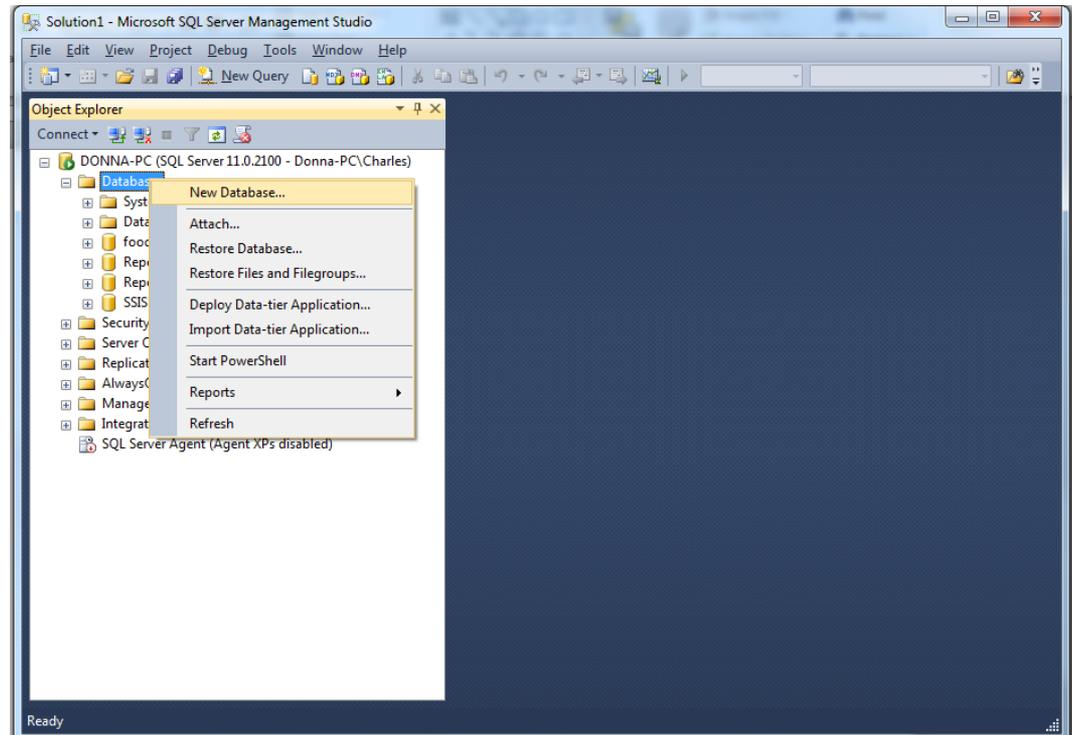


Create an Address Table in a SQL Server Database

October 28, 2013

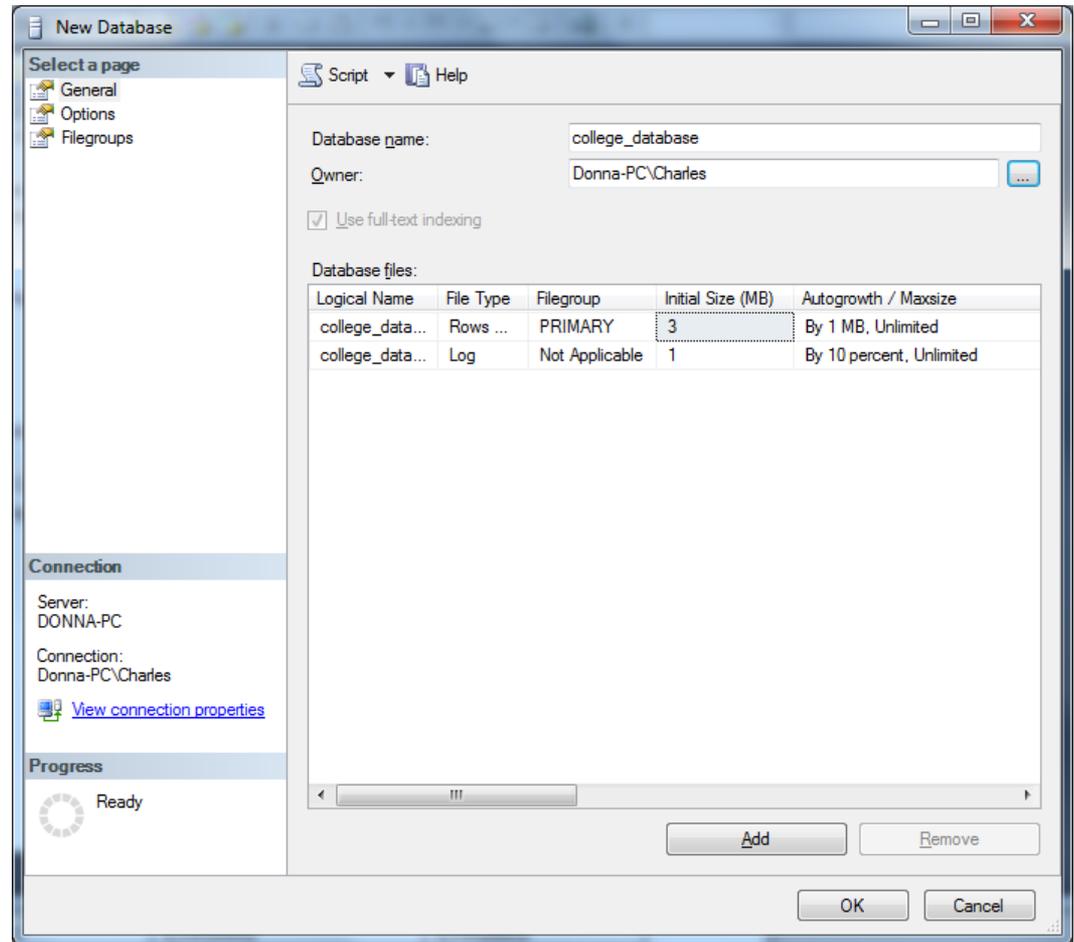
Create a New Database on the SQL Server

Open the SQL server and right click on the Database folder. We should collect New Database from the menu.



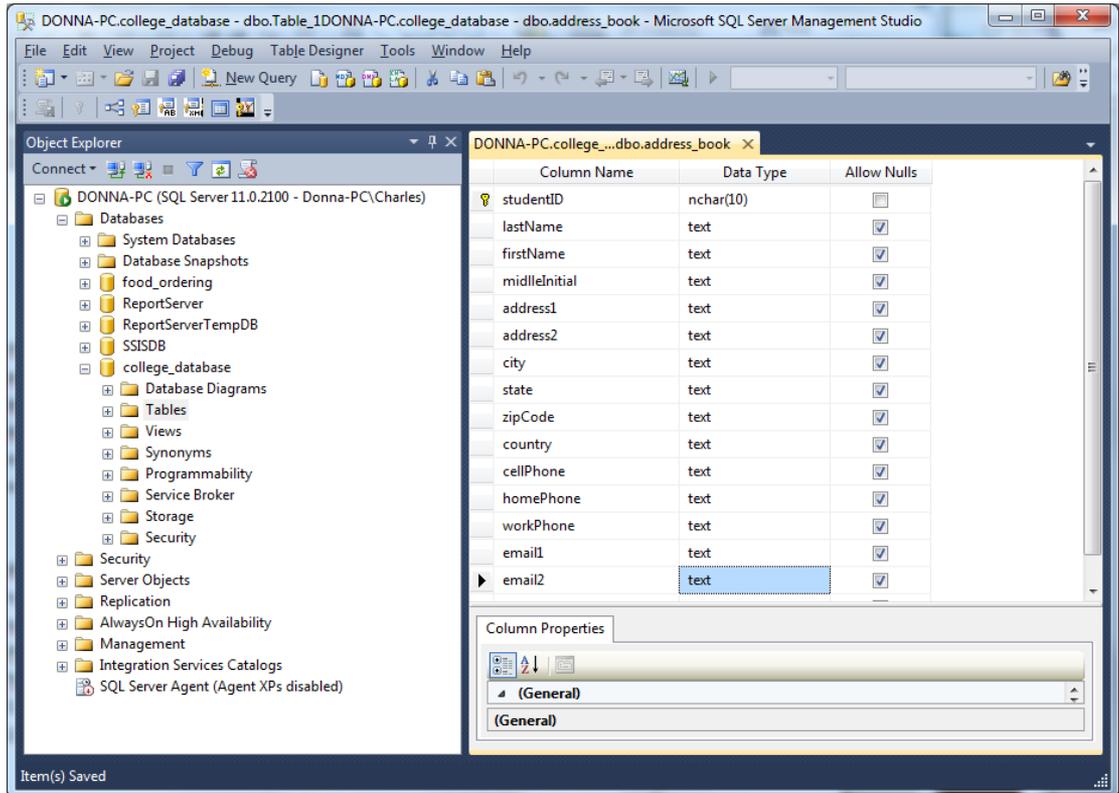
New Database

On the New Database window, we will name it college_database and set the owner to our account.



Create a New Table

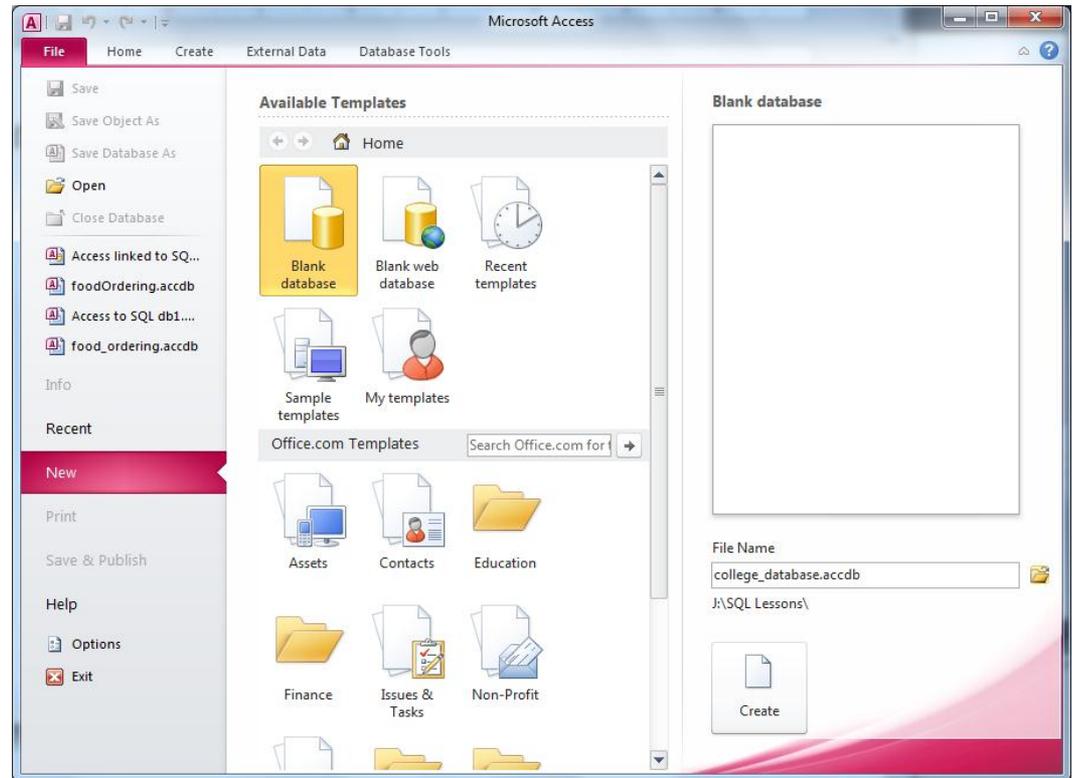
studentID	char10	primary key
lastName	text	nulls allowed
firstName	text	nulls allowed
middleInitial	text	nulls allowed
address1	text	nulls allowed
address2	text	nulls allowed
city	text	nulls allowed
state	text	nulls allowed
zipCode	text	nulls allowed
country	text	nulls allowed
cellPhone	text	nulls allowed
homePhone	text	nulls allowed
workPhone	text	nulls allowed
email1	text	nulls allowed
email2	text	nulls allowed



We will right click on the table folder under the college database and choose new table. Add these fields to table. Save the table as address_book.

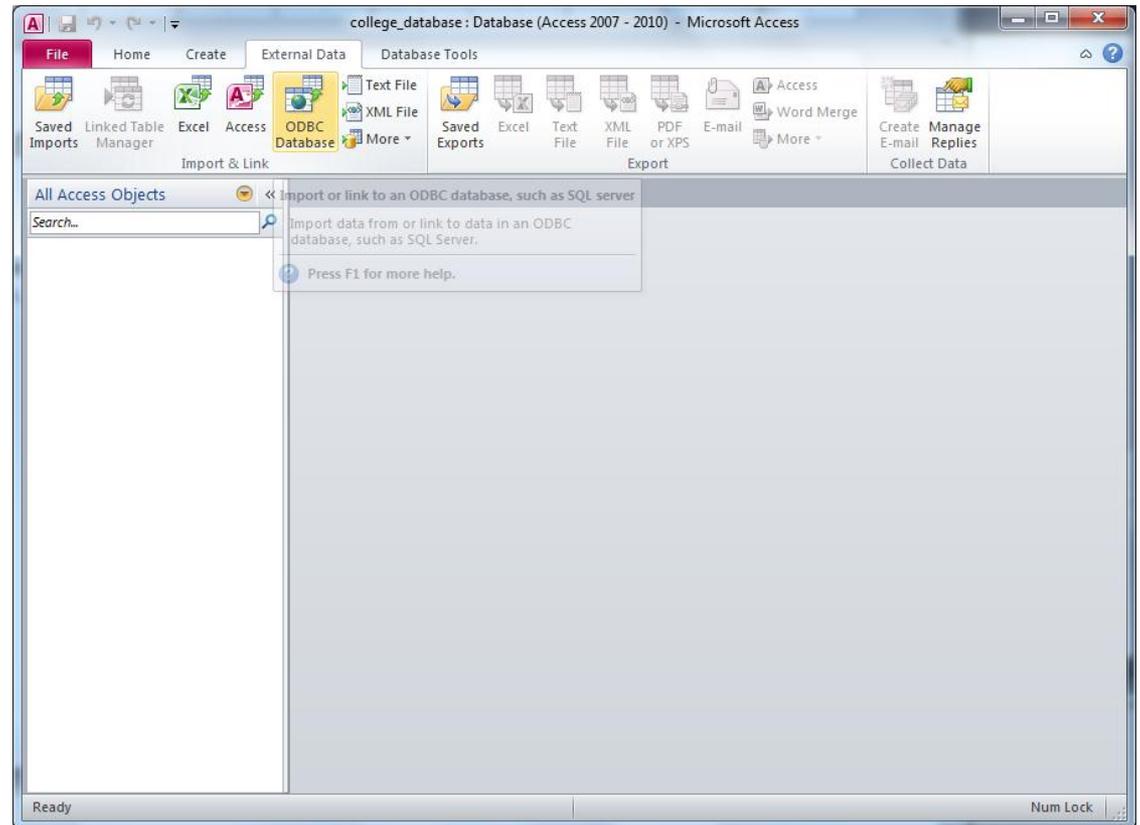
Connect to the Database with MS Access

Make the filename college database and press the Create button.



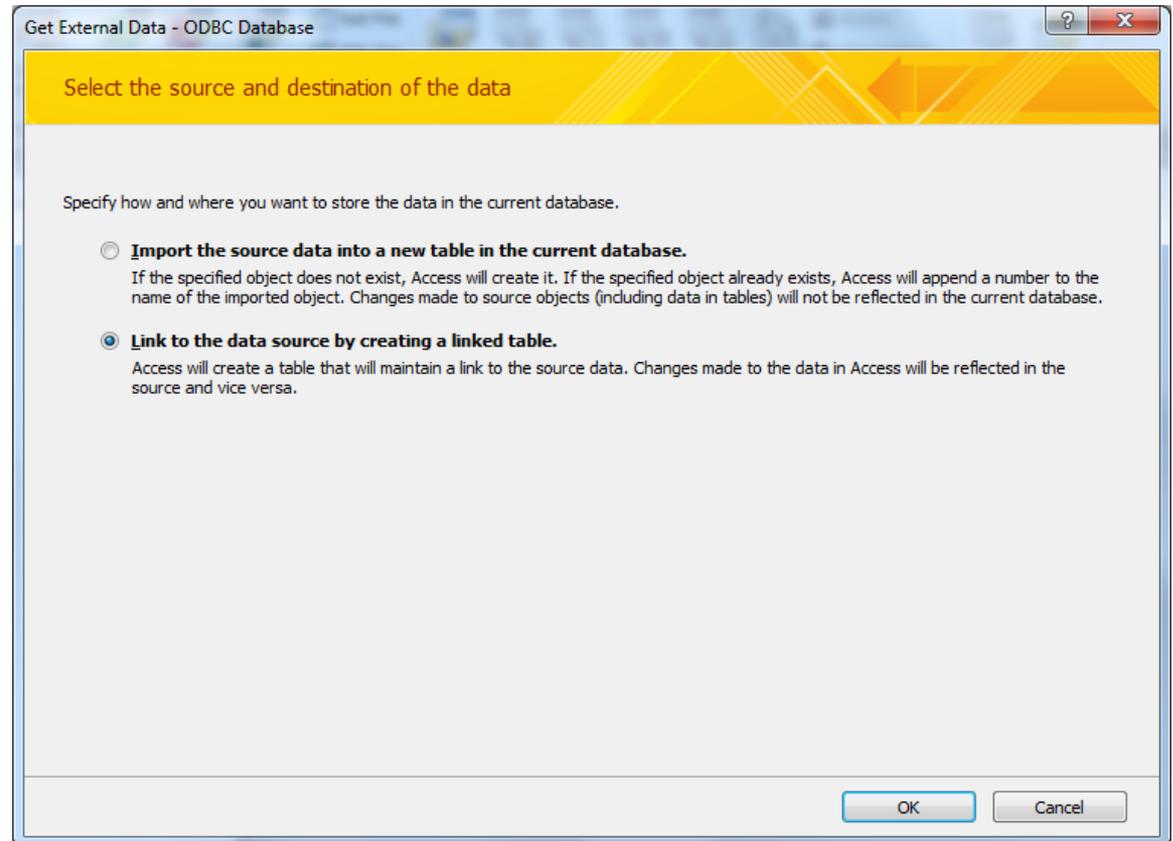
Create an ODBC Link to the SQL Database

On the External Data tab of the Ribbon menu, we select ODBC.



Link to the SQL Database

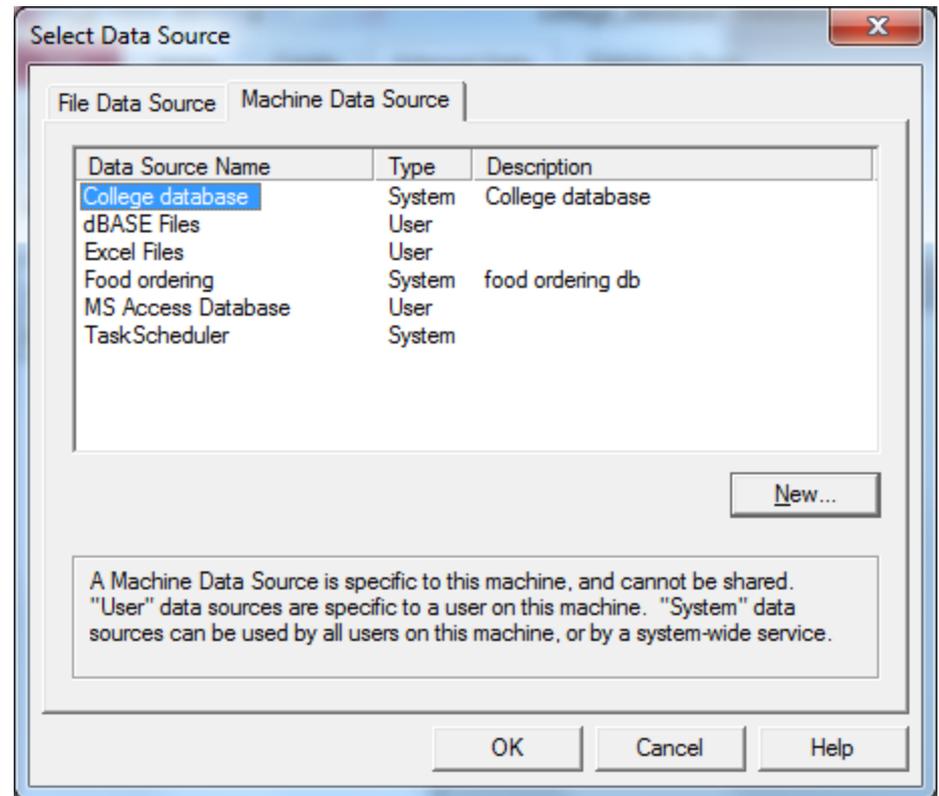
We will again opt to link to the SQL server database but this time we will connect to the college database.



ODBC Data Source

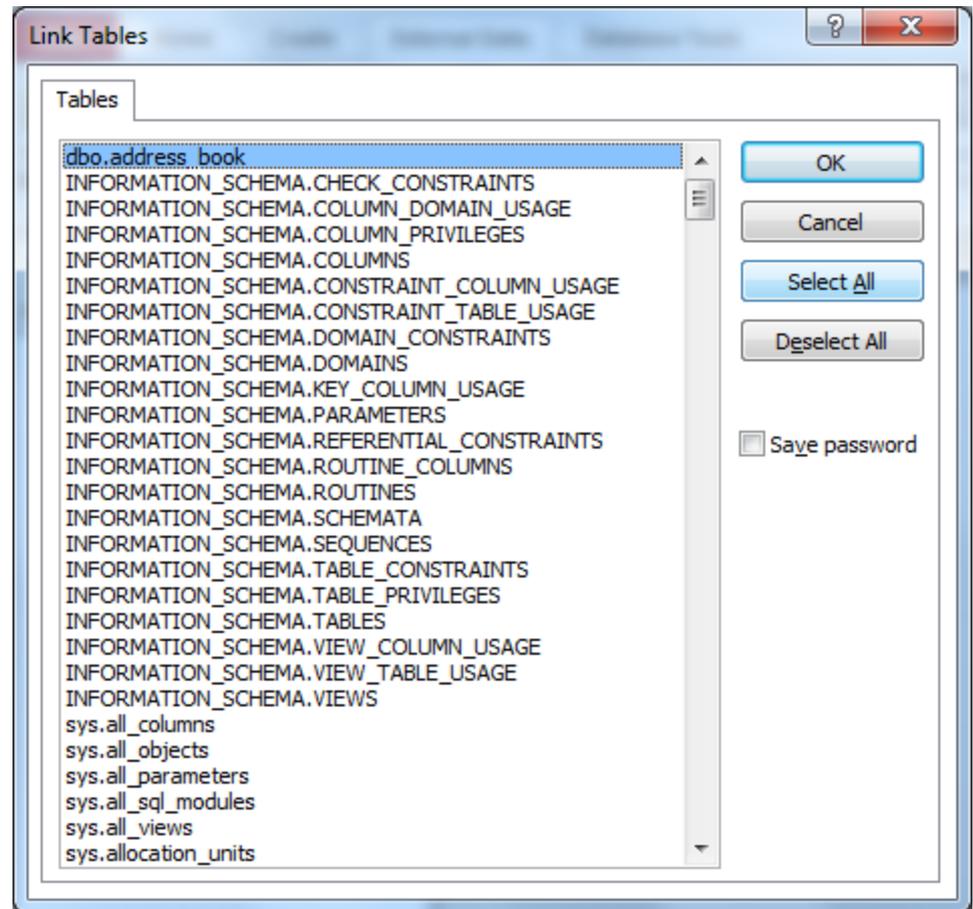
We will follow our notes and connect to the college database with the ODBC interface.

We will highlight the College Database and press the OK button.



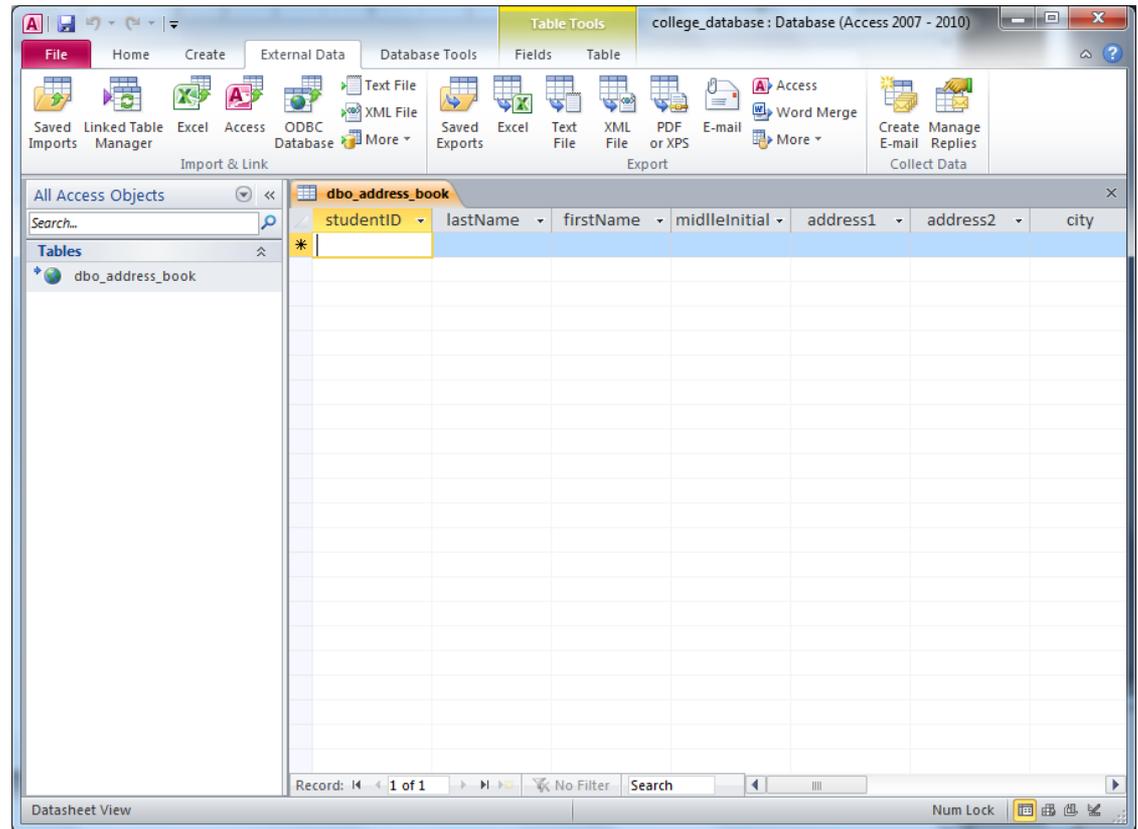
Choose the Table to Link

We will highlight the address book table and choose the OK button.



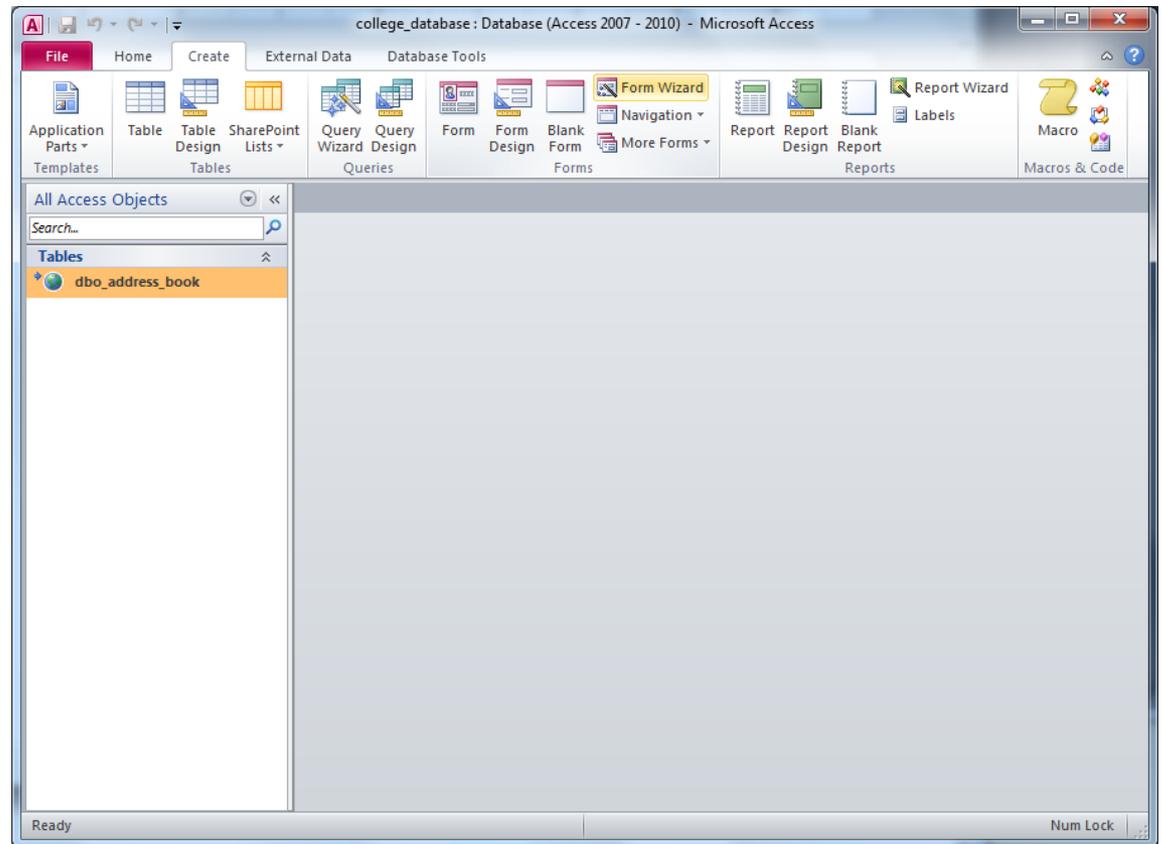
Address Book Table

Next, we can open the dbo address book and we can input data for the students.



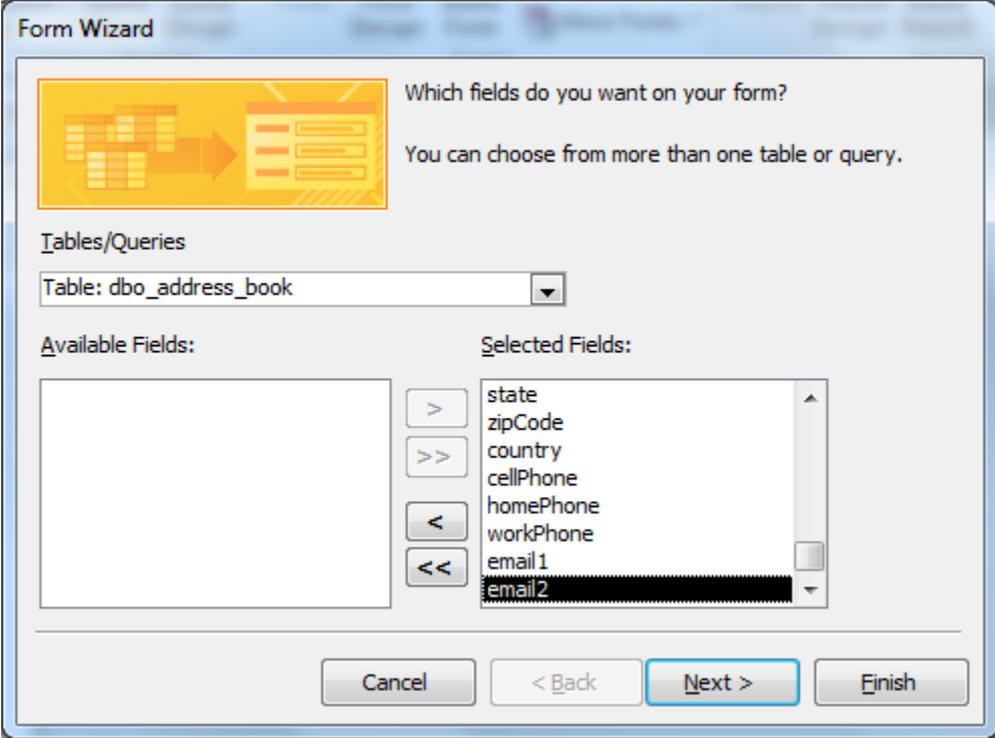
Create a Form using the Wizard

We select the Create tab on the college database and we choose the Form Wizard.



Select Fields

We select all the fields to be on the form and push the Next button.



The screenshot shows the 'Form Wizard' dialog box. At the top, it asks 'Which fields do you want on your form?' and 'You can choose from more than one table or query.' Below this, the 'Tables/Queries' section shows 'Table: dbo_address_book'. The 'Available Fields' section is empty. The 'Selected Fields' section contains a list of fields: state, zipCode, country, cellPhone, homePhone, workPhone, email1, and email2. The 'email2' field is currently selected. At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Form Wizard

Which fields do you want on your form?
You can choose from more than one table or query.

Tables/Queries
Table: dbo_address_book

Available Fields:

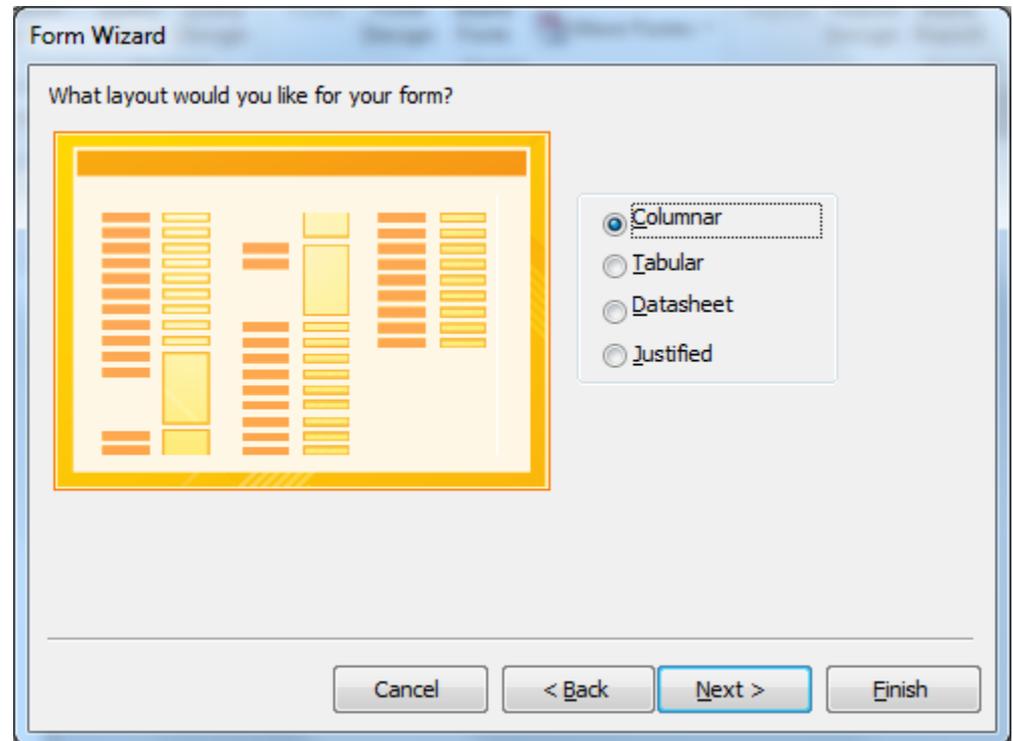
Selected Fields:

- state
- zipCode
- country
- cellPhone
- homePhone
- workPhone
- email1
- email2

Buttons: Cancel, < Back, Next >, Finish

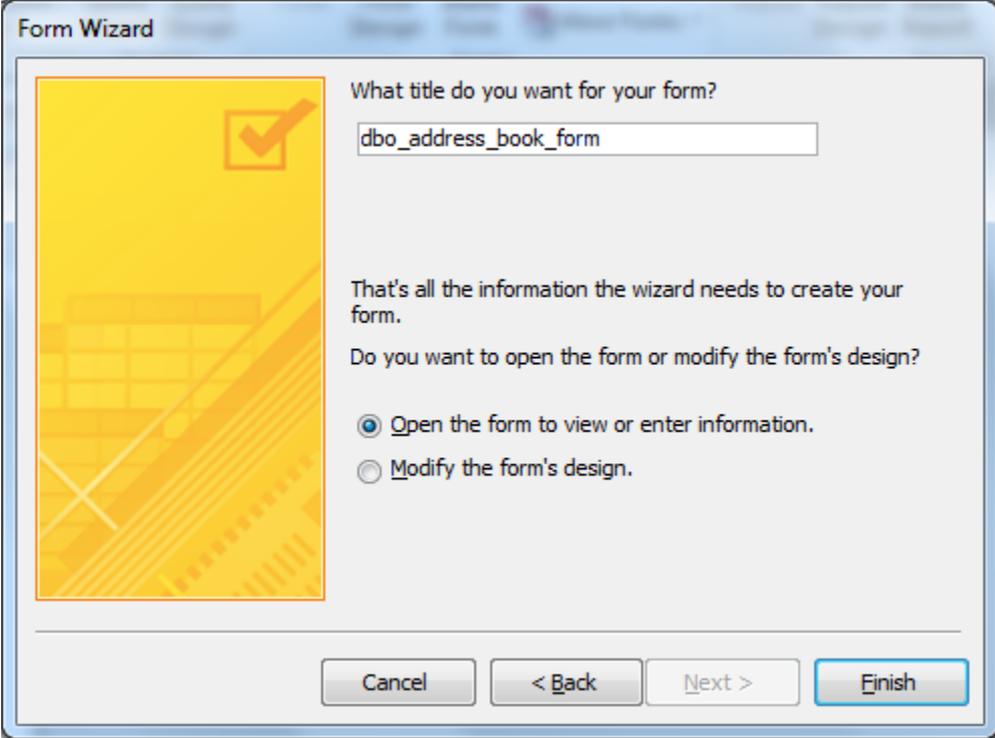
Form Layout

We opt for the Columnar layout for our input form.



Name the Form

We name it `dbo_address_book_orm` and press the Finish button.



The screenshot shows a 'Form Wizard' dialog box with a yellow background on the left side containing a checkmark icon. The main area is white and contains the following text and controls:

What title do you want for your form?

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

Open the form to view or enter information.
 Modify the form's design.

At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Input Data into the Form

We need to input our classmates into the form and thus the address book in the college database.

The screenshot displays the Microsoft Access interface for a database named 'college_database'. The 'dbo_address_book_form' is open in 'Form View'. The form is a data entry form for an address book, with the following fields and their current values:

Field Name	Value
studentID	1
lastNam	Robbins
firstNam	Charles
middleIn	W
address:	
address:	
city	
state	
zipCode	
country	USA
cellPhor	
homePh	
workPhc	
email1	
email2	

The status bar at the bottom indicates 'Record: 1 of 1' and 'No Filter'.

The SQL Database

We verify that the data added in the form are now in the SQL database.

