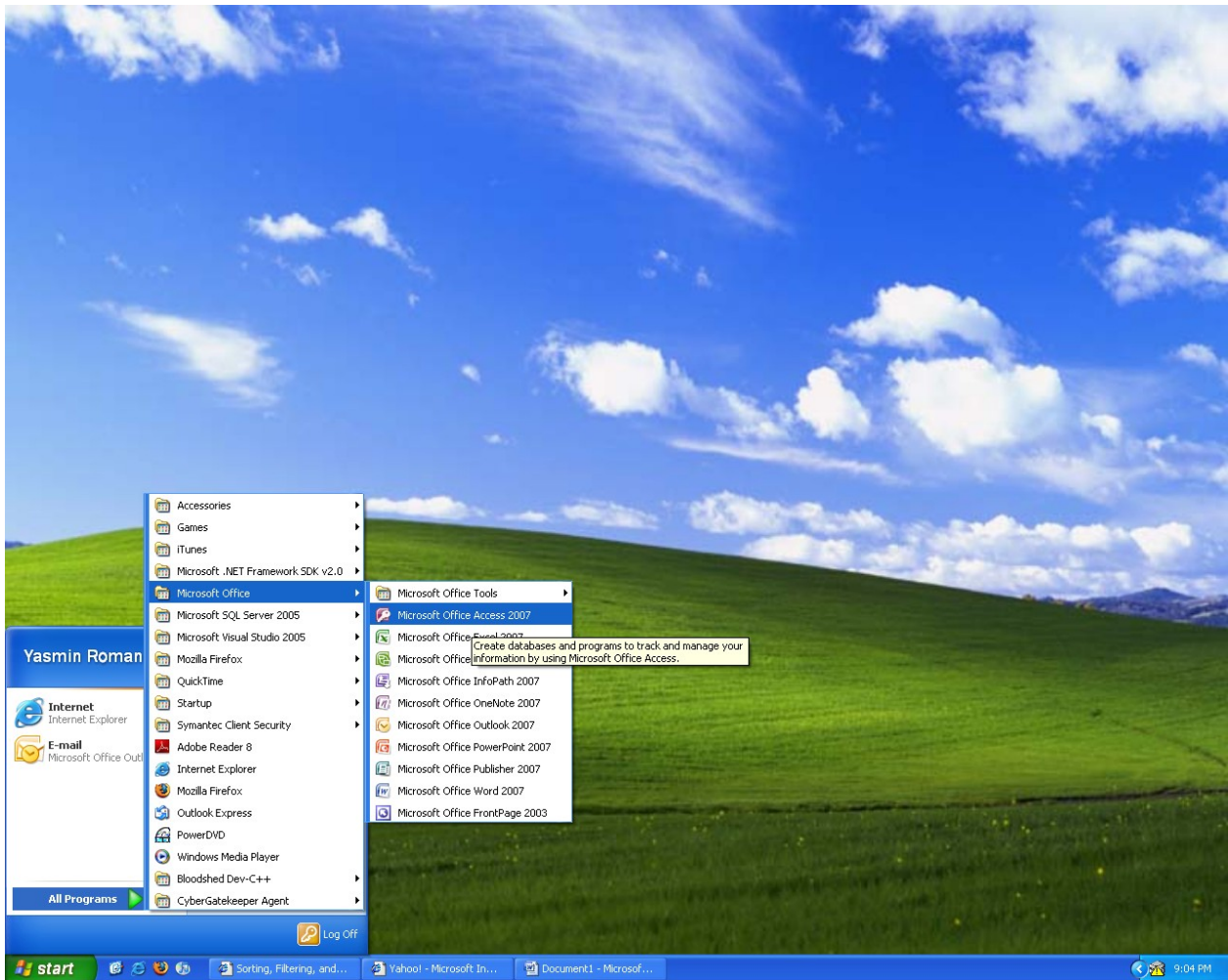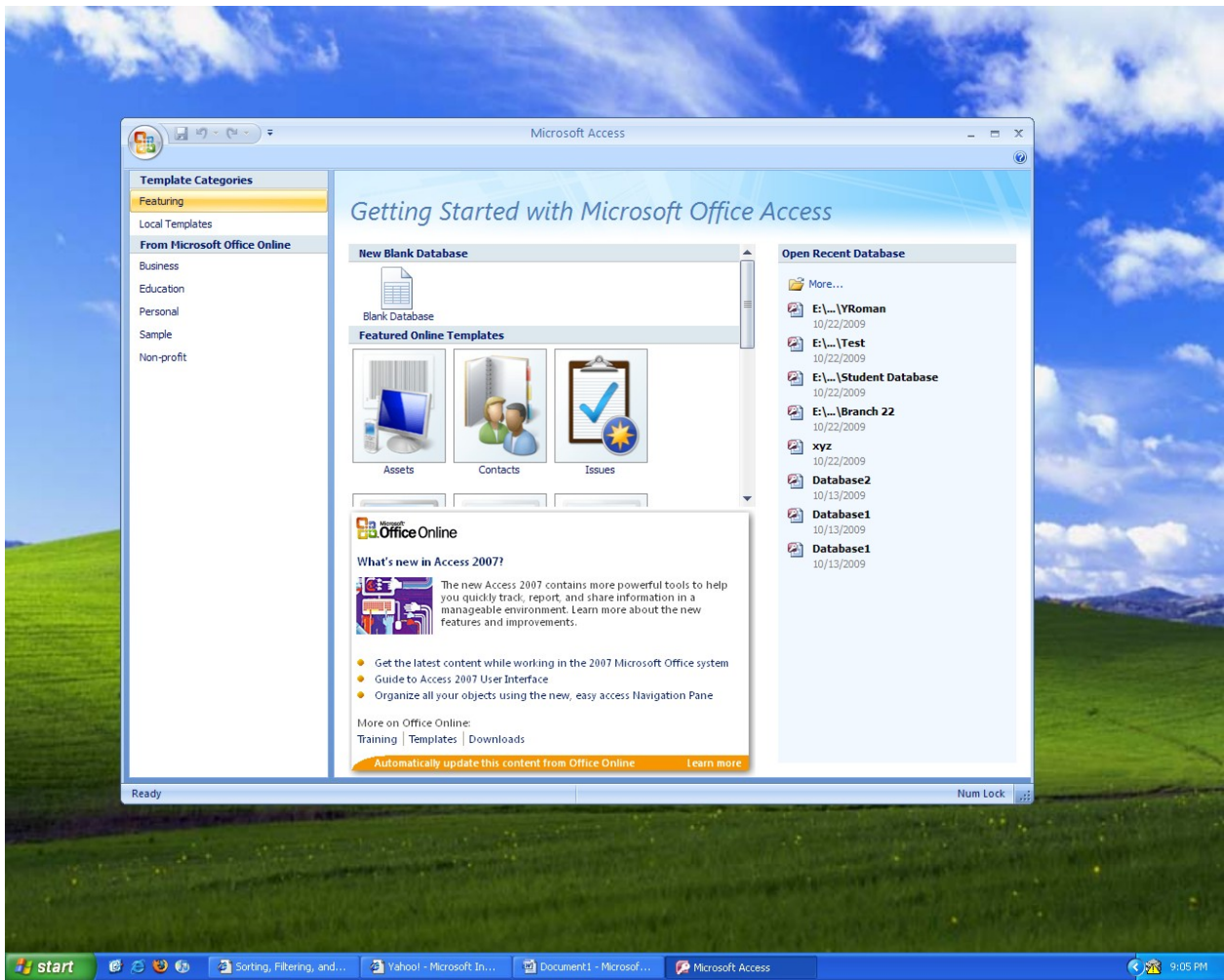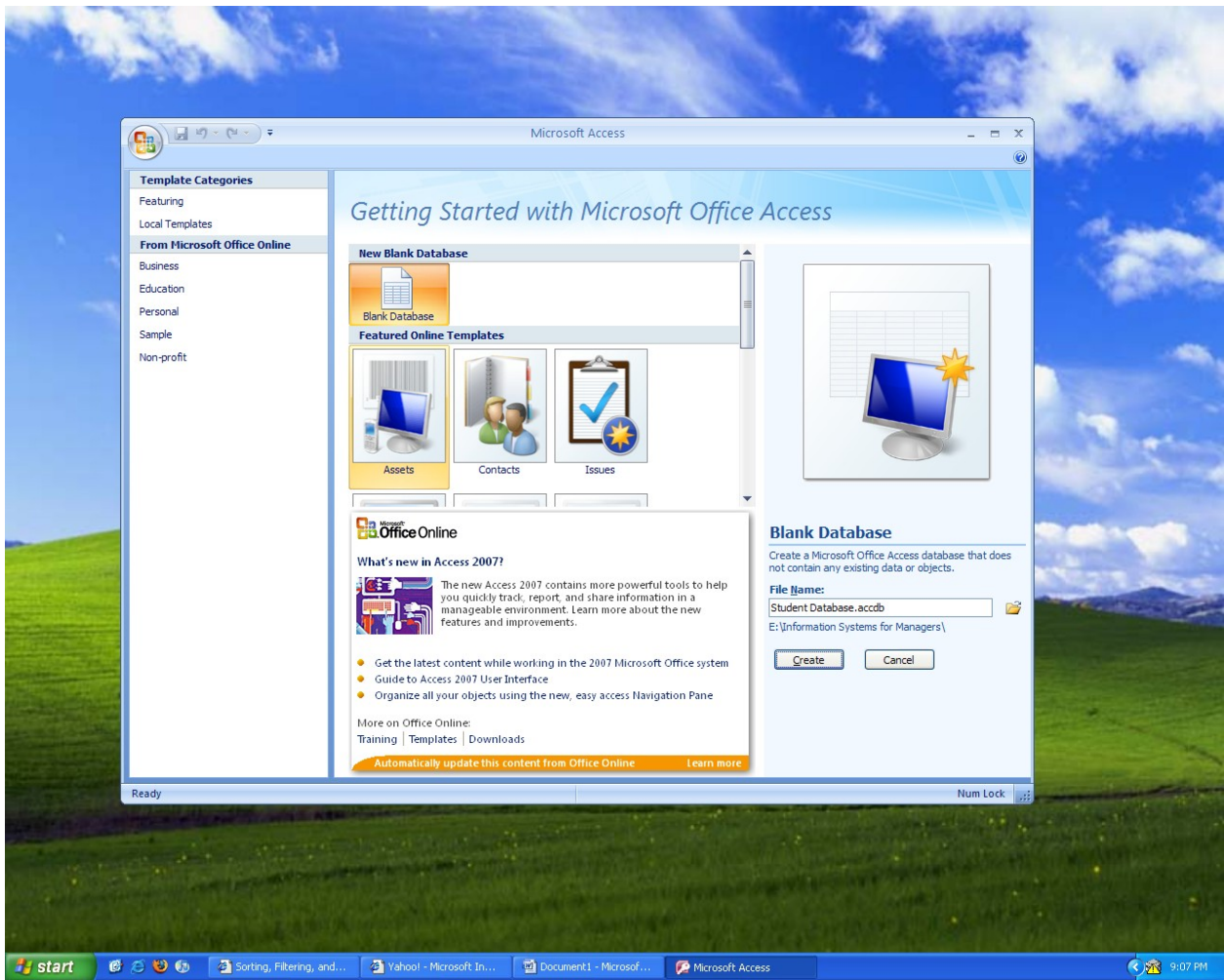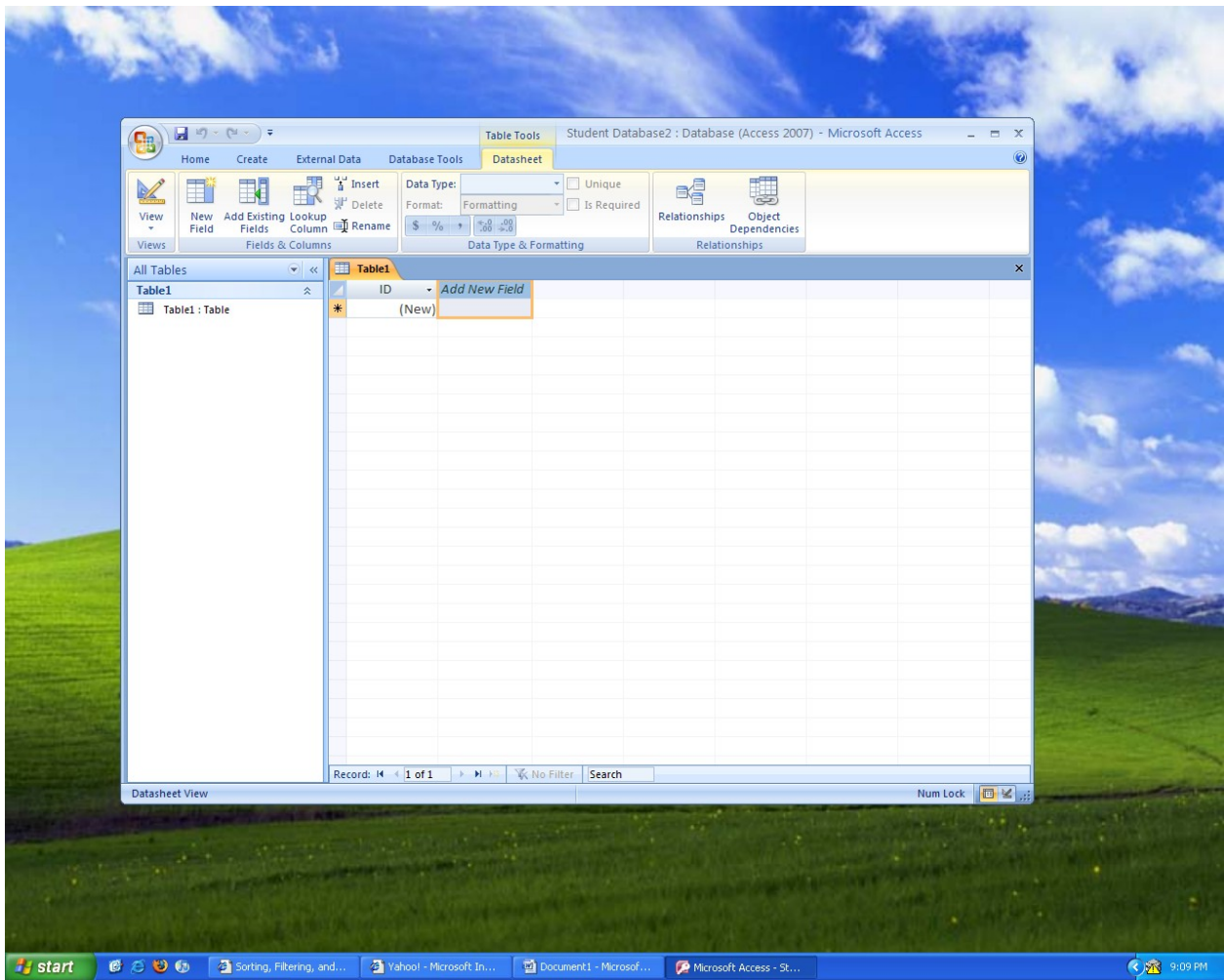Sample

Here are steps to create a simple Database:

1.

2. Create a Blank Database

3. Rename database1 to Student database2, click on the small folder to the right to save your file in your flash drive (hard disk).
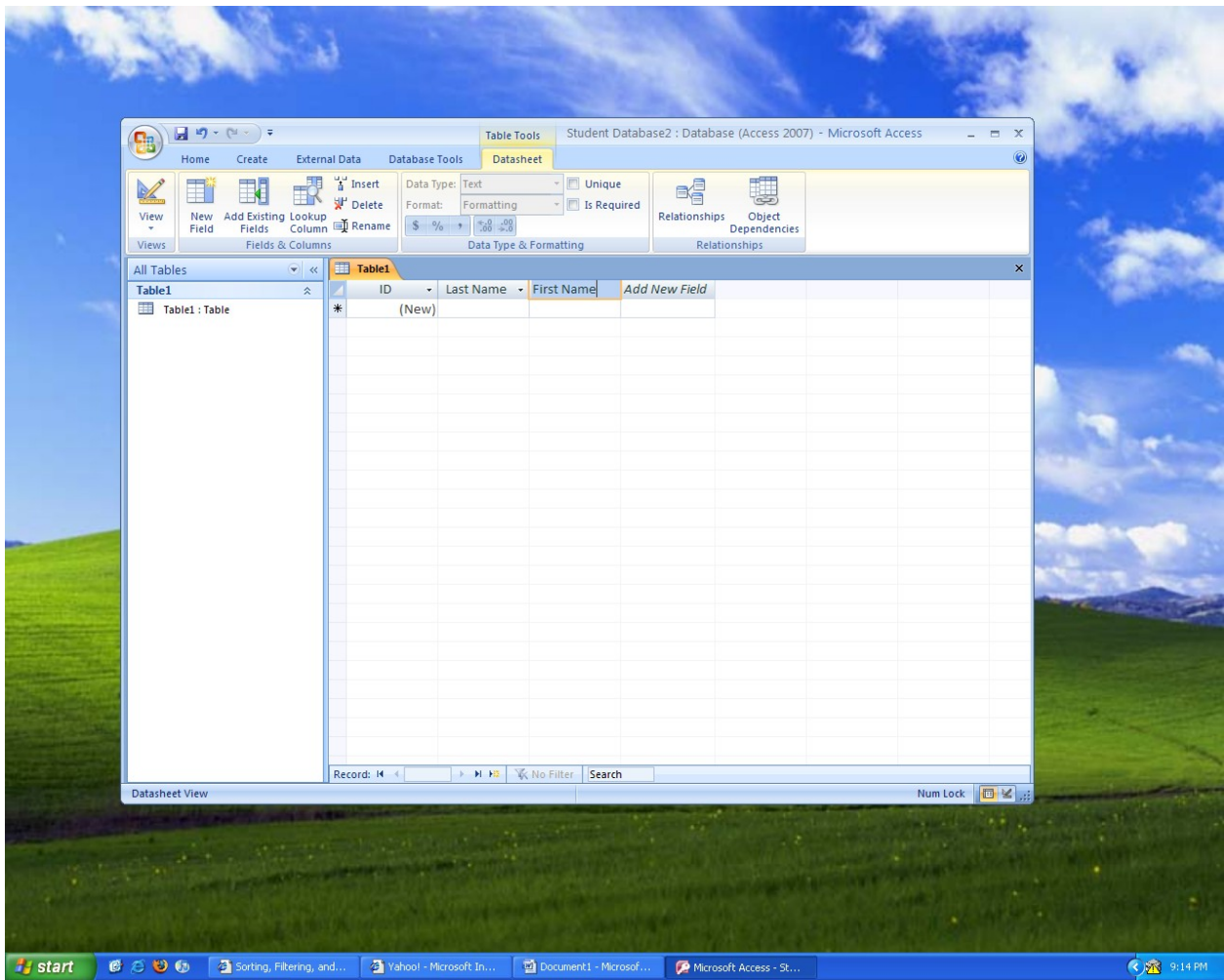
4. The Database created a Table for you. (Table 1) The first field is known as the Primary Key which is automatically set as Auto Number.
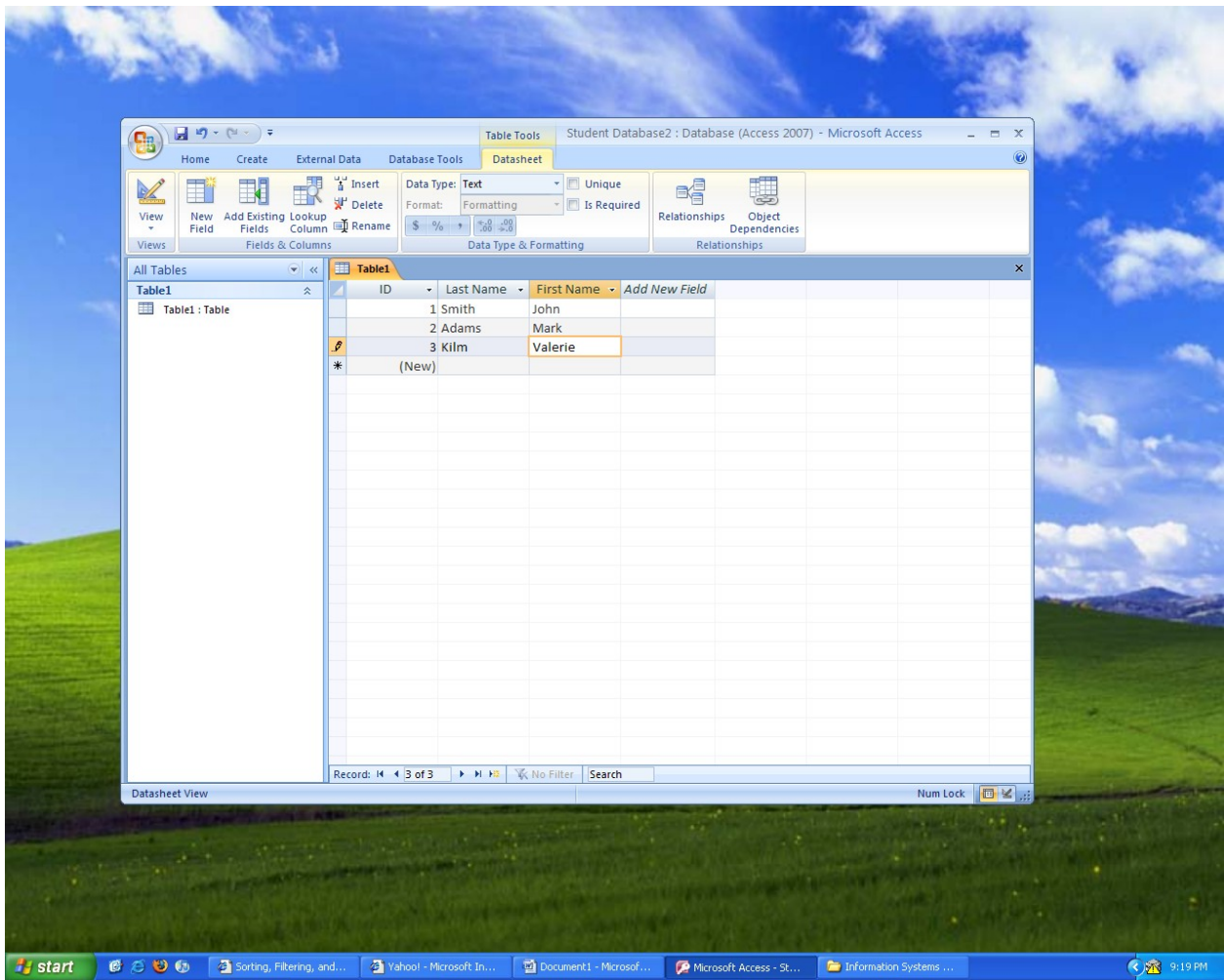
5. The next step is to Name each field, such as Last Name and First Name (You can add more later on). Double Click to rename the field.

6. If the data is made up of letters, set the Data Type to TEXT and if it is numbers, set the Data Type to NUMBER. Otherwise, this will cause problems later on.
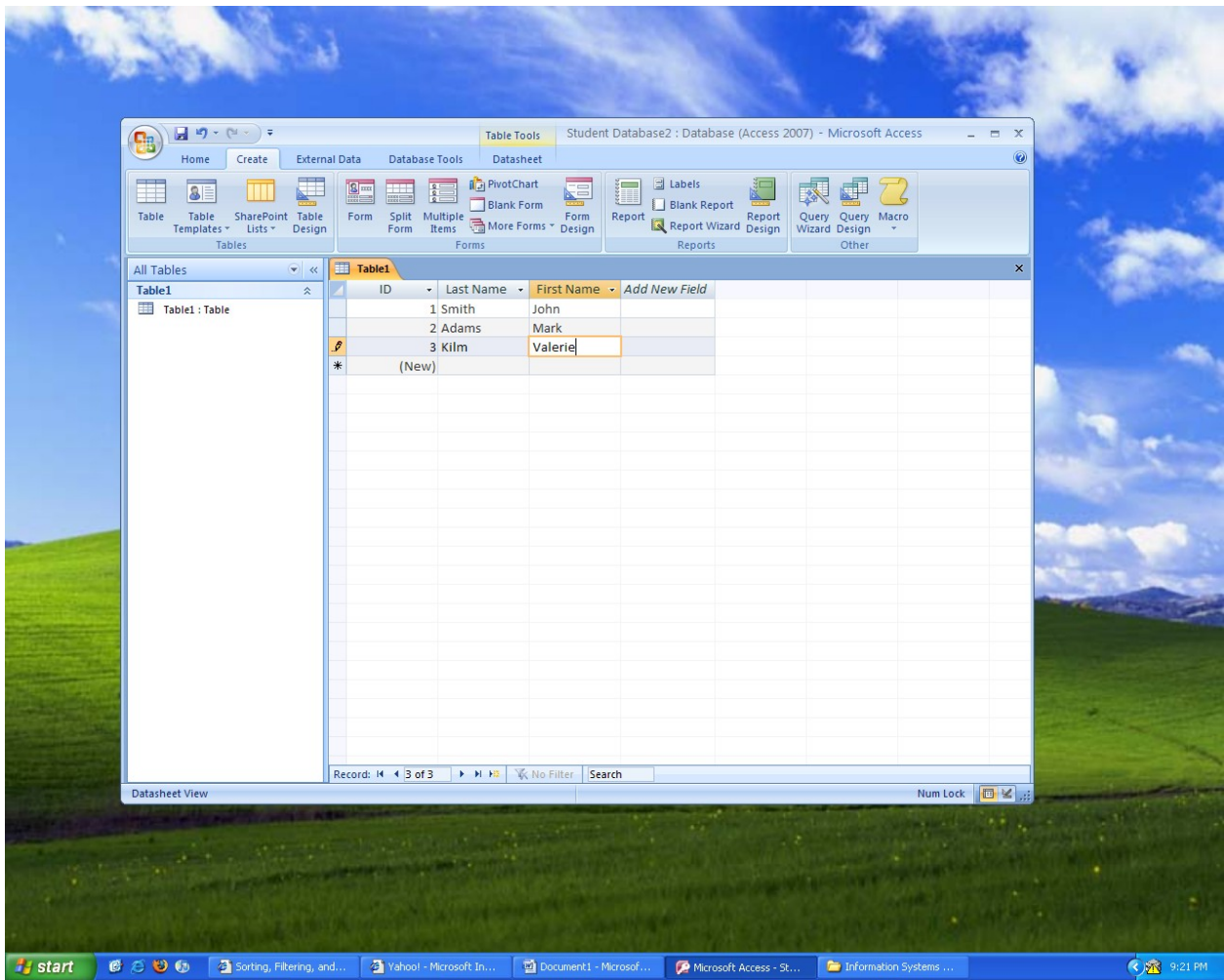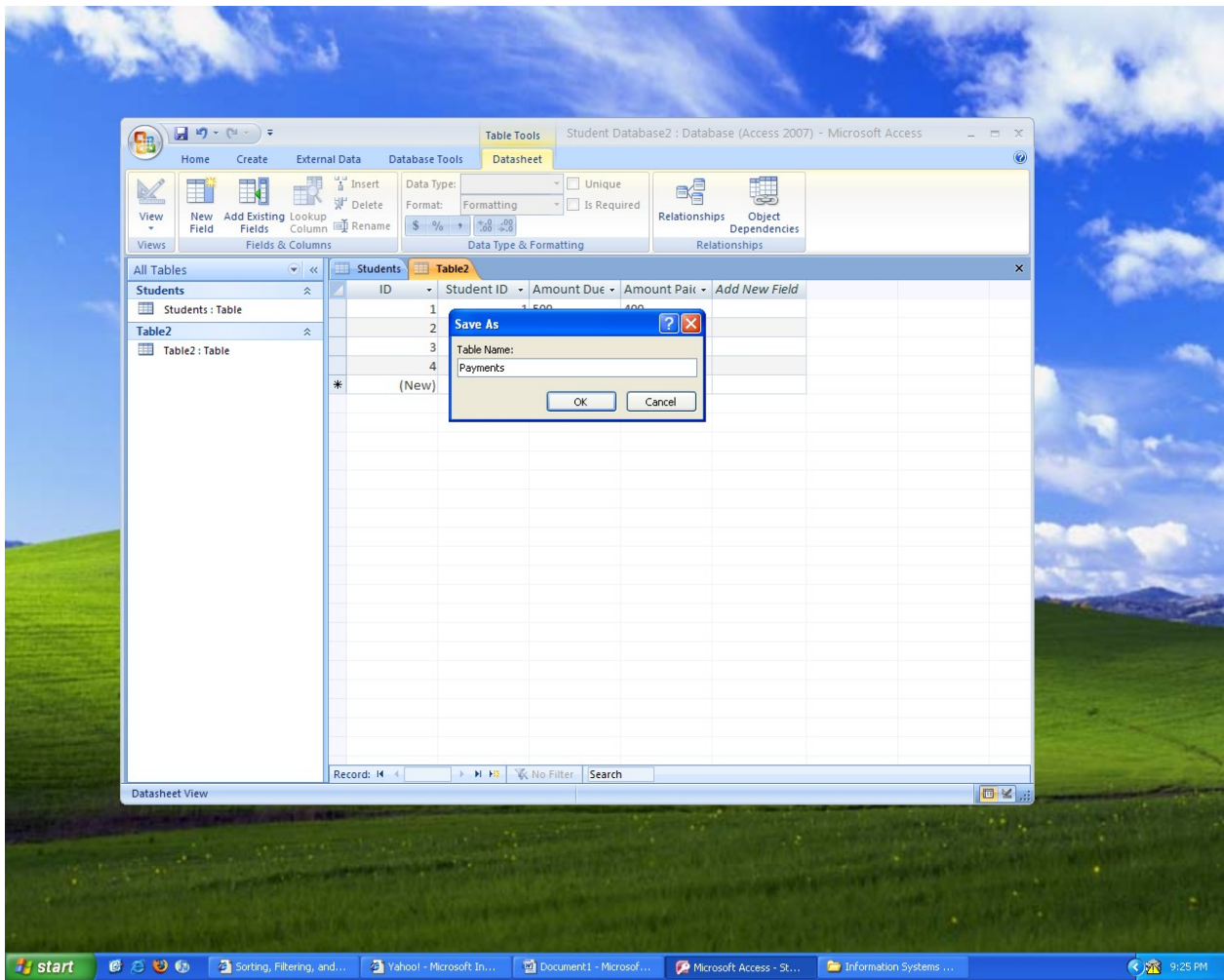
7. Now, enter each record (row), such as John Smith, Mark Adams, Valerie Kilm. Make sure to Tab through each row to enter the records.

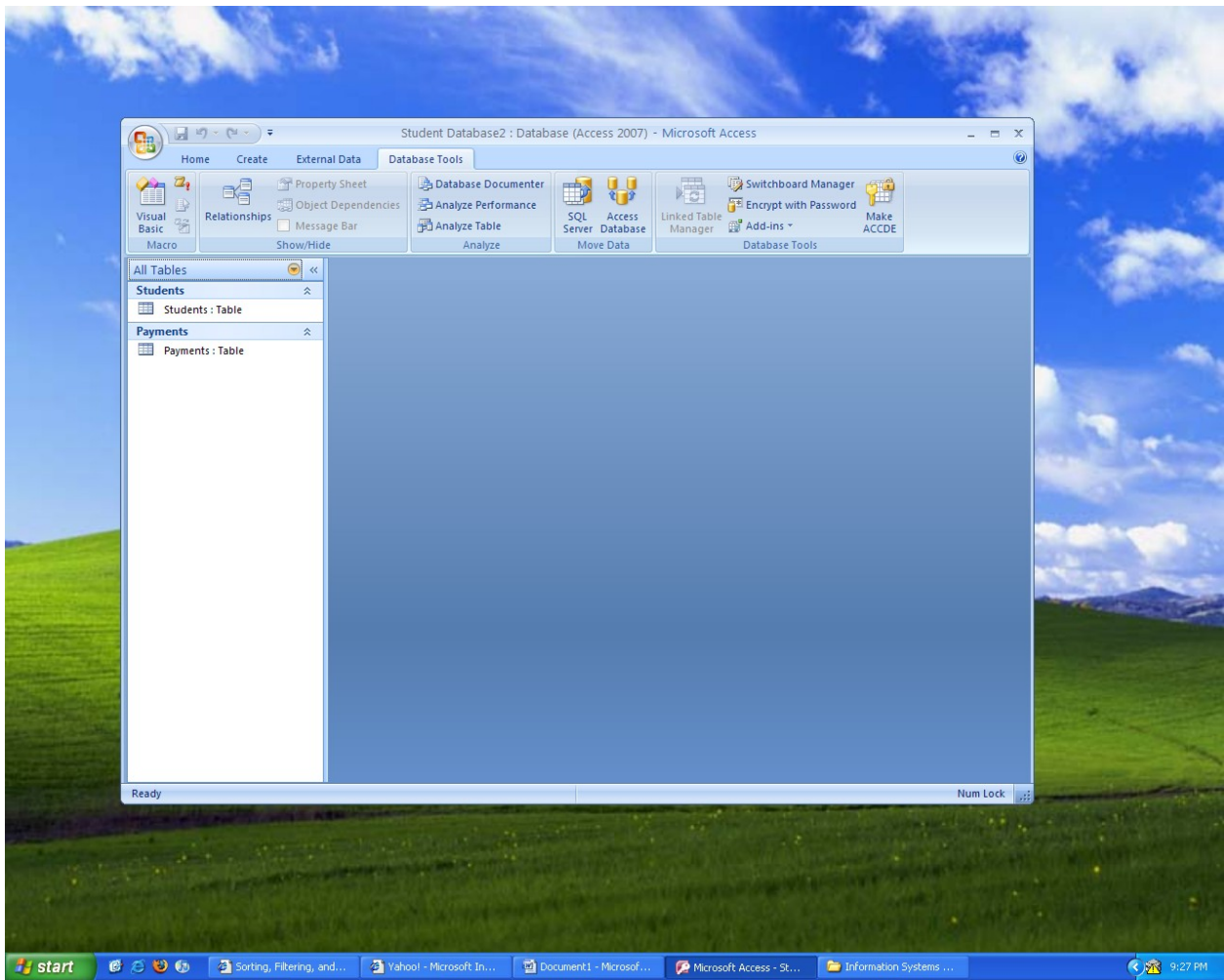8. To create more tables, go to CREATE and click on Table.

9. Continue creating new tables, fields and enter your data by repeating Steps 5-8.

10. You can save your tables by right clicking on the table tab, click save and then rename your table on the space given. It is a good habit to name your table but the system has a default name you can use.
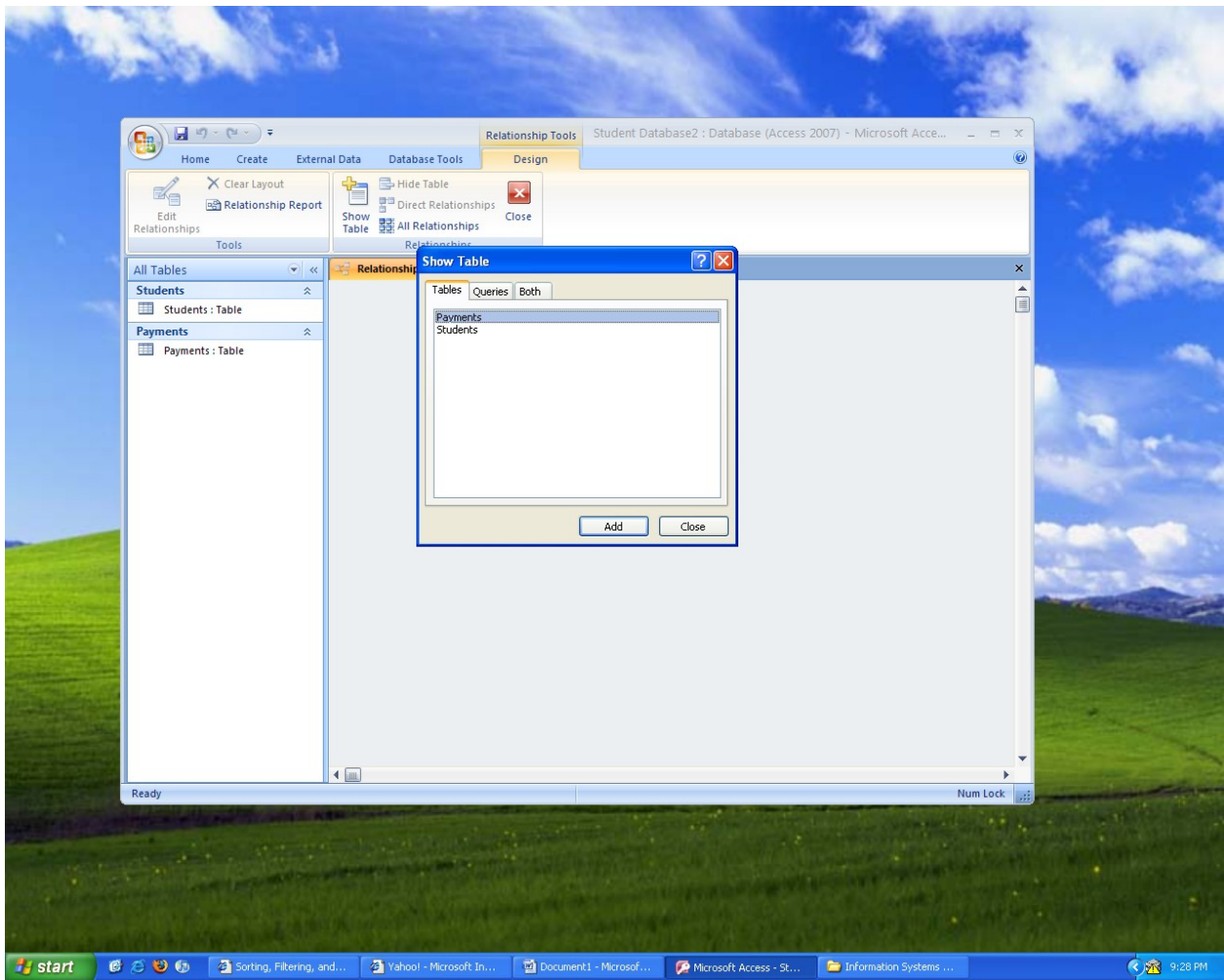
11. In order to take advantage of the database, it is better to create a Relationship first between the tables and then apply Query.

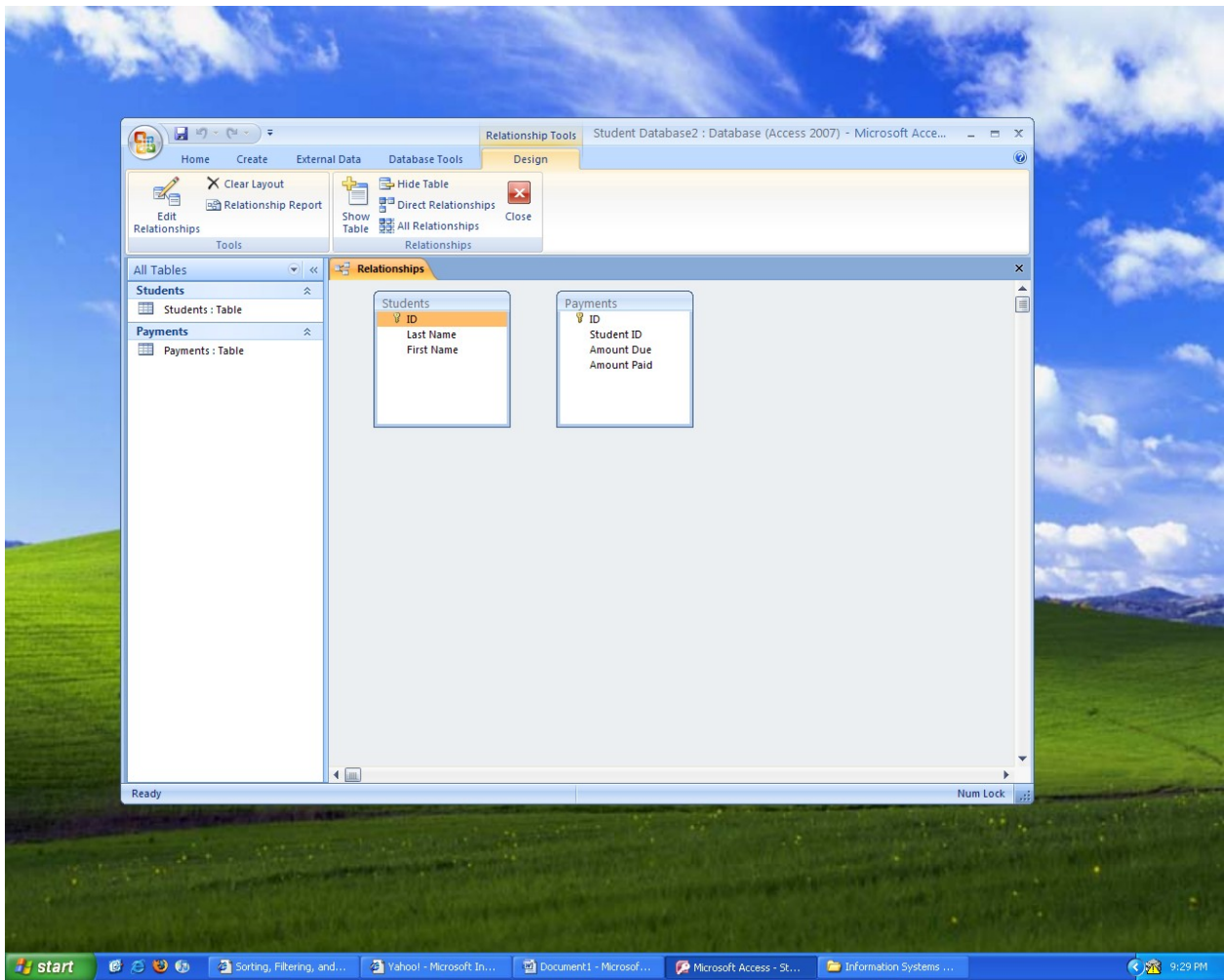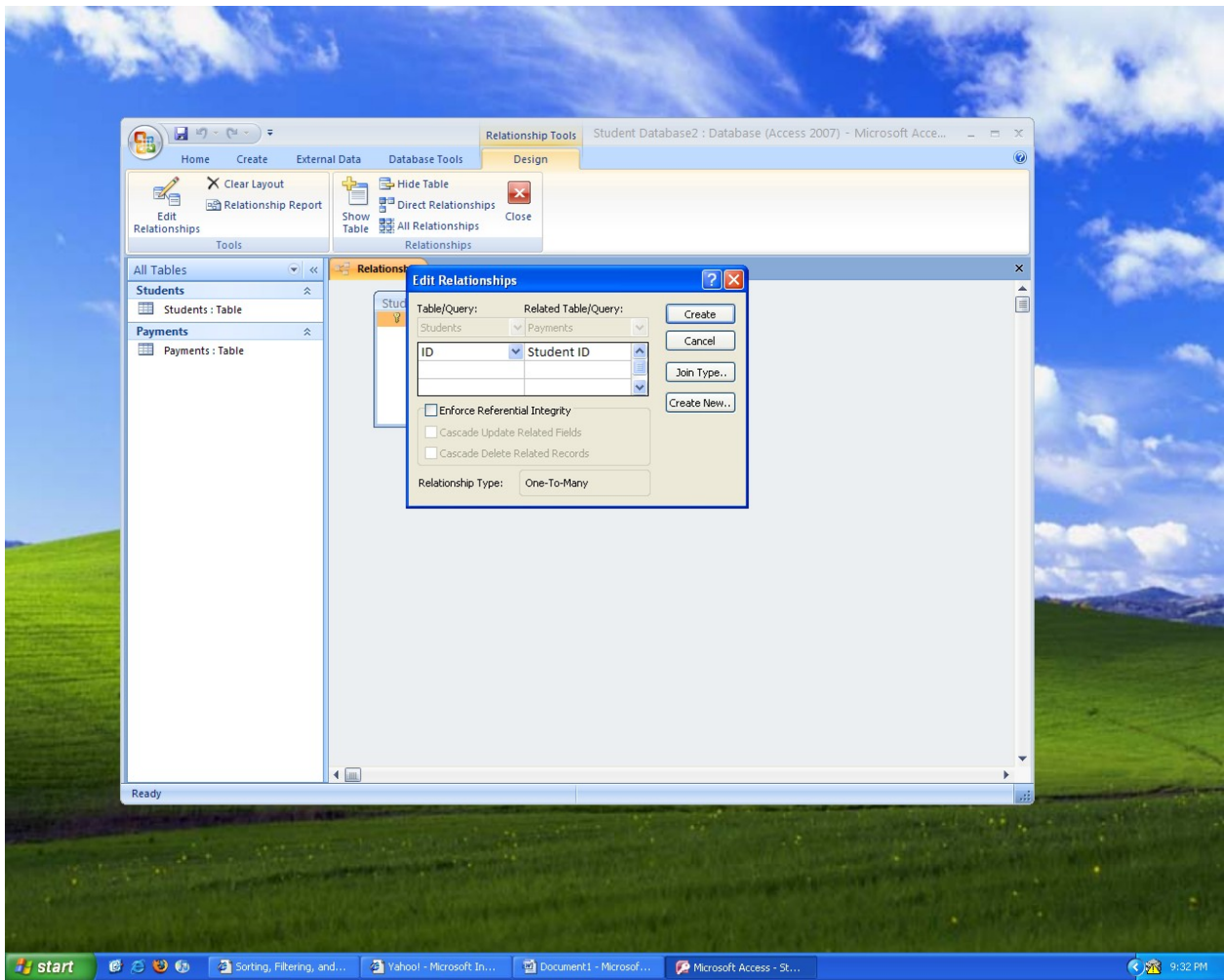12. Close all tables before you create a Relationship.

13. To create a Relationship, go to Database Tools and click on Relationships.

14. This is what you will see, add both or all tables that you have created.

15. The relationship is between Student table1 and Payments table2. Primary key on table 1 which is ID (you will see a Key icon beside it) and then Student ID which is known as foreign key in table 2 (which is really a student ID in table 1).

Drag the Primary Key (ID on Student Table) to the Foreign Key (Student ID on Payment table). When you see Edit Relationship pop up, click on Enforce Relationship Integrity then click on Create.