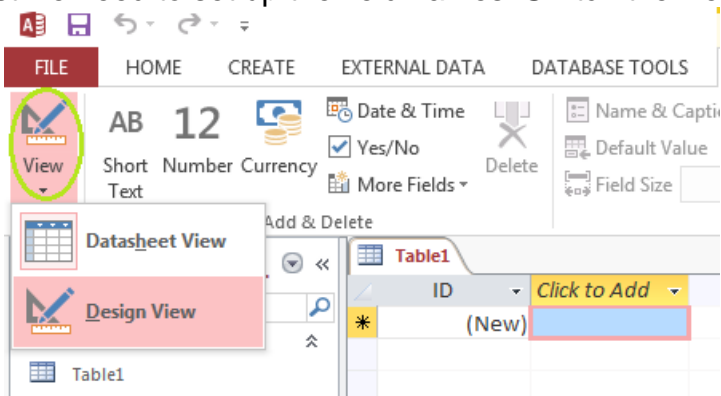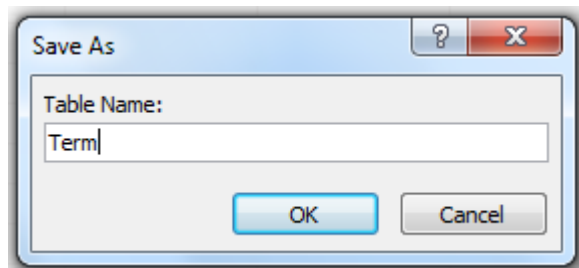4. Click Create.

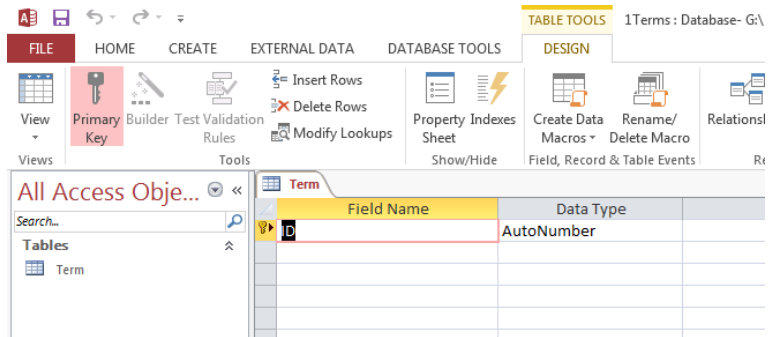5. You will end up with a blank table.

B. Making a new table

6. First we need to set up the field names. Switch the view to Design View.

7. You will be asked to save the table first. Choose a singular name (not a plural)
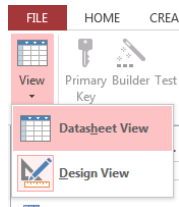
8. You will get this:

9. Enter the other fields.

Field Name	Data Type
ID	AutoNumber
Term	Short Text
Category	Short Text
Definition	Long Text

10. Switch back to datasheet view. Save when you are asked.

11. Enter the table's information.
    Don't fill in the ID field. Access will do that for you automatically.

ID	Term	Category	Definition
1	Table	DB piece	Set of Records
(New)			

12. Finish and Save.

ID	Term	Category	Definition
1	Table	DB piece	Set of Records
2	Record	Table piece	Set of Fields for one entity
3	Field	Table piece	Categories of information stored for one entity
4	Database	Application Type	Software to manage a set of tables.
5	Primary Key	Key Type	Field that uniquely identifies a record
6	Composite Key	Key Type	Primary key made of more than one field
7	Secondary Key	Key Type	Index used to quickly search
8	Foreign Key	Key Type	Field used to link to another table
9	Form	Access feature	Object used to enter records
10	Report	Access feature	Nicely formatted fields to print
(New)			