Solution

# Creating a Table and Adding Fields

## Creating a Table

The first table we are going to create is a table that holds all of the information related to trips for Footprints Travel. We have trip information for the first trip stored in a text file. Let's take a look at it.

* **Download** the file '*Trip\_Example.txt*'.

The text file shows information related to the Morocco trip.

* **Review** the trip information and the fields.
* Some fields, such as *‘Type’*, have multiple options.



We will use these fields as the column headings in our table.

* From the **Create** tab, click on **Table**.

The new table is given a default name of 'Table1'. Let's rename the table.

* **Right-click** on the table name.
* Select **Rename** from the list.

If we choose to do anything else at this stage, such as switch to Design view, we will be asked to give the table a name.

* Name the table *‘tblTrip’*.
* Click **OK**.
* From the **Home** tab, click **Views** and select **Design View**.

## Working with table fields

* Click **Description** for the *‘ID’* fieldand type '*Unique code for this trip’*'.
* Click in the box underneath *‘ID’* in the **Field Name** column.
* Type '*Code’*'.
* In the **Data Type** column, click the drop-down and select **Short Text**.
* Add the description '*3 char code for this trip*'.



## Modifying Field Properties

* Click on the **Code** field.
* Modify the field properties:

*Field Size*

* Click in **Field Size**.
* Change this to **‘3**’.

*Required*

This property defines if this field is required in order to save the record. In our example, every trip must have a trip code.

* Click in **Required**.
* Click the drop-down arrow or **double-click** to change the property to **Yes**.

*Allow Zero Length*

This property defines if we are going to allow trip codes of zero length.

* Click in **Allow Zero Length**
* Change this to **No**.

*Indexed*

This property defines if the field is going to be indexed. Indexing improves the efficiency of the database when searching through large numbers of records.

* Click in **Indexed**.
* Change this to **Yes (Duplicates OK)**.