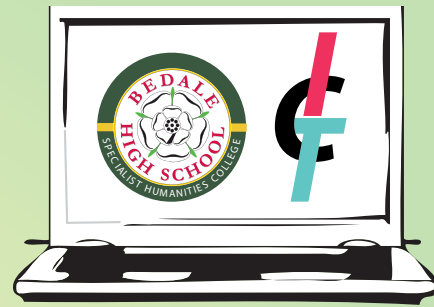
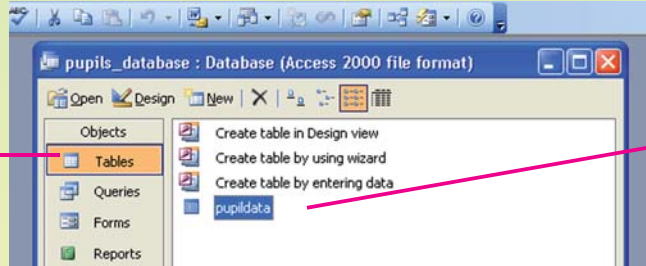


# 9

# Database Basics (Access)



1 To **open** database select "Table"



2 Double click on required table.

3 The Database in **Table** view

ID	Key Stage	Gender	Date of Birth	Year Group	Height (cm)	Foot Size (cm)	Mobile	Computer	Internet
4	3 F		06/07/1987	9	155	20	0	1	C
5	3 M		28/04/1989	7	153		0	1	C
6	3 F		04/02/1987	8	166	24	1	1	C
7	3 M		26/06/1988	8	156	23.5	1	1	C
8	3 F		02/12/1986	9	167	25	1	0	C
9	3 M		27/04/1988	8	142		1	1	C
10	3 F		08/09/1987	9	154		1	1	C
11	3 M		28/12/1987	8	163		1	1	C
12	3 M		25/06/1988	8	160	25.5	0	1	C
13	3 F		26/06/1988	8	150	23	1	1	C
14	3 F		03/09/1986	9	179	26.5	1	1	C
15	3 F		29/07/1988	8			1	1	C
16	3 F		23/09/1987	9	160	23	1	1	C
17	3 M		20/05/1987	9			1	1	C
18	3 M		15/10/1986	9	165	24	0	1	C
19	3 M		08/01/1989	7	140	20.5	0	1	C
20	3 M		11/05/1987	9	170	25	0	1	C
21	4 M		26/09/1986	10	166	26	1	1	C
22	4 F		22/06/1986	10	173	25	1	0	C
23	4 F		07/11/1985	10	163	24	1	1	C
24	4		24/02/1986	10	158	23	1	1	C
25	4 M		23/03/1986	10	145	23	1	1	C
26	4 M		11/02/1985	11	182	28	1	1	C
27	4 M		04/09/1984	11	180	28	1	1	C
28	4 M		15/07/1986	10	170	16.5	1	1	C
29	4 M		09/12/1985	10	170	24.5	1	1	C

4 A Record  
5 A Field

6 To **change** a field, click in field and change data

7 To **delete** a record, right click on left end of record and select Delete

8 To **add** a Record, fill in new details

## Queries

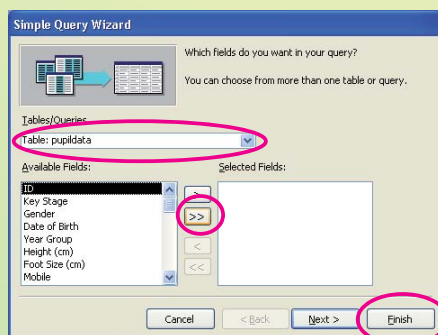
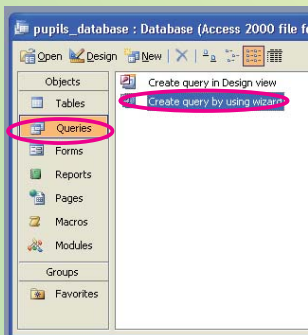


A. Select **Queries** and the **Wizard**

B. Select **Table** and **All Fields** and **Finish**

C. Select **Design**

D. Select **Your Criteria**



Select **field for sort**

Enter what you are looking for:

Turn off any fields not required

E. Select **Normal View**

Field:	ID	Key Stage	Gender
Table:	pupildata	pupildata	pupildata
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:			
or:			

