

# Creating an Address Book Database

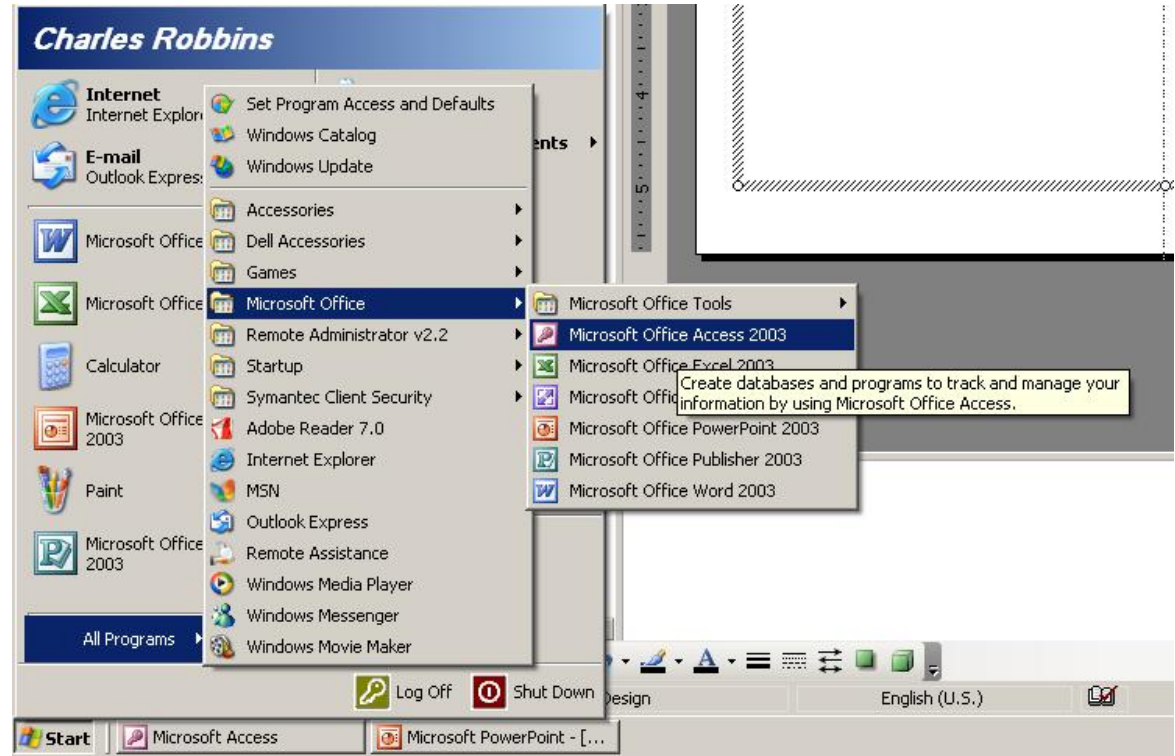
June 1, 2009

# Purpose of the Address Book

- Contains professional contacts
- Database is computer based (digital)
- Can integrate with Mail Merge programs

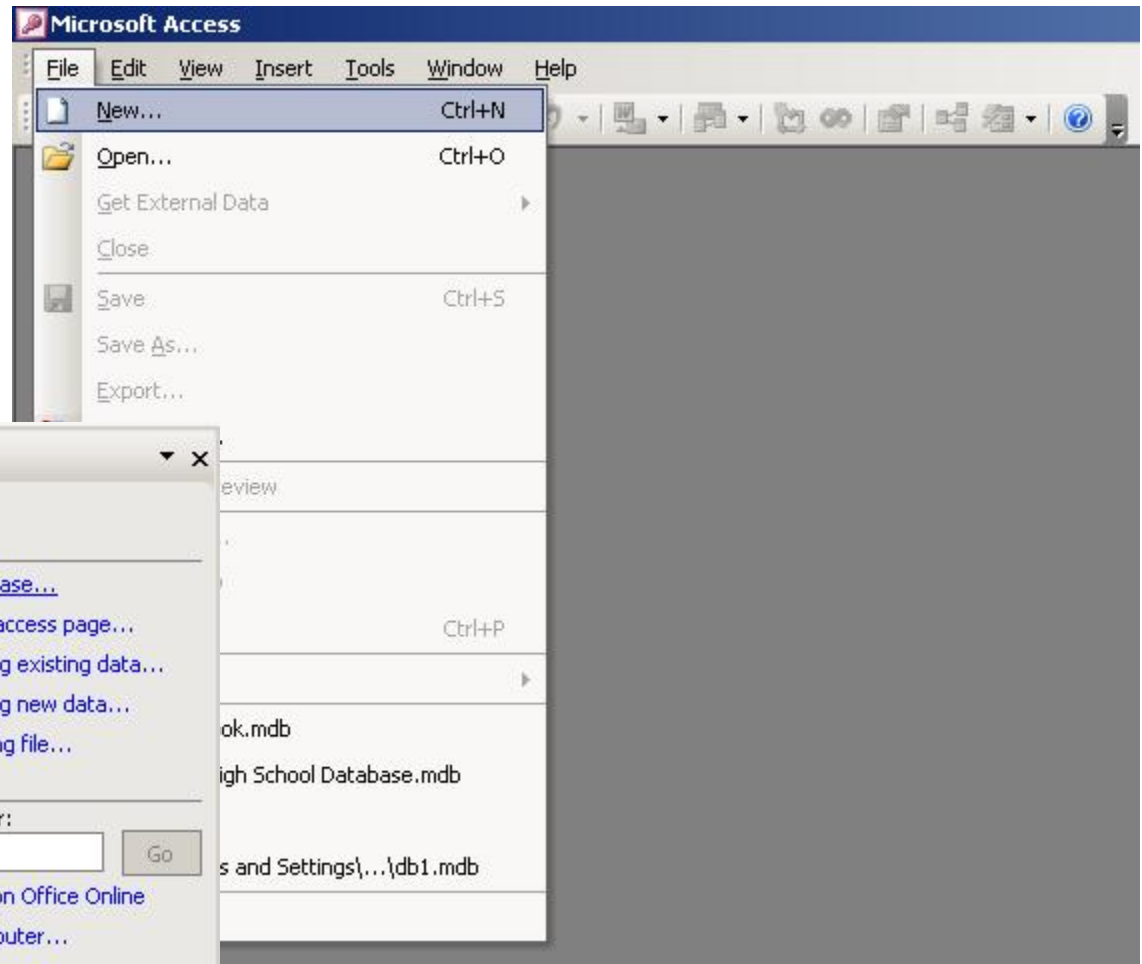
# Start Microsoft Access

Begin Microsoft Access by pressing the Start button and then click on All Programs. Choose Microsoft Office and finally Microsoft Office Access 2003.



# Entering Microsoft Access

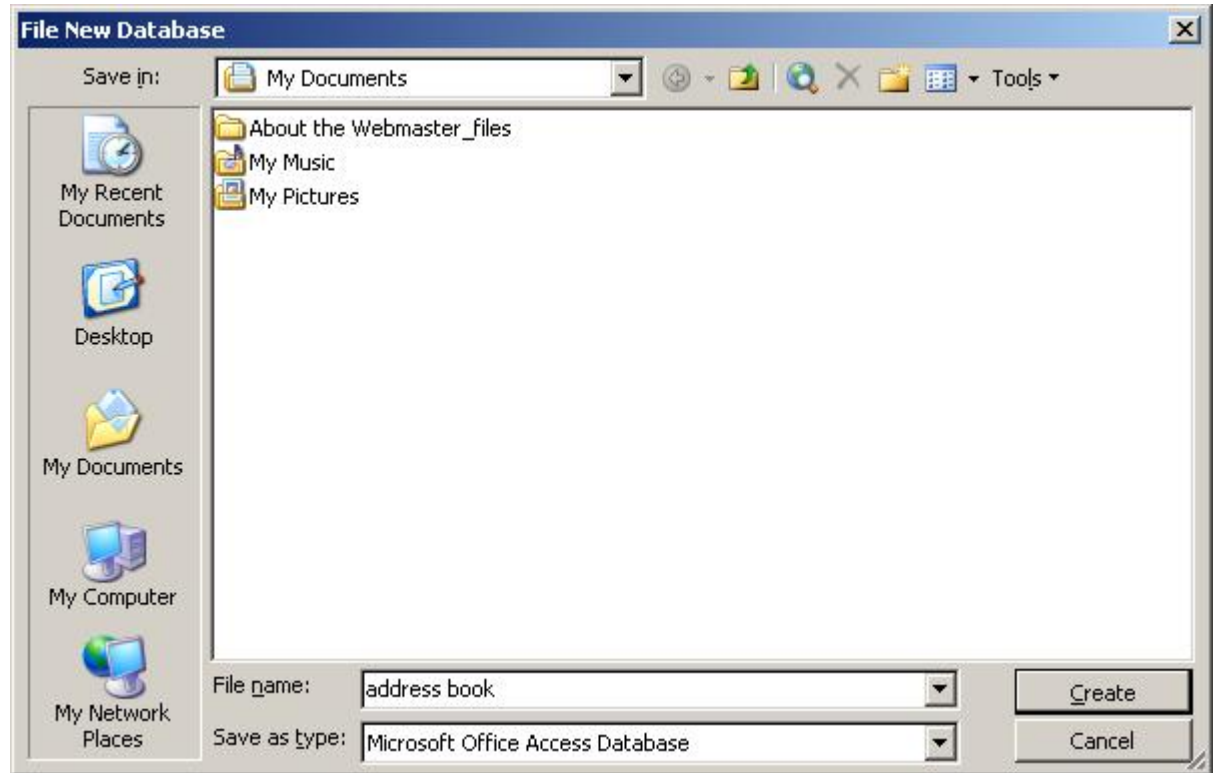
To initiate the new database, select File on the Menu Bar and pick New.



On the New file panel, select blank database

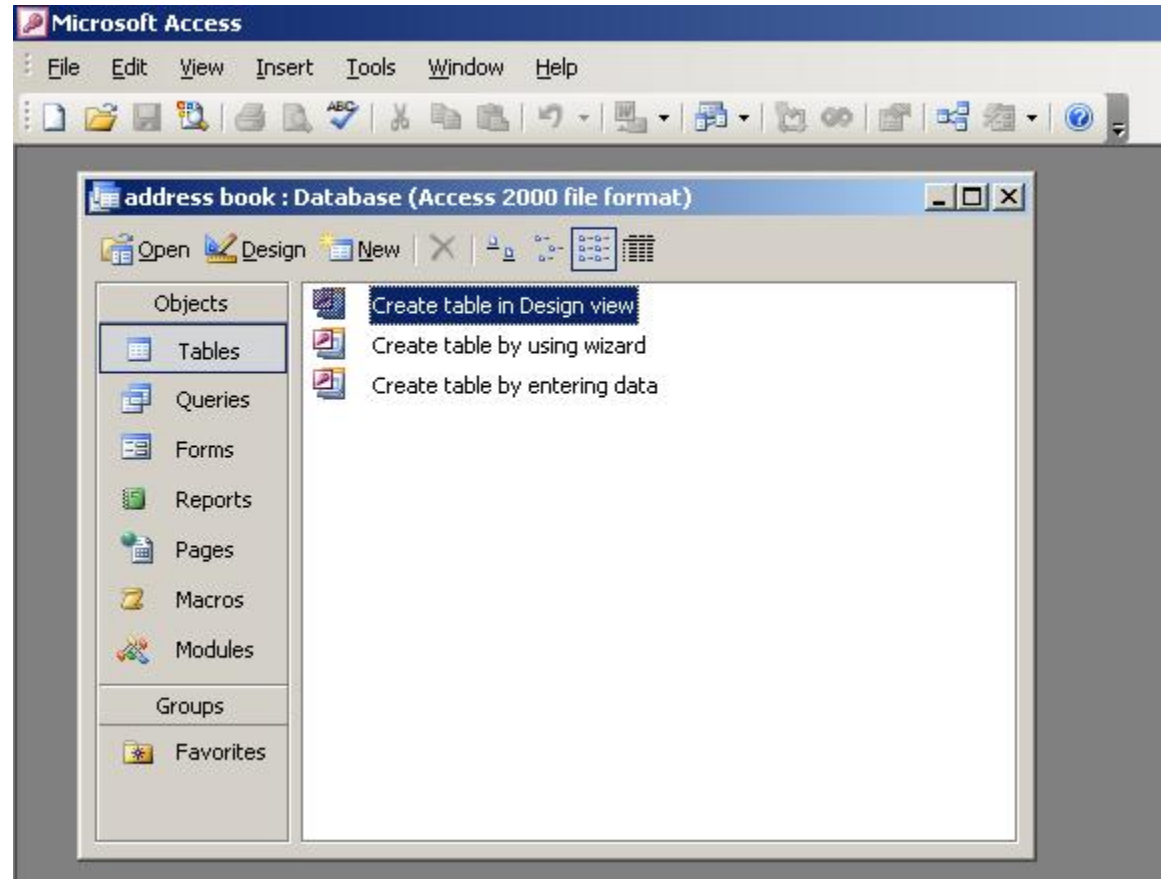
# Save the Access Database

Unlike our experience with other Office programs, Access makes us save the file immediately. Save the file as Address Book.



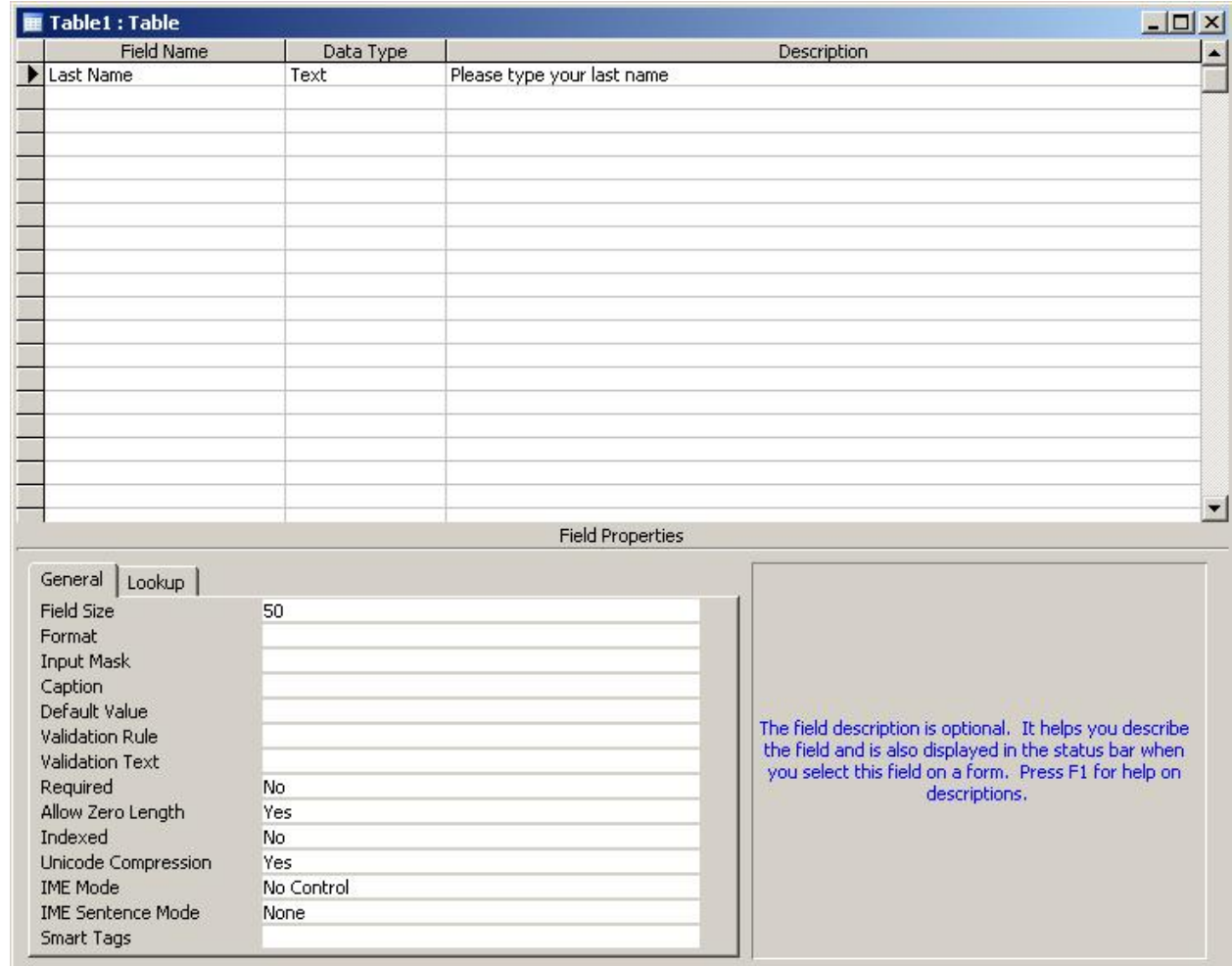
# Design View

In the Objects list, select Table and Create Table in Design View.



# Making the Table Fields

Type “Last Name”, tab to the next column and pick Text for the data type. Tab again to the description column and type “Please type your last name”. The description content becomes the Help Desk information for the database.



# Additional Fields

Add these additional fields:

- First Name
- Middle Initial
- Street Address
- Apartment Number
- City
- State
- Zip Code
- Country
- Home Phone Number
- Cell Phone Number
- Work Phone Number
- Fax Number
- Personal Email
- Professional Email
- Work Title
- Organization Name
- Birthday
- Comments

Address Book : Table			
	Field Name	Data Type	Description
▶	Last Name	Text	Please type your last name
	First Name	Text	Please type your first name
	Middle Initial	Text	Please type your middle initial
	Street Address	Text	Please type your street address
	Apartment Number	Text	Please type your apartment number
	City	Text	Please type your city
	State	Text	Please type your state
	Zip Code	Text	Please type your zip code
	Country	Text	Please type your country
	Home Phone Number	Text	Please type your home phone number
	Cell Phone Number	Text	Please type your cell phone number
	Work Phone Number	Text	Please type your business phone number
	Personal Email	Text	Please type your personal email
	Professional Email	Text	Please type your professional email
	Brithday	Text	Please type your birthday

Field Properties

General	Lookup
Field Size	50
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

The maximum number of in the field. The largest 255. Press F1 for



# Last Name Field Properties

After entering all of the field names, click on the Last Name field. Change the field size to 25. This means that a person's last name can only be 25 characters long. We can set a text field to 255 characters.

The screenshot displays the Microsoft Access interface for an 'Address Book : Table'. The top section shows a list of fields with their names, data types, and descriptions. The 'Last Name' field is selected. Below this, the 'Field Properties' task pane is open, showing the 'General' tab. The 'Field Size' property is set to 25. A tooltip on the right side of the task pane indicates that the maximum number of characters in the field is 255.

Field Name	Data Type	Description
Last Name	Text	Please type your last name
First Name	Text	Please type your first name
Middle Initial	Text	Please type your middle initial
Street Address	Text	Please type your street address
Apartment Number	Text	Please type your apartment number
City	Text	Please type your city
State	Text	Please type your state
Zip Code	Text	Please type your zip code
Country	Text	Please type your country
Home Phone Number	Text	Please type your home phone number
Cell Phone Number	Text	Please type your cell phone number
Work Phone Number	Text	Please type your business phone number
Personal Email	Text	Please type your personal email
Professional Email	Text	Please type your professional email
Brithday	Text	Please type your birthday

Field Properties

General | Lookup

Field Size: 25

Format:

Input Mask:

Caption:

Default Value:

Validation Rule:

Validation Text:

Required: No

Allow Zero Length: Yes

Indexed: No

Unicode Compression: Yes

IME Mode: No Control

IME Sentence Mode: None

Smart Tags:

The maximum number of characters in the field. The largest number of characters is 255. Press F4 to show the field list.

# First Name Field Properties

Proceed to the First Name field. Change the field size to 25. This means that a person's first name can only be 25 characters long.

The screenshot displays the Microsoft Access interface. At the top, a table named 'Address Book : Table' is shown with the following fields:

Field Name	Data Type	Description
Last Name	Text	Please type your last name
First Name	Text	Please type your first name
Middle Initial	Text	Please type your middle initial
Street Address	Text	Please type your street address
Apartment Number	Text	Please type your apartment number
City	Text	Please type your city
State	Text	Please type your state
Zip Code	Text	Please type your zip code
Country	Text	Please type your country
Home Phone Number	Text	Please type your home phone number
Cell Phone Number	Text	Please type your cell phone number
Work Phone Number	Text	Please type your business phone number
Personal Email	Text	Please type your personal email
Professional Email	Text	Please type your professional email
Brithday	Text	Please type your birthday

Below the table, the 'Field Properties' task pane is open for the 'First Name' field. The 'General' tab is selected, and the 'Field Size' is set to 25. Other properties are listed but not modified:

Property	Value
Field Size	25
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

A blue tooltip message is visible on the right side of the task pane: 'A field name can be including spaces. Pre'.

# Middle Name Field Properties

Proceed to the Middle Name field. Change the field size to 1. This means that a person's first name can only be 1 character long. Type >L at the input mask which will force the letter to be capitalized. At the Caption, type M.I. and this will be the field heading.

The screenshot displays the Microsoft Access interface. At the top, a table named 'Address Book : Table' is shown with the following fields:

Field Name	Data Type	Description
Last Name	Text	Please type your last name
First Name	Text	Please type your first name
Middle Initial	Text	Please type your middle initial
Street Address	Text	Please type your street address
Apartment Number	Text	Please type your apartment number
City	Text	Please type your city
State	Text	Please type your state
Zip Code	Text	Please type your zip code
Country	Text	Please type your country
Home Phone Number	Text	Please type your home phone number
Cell Phone Number	Text	Please type your cell phone number
Work Phone Number	Text	Please type your business phone number
Personal Email	Text	Please type your personal email
Professional Email	Text	Please type your professional email
Brithday	Text	Please type your birthday

Below the table, the 'Field Properties' task pane is open for the 'Middle Initial' field. The 'Lookup' tab is selected, showing the following properties:

Property	Value
Field Size	1
Format	
Input Mask	>L
Caption	M.I.
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

# Street and Apartment Number Properties

The street field will stay the same.

The apartment number field size is 10. The caption is Apt No.

The screenshot shows the 'Address Book : Table' field list and the 'Field Properties' window for the 'Apartment Number' field. The field list table is as follows:

Field Name	Data Type	Description
Last Name	Text	Please type your last name
First Name	Text	Please type your first name
Middle Initial	Text	Please type your middle initial
Street Address	Text	Please type your street address
▶ Apartment Number	Text	Please type your apartment number
City	Text	Please type your city
State	Text	Please type your state
Zip Code	Text	Please type your zip code
Country	Text	Please type your country
Home Phone Number	Text	Please type your home phone number
Cell Phone Number	Text	Please type your cell phone number
Work Phone Number	Text	Please type your business phone number
Personal Email	Text	Please type your personal email
Professional Email	Text	Please type your professional email
Brithday	Text	Please type your birthday

The 'Field Properties' window for the 'Apartment Number' field is shown below:

Property	Value
Field Size	10
Format	
Input Mask	
Caption	Apt No.
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

A field name can including spaces. P

# City and State Field Properties

The city field will change to 25 characters.

Proceed to the state field. Change the field size to 2. This means that a person's first name can only be 2 character long. Type >LL at the input mask which will force the letter to be capitalized. For the default value, type OH and OH will be the text for state in each record.

Field Name	Data Type	Description
Last Name	Text	Please type your last name
First Name	Text	Please type your first name
Middle Initial	Text	Please type your middle initial
Street Address	Text	Please type your street address
Apartment Number	Text	Please type your apartment number
City	Text	Please type your city
State	Text	Please type your state
Zip Code	Text	Please type your zip code
Country	Text	Please type your country
Home Phone Number	Text	Please type your home phone number
Cell Phone Number	Text	Please type your cell phone number
Work Phone Number	Text	Please type your business phone number
Personal Email	Text	Please type your personal email
Professional Email	Text	Please type your professional email
Brithday	Text	Please type your birthday

Field Properties

General | Lookup

Field Size: 2

Format:

Input Mask: >LL

Caption:

Default Value: OH

Validation Rule:

Validation Text:

Required: No

Allow Zero Length: Yes

Indexed: No

Unicode Compression: Yes

IME Mode: No Control

IME Sentence Mode: None

Smart Tags:

# Zip Code and Country Properties

Proceed to the zip code field. Change the field size to 10. Select the three dotted icon to right of Input Mask. Save the table and name the table Address Book.

The Input Mask Wizard window will appear. Pick next and next. Then choose a zip code format with a dash or without a dash. Press Finish.

The country field will have a 25 character field size.

The screenshot displays three windows from Microsoft Access:

- Address Book : Table:** A table with the following fields:

Field Name	Data Type
Last Name	Text
First Name	Text
Middle Initial	Text
Street Address	Text
Apartment Number	Text
City	Text
State	Text
Zip Code	Text
Country	Text
Home Phone Number	Text
Cell Phone Number	Text
Work Phone Number	Text
Personal Email	Text
Professional Email	Text
Birthday	Text
- Input Mask Wizard:** A dialog box titled "Input Mask Wizard" with the question "Which input mask matches how you want data to look?". It includes a "Try It" box and buttons for "Edit List", "Cancel", "< Back", "Next >", and "Finish". The "Input Mask" list shows "Zip Code" selected with a mask of "98052-6399".
- Field Properties:** A window titled "Field Properties" with tabs for "General" and "Lookup". The "General" tab is active, showing properties for the "Zip Code" field:

Field Size	10
Format	
Input Mask	00000\ -9999;;_
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	Yes (Duplicates OK)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

# Phone Numbers Field Properties

Proceed to the home phone number field. Change the field size to 15. Select the three dotted icon to right of Input Mask. Save the table.

The Input Mask Wizard window will appear. Pick next and next. Then choose a phone number format with dashes or parenthesis or without. Press Finish.

Repeat this process for each type of phone number in the address book database.

Proceed to the email field. Keep the field at 50 characters.

The screenshot displays three overlapping windows from Microsoft Access:

- Address Book : Table:** A table with columns 'Field Name' and 'Data'. The 'Home Phone Number' field is selected.
- Input Mask Wizard:** A dialog box titled 'Input Mask Wizard' with the question 'Which input mask matches how you want data to look?'. It includes a 'Try It' box and navigation buttons: 'Edit List', 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Input Mask' list shows 'Phone Number' with '(206) 555-1212' and 'Zip Code' with '98052-6399' selected.
- Field Properties:** A window with 'General' and 'Lookup' tabs. The 'Field Size' is set to 15. The 'Input Mask' property has a three-dot icon to its right. A blue text label 'A pattern for all' is visible on the right side.

# Birthday Field Properties

Proceed to the work title field name. Change the field size to 25.

Go on to the organization name field name. Change the field size to 25.

Change the data type for the birthday field to Date/Time.

**Address Book : Table**

Field Name	Data Type	Description
Last Name	Text	Please type your last name
First Name	Text	Please type your first name
Middle Initial	Text	Please type your middle initial
Street Address	Text	Please type your street address
Apartment Number	Text	Please type your apartment number
City	Text	Please type your city
State	Text	Please type your state
Zip Code	Text	Please type your zip code
Country	Text	Please type your country
Home Phone Number	Text	Please type your home phone number
Cell Phone Number	Text	Please type your cell phone number
Work Phone Number	Text	Please type your business phone number
Personal Email	Text	Please type your personal email
Professional Email	Text	Please type your professional email
Birthday	Date/Time	Please type your birthday

**Field Properties**

General | Lookup

Field Size: 50  
Format:   
Input Mask:   
Caption:   
Default Value:   
Validation Rule:   
Validation Text:   
Required: No  
Allow Zero Length: Yes  
Indexed: No  
Unicode Compression: Yes  
IME Mode: No Control  
IME Sentence Mode: None  
Smart Tags:

The data type de users can store in



# Birthday Field Properties (cont.)

Set the format to Long Date and the Input Mask to Short Date.

Keep the text field size at 255 characters for the comments field.

The screenshot shows the 'Address Book : Table' window with a table of fields. The 'Brithday' field is selected, and its properties are shown in the 'Lookup' tab. The 'Format' is set to 'Long Date' and the 'Input Mask' is set to 'Short Date'. The 'Input Mask Wizard' dialog box is open, showing a list of input masks and data looks. The 'Short Date' mask is selected, and the 'Data Look' is '9/27/1969'. The 'Try It' box is empty.

Field Name	Data Type	Description
Last Name	Text	Please type your last name
First Name	Text	Please type your first name
Middle Initial	Text	Please type your middle initial
Street Address	Text	Please type your street address
Apartment Number	Text	Please type your apartment number
City	Text	Please type your city
State	Text	Please type your state
Zip Code	Text	Please type your zip code
Country	Text	Please type your country
Home Phone Number	Text	Please type your home phone number
Cell Phone Number	Text	Please type your cell phone number
Work Phone Number	Text	Please t
Personal Email	Text	Please t
Professional Email	Text	Please t
Brithday	Date/Time	Please t

**Input Mask Wizard**

Which input mask matches how you want data to look?

To see how a selected mask works, use the Try It box.  
To change the Input Mask list, click the Edit List button.

Input Mask:	Data Look:
Long Time	1:12:00 PM
Short Date	9/27/1969
Short Time	13:12
Medium Time	01:12 PM
Medium Date	27-Sep-69

Try It:

Edit List Cancel < Back Next > Finish

# Changing to the Datasheet View

Click on the icon directly below File on the Menu Bar to change from Design View to Datasheet View. Type in your address book information to verify whether there are errors in the database. After placing three to four records in the new database, close the database.

Our next lesson will show everyone how to create a form for the address book table.