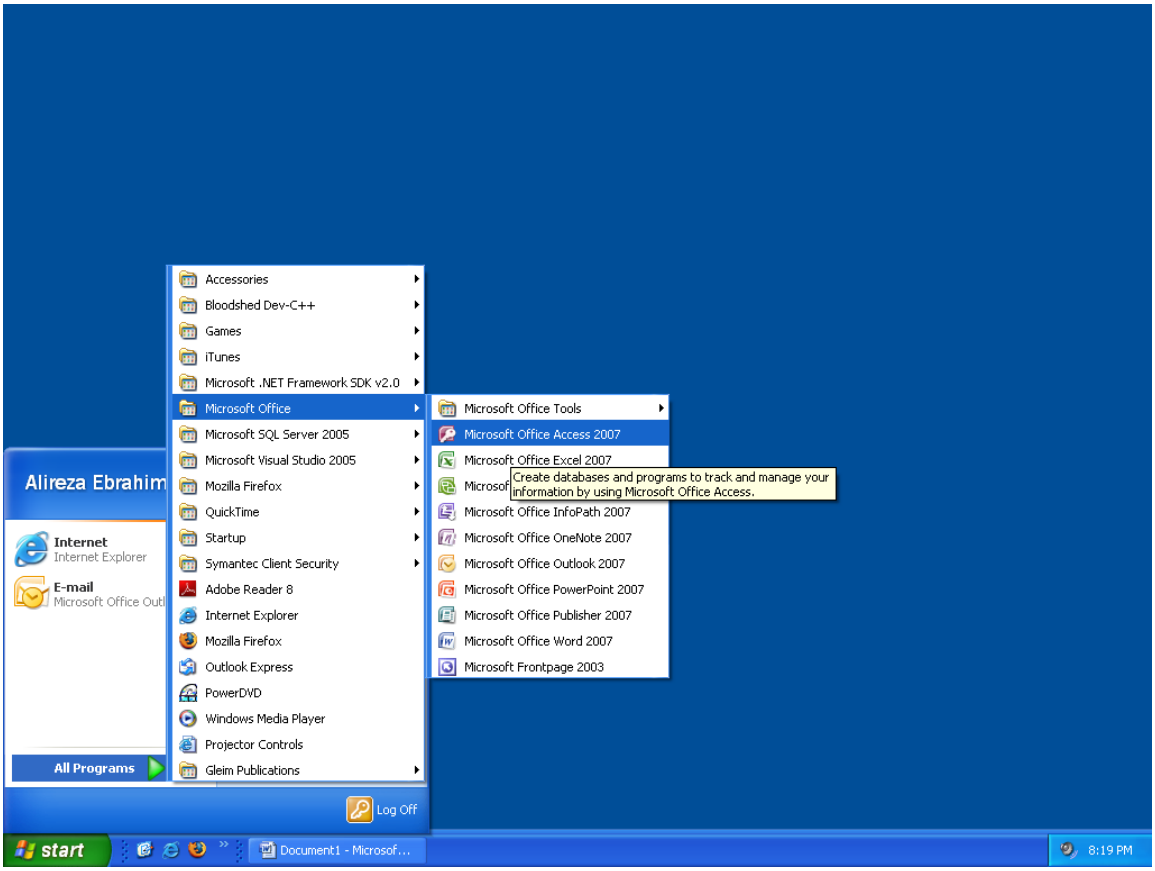
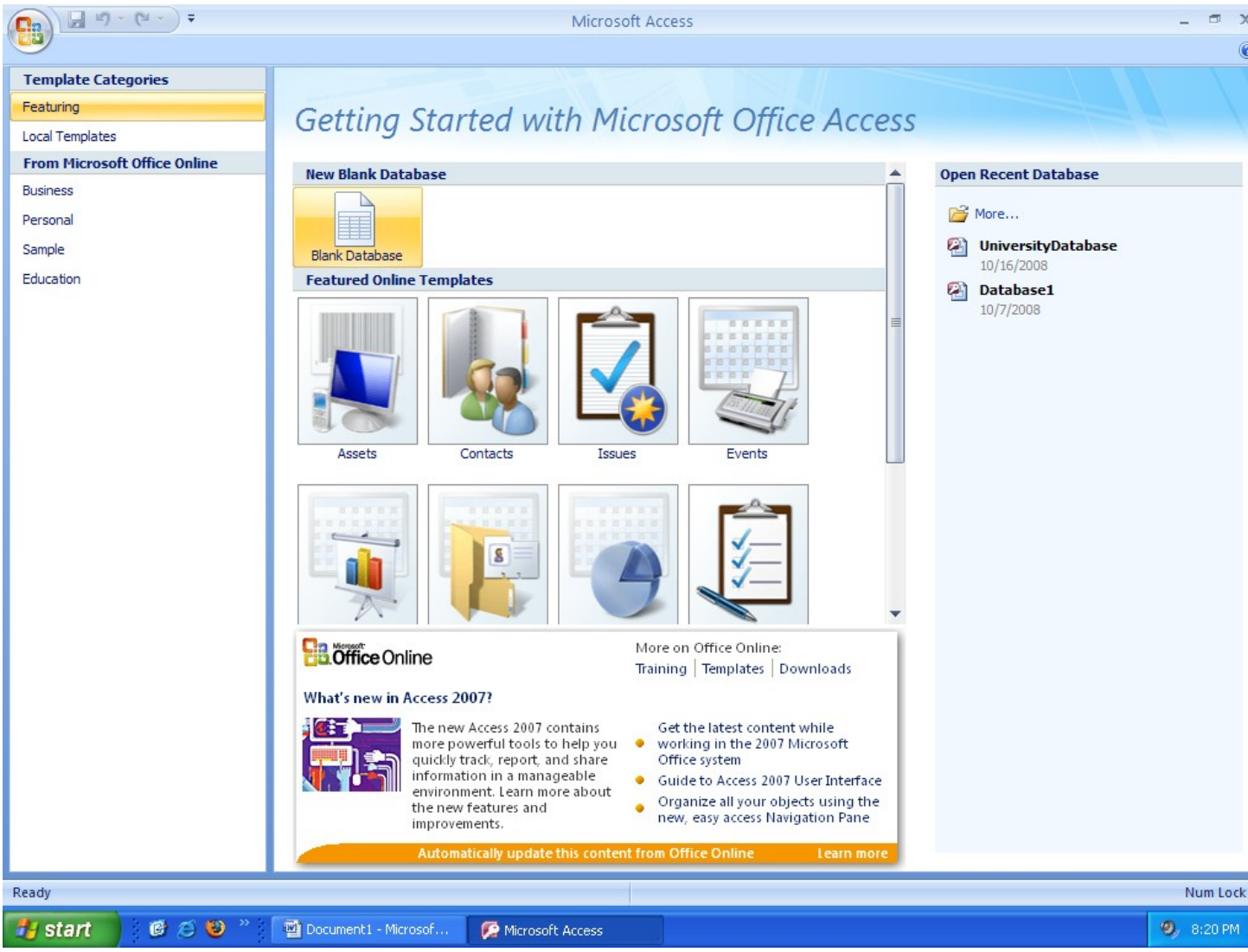
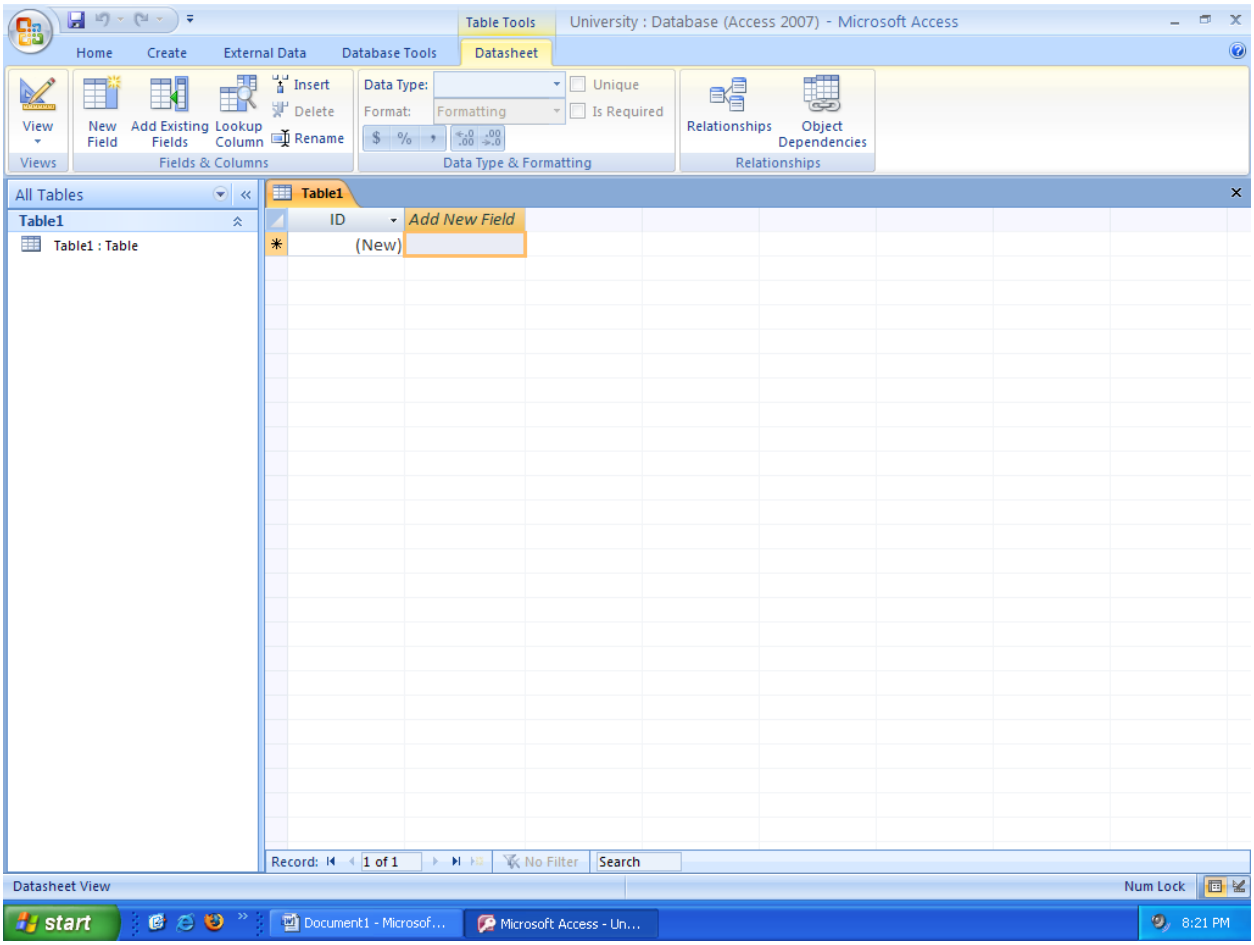
How to do data base step by step:





Click Blank Database



- Double-click on the field name to rename it.
- When you close the table, that's when you can rename it.

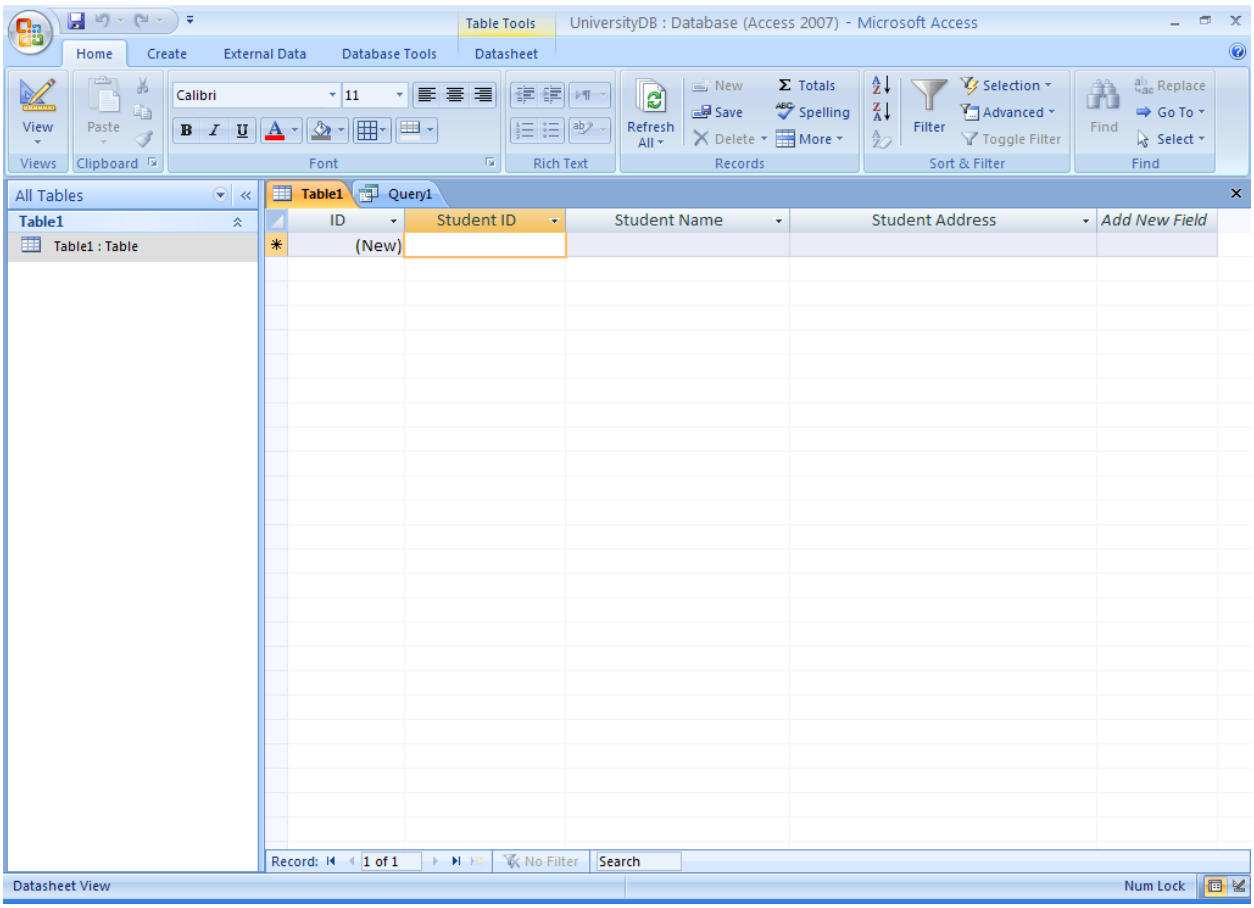


Table Tools
UniversityDB : Database (Access 2007) - Microsoft Access
Home
Create
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Database Tools
Datasheet
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Calibri
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Refresh All
New
Save
Delete
Totals
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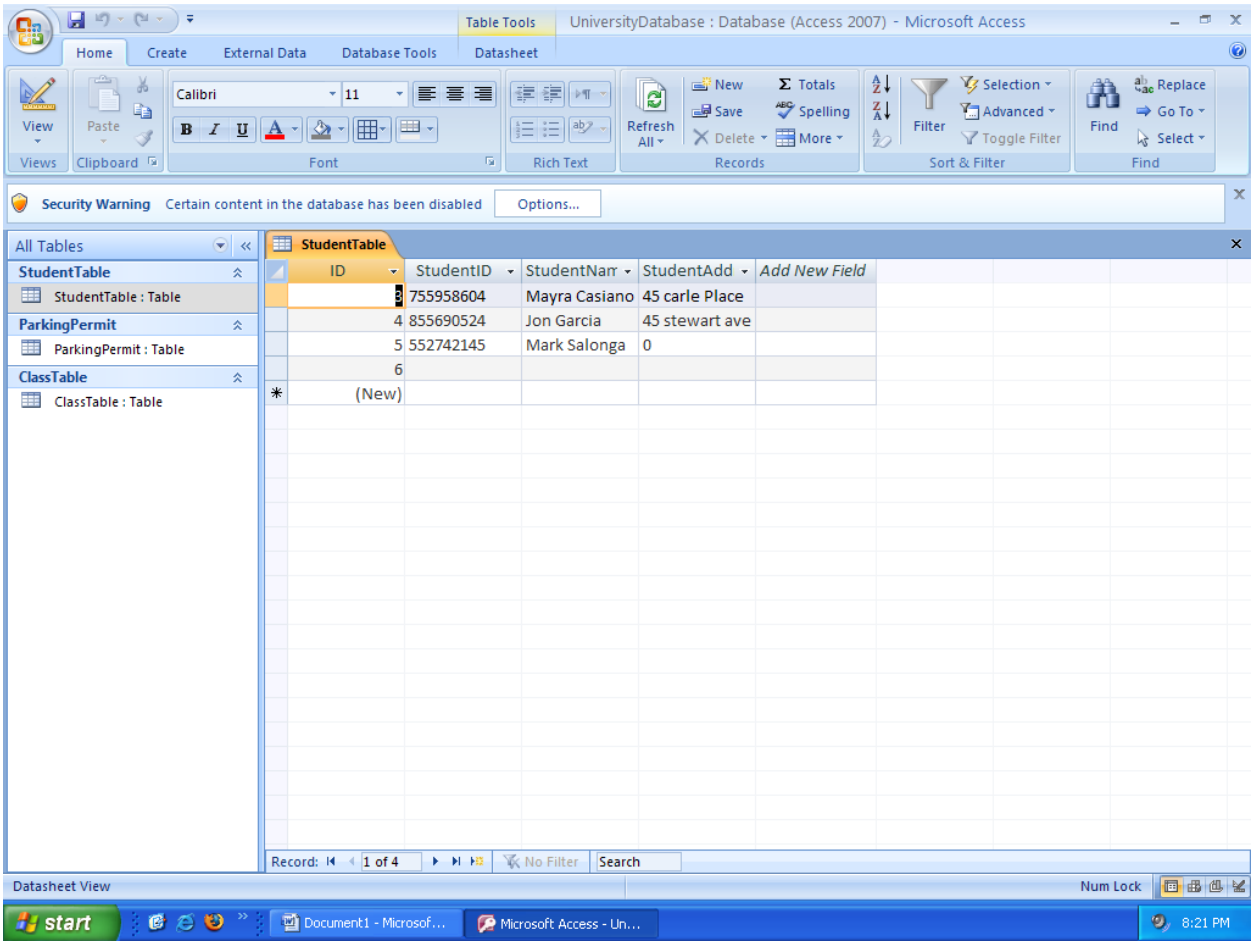
More
Filter
Selection
Advanced
Toggle Filter
Find
Replace
Go To
Select
Views
Clipboard
Font
Rich Text
Records
Sort & Filter
Find
All Tables
Table1
Table1 : Table
Table1
Query1
ID
Student ID
Student Name
Student Address
Add New Field
(New)
Record:
1 of 1
No Filter
Search
Datasheet View
Num Lock



- You can change the size of the field by dragging and dropping the line.

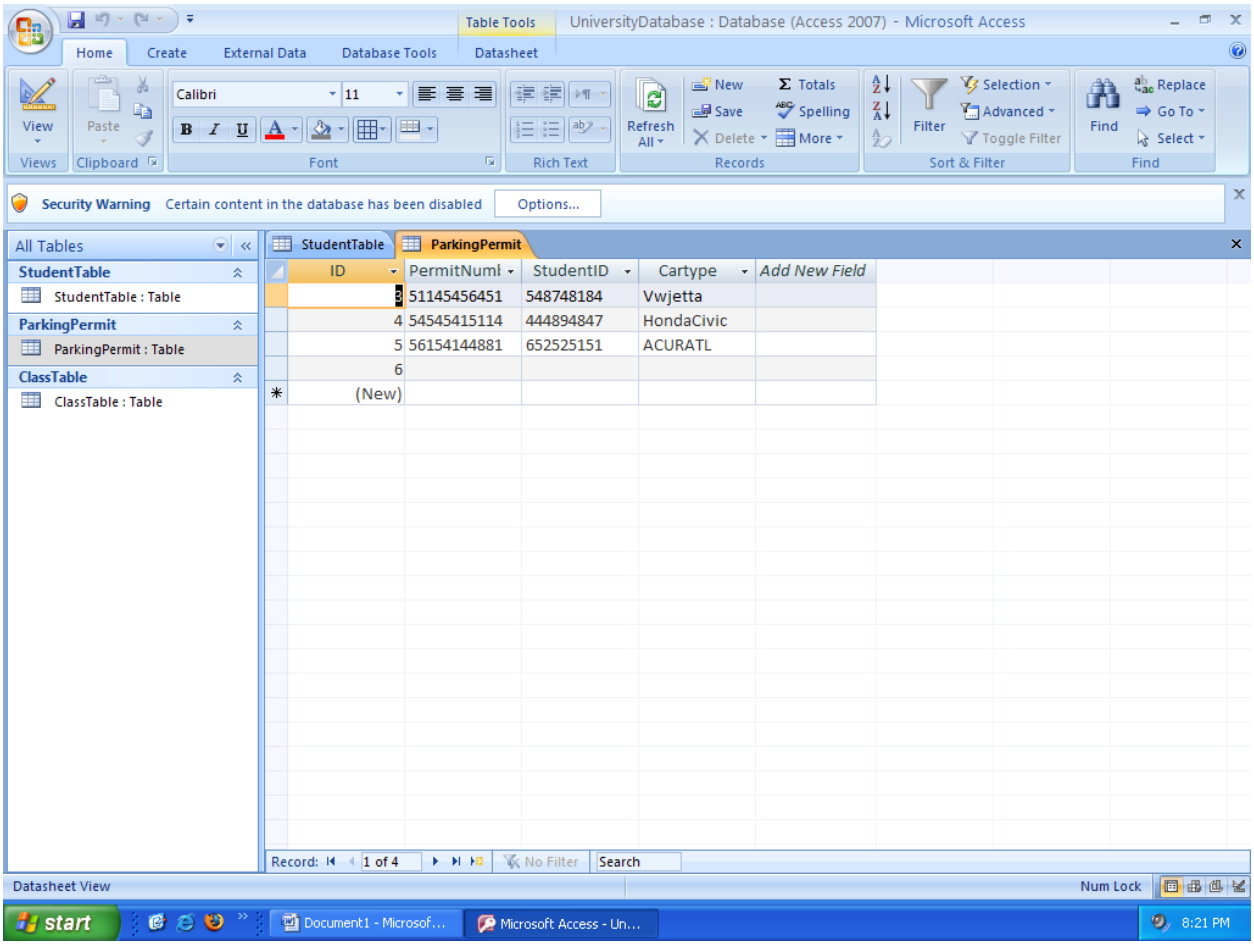


Table Tools
UniversityDatabase : Database (Access 2007) - Microsoft Access
Home
Create
External Data
Database Tools
Datasheet
Security Warning
Certain content in the database has been disabled
Options...
All Tables
StudentTable
StudentTable : Table
ParkingPermit
ParkingPermit : Table
ClassTable
ClassTable : Table
StudentTable
ParkingPermit
ID
PermitNuml
StudentID
Cartype
Add New Field
51145456451 548748184 Vwjetta
4 54545415114 444894847 HondaCivic
5 56154144881 652525151 ACURATL
6
(New)
Record: 1 of 4
No Filter
Search
Datasheet View
Num Lock
start
Document1 - Microsof...
Microsoft Access - Un...
8:21 PM

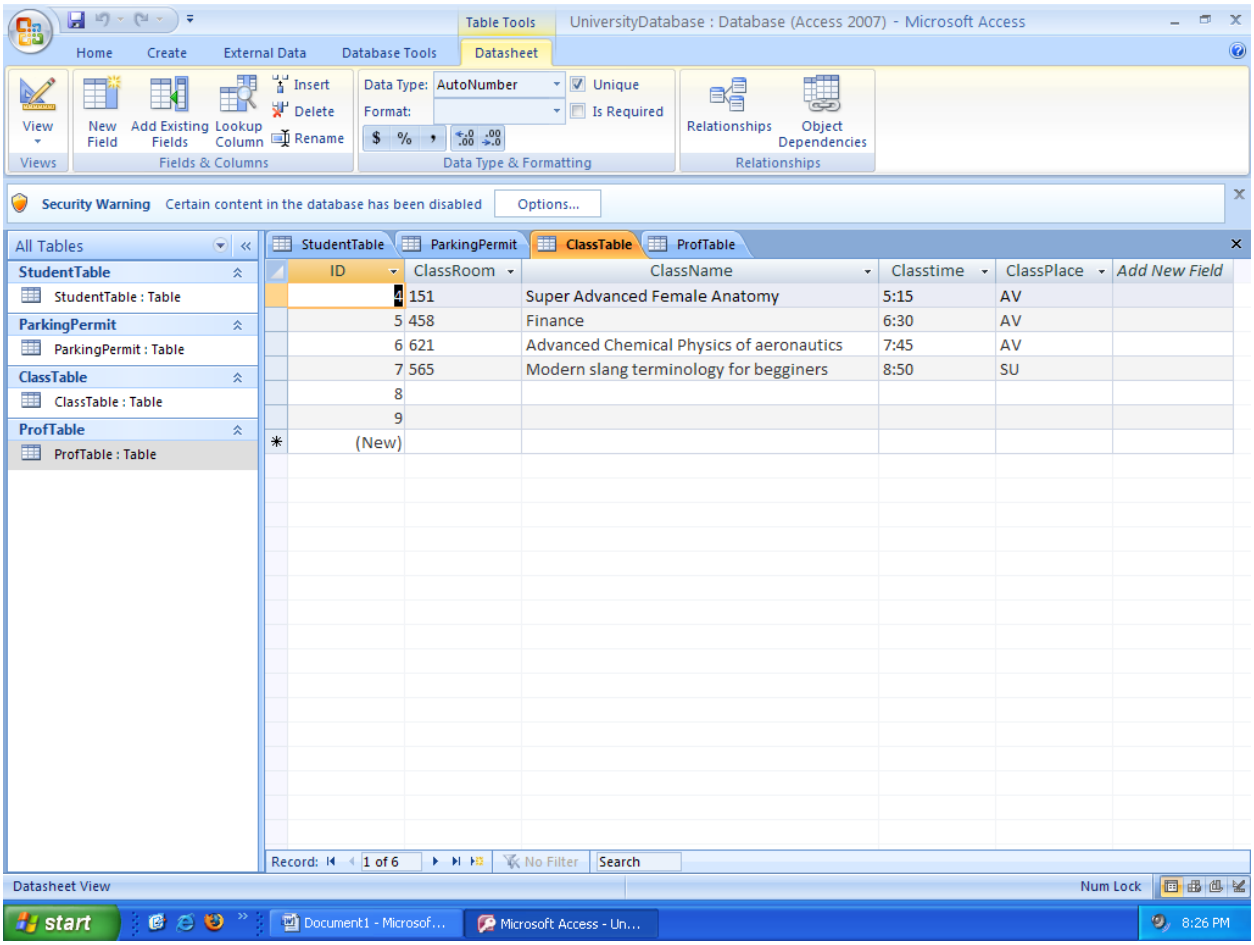


Table Tools
UniversityDatabase : Database (Access 2007) - Microsoft Access
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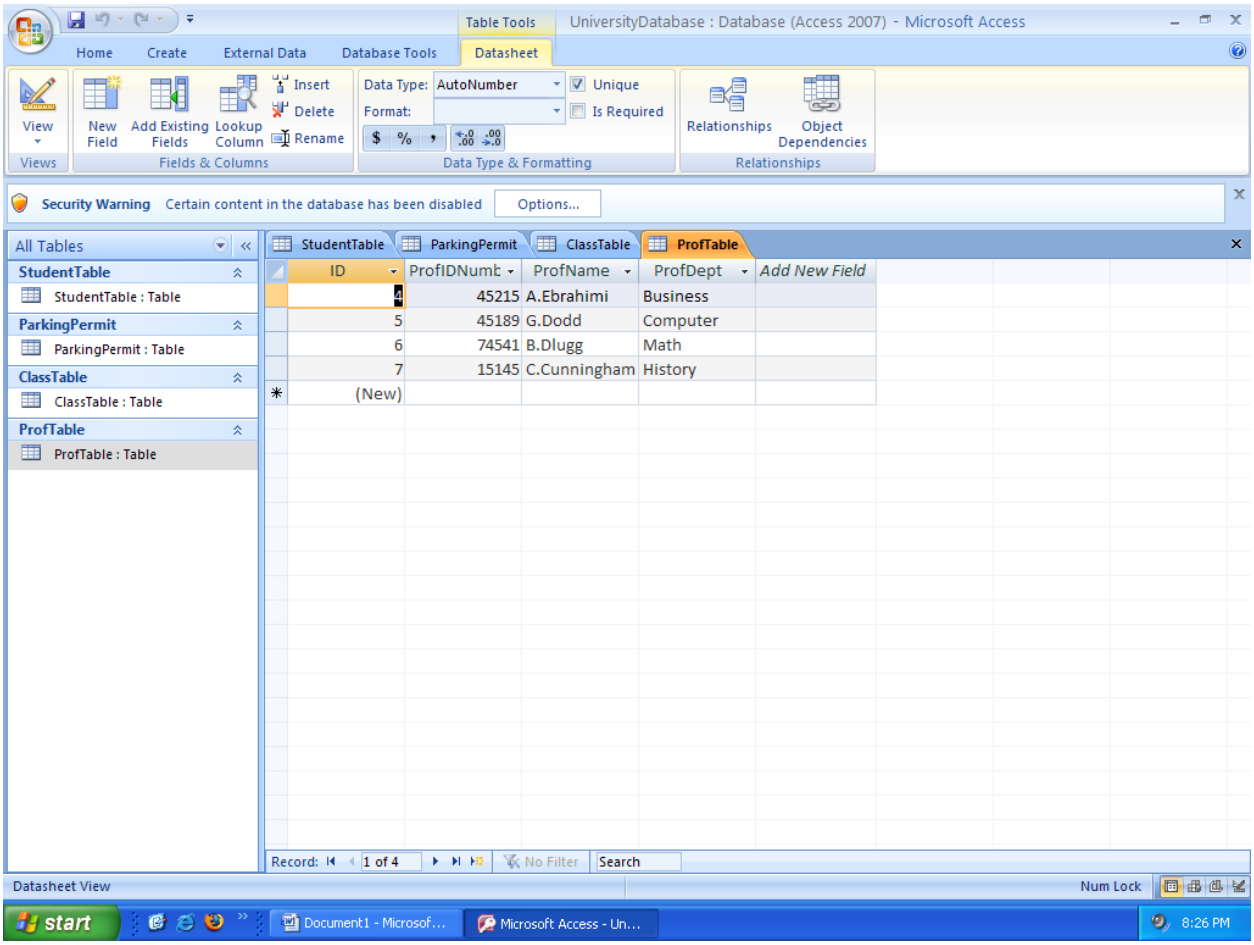
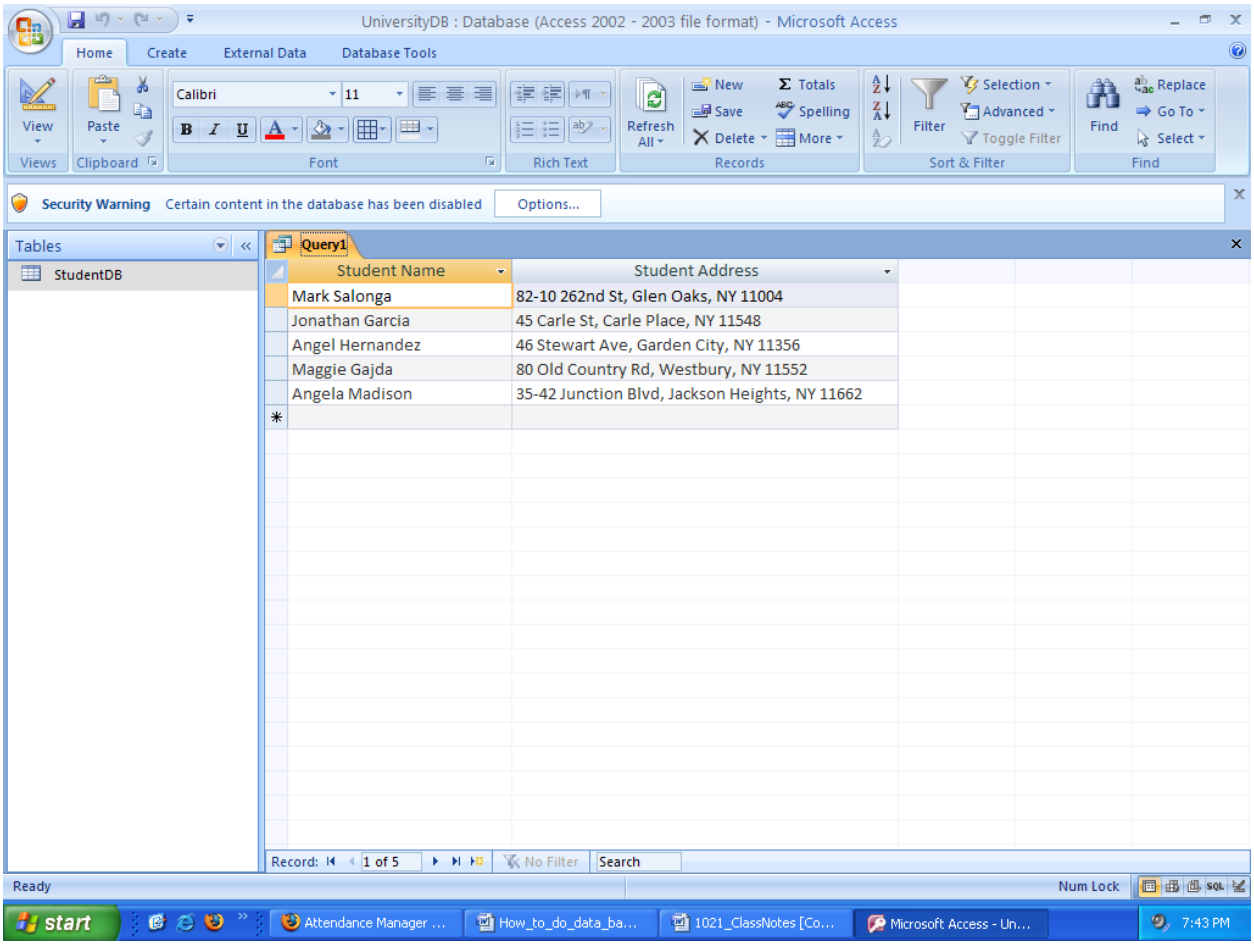
New Field
Add Existing Fields
Lookup Column
Insert
Delete
Rename
Data Type: AutoNumber
Format:
Unique
Is Required
Relationships
Object Dependencies
Views
Fields & Columns
Data Type & Formatting
Relationships
Security Warning
Certain content in the database has been disabled
Options...
All Tables
StudentTable
StudentTable : Table
ParkingPermit
ParkingPermit : Table
ClassTable
ClassTable : Table
ProfTable
ProfTable : Table
StudentTable
ParkingPermit
ClassTable
ProfTable
ID
ClassRoom
ClassName
Classtime
ClassPlace
Add New Field
4 151 Super Advanced Female Anatomy 5:15 AV
5 458 Finance 6:30 AV
6 621 Advanced Chemical Physics of aeronautics 7:45 AV
7 565 Modern slang terminology for begginers 8:50 SU
8
9
(New)
Record: 1 of 6
No Filter
Search
Datasheet View
Num Lock
start
Document1 - Microsof...
Microsoft Access - Un...
8:26 PM



- Be sure to save in an older format to ensure compatibility.
- To create a query, press “Create”, and then go to “Query Design”
- “Run” the query



Query (shown above)