

Creating an Address Book Database

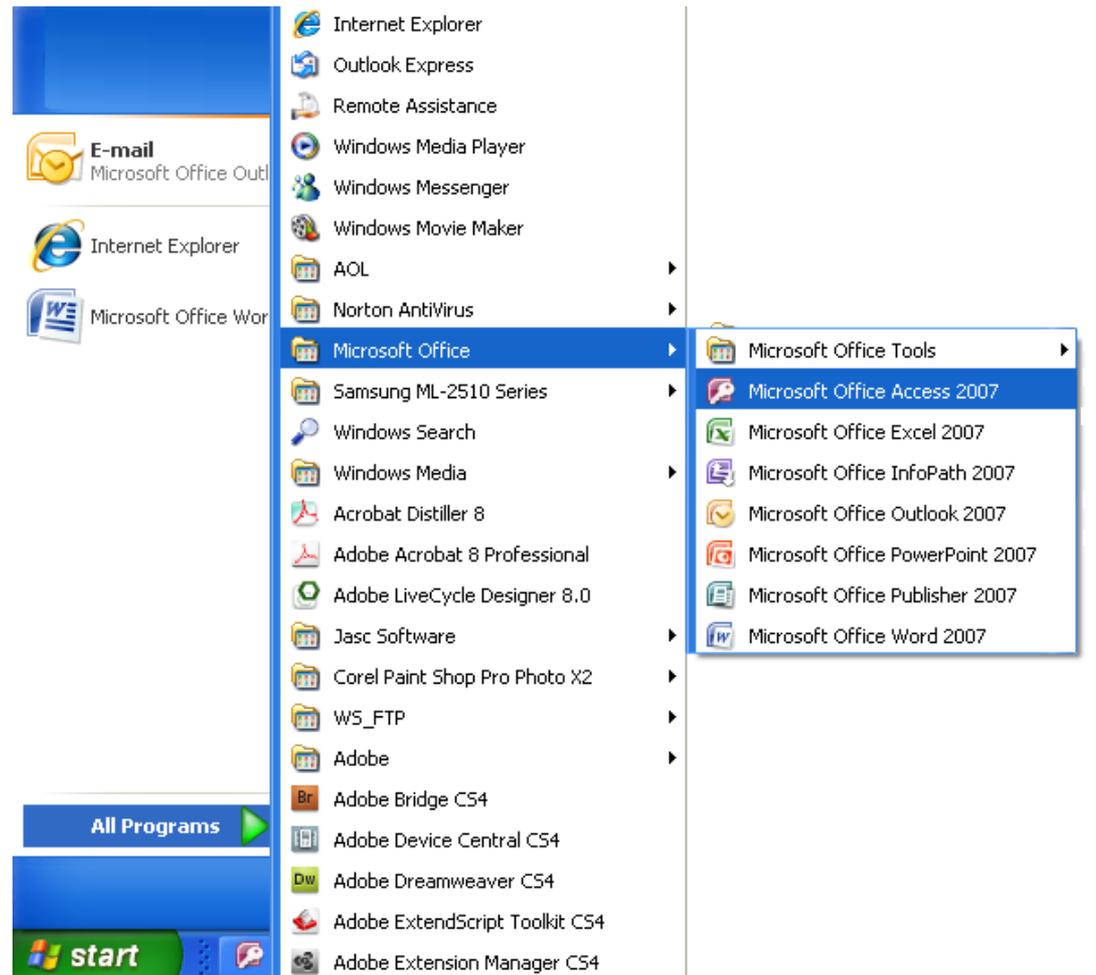
February 9, 2011

Purpose of the Address Book

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

Start Microsoft Access

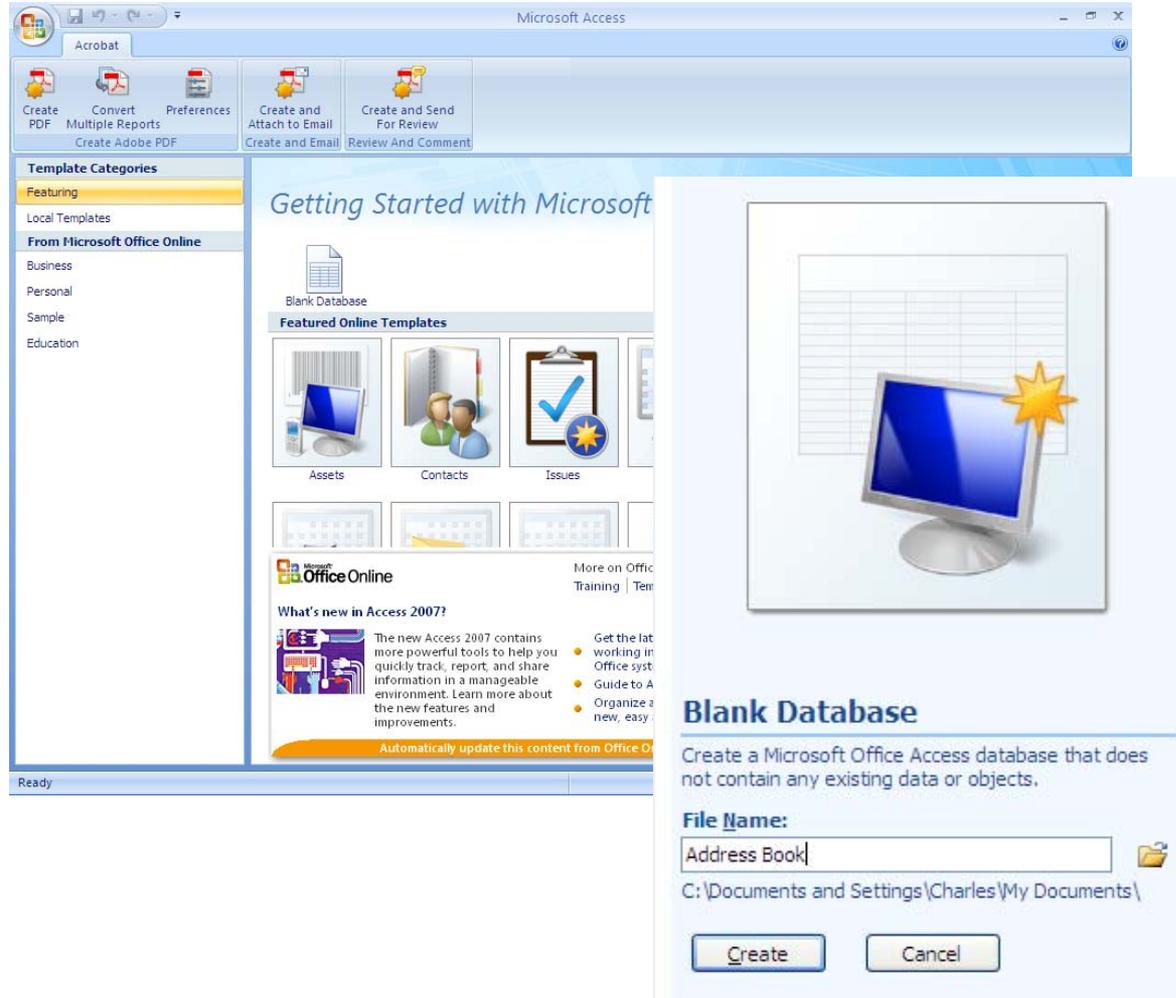
Begin Microsoft Access by pressing the Start button and then click on All Programs. Choose Microsoft Office and finally Microsoft Office Access 2007.



Entering Microsoft Access

To initiate the new database, select Blank Database on the Getting Started Panel.

On the Blank Database, we type Address Book in the File Name textbox and we press the Create button.



The screenshot shows the Microsoft Access 2007 application window. The title bar reads "Microsoft Access". The ribbon at the top includes "Acrobat" and "Create PDF", "Convert Multiple Reports", "Preferences", "Create and Attach to Email", "Create and Send For Review", "Create and Email", and "Review And Comment".

The main area is titled "Getting Started with Microsoft Office". It features a "Blank Database" option at the top. Below it, there are "Featured Online Templates" for "Assets", "Contacts", and "Issues".

On the right side, a "Blank Database" dialog box is open. It contains the following text:

Blank Database

Create a Microsoft Office Access database that does not contain any existing data or objects.

File Name:

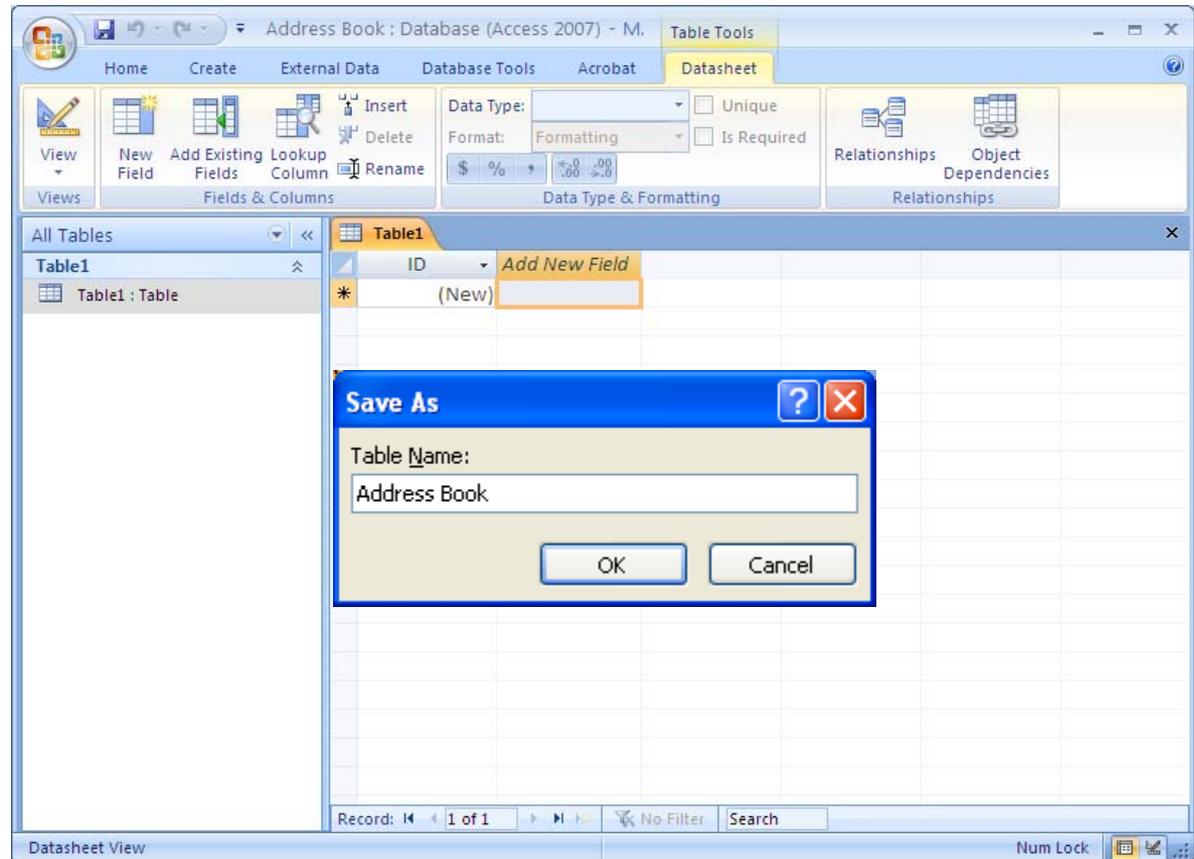
Address Book

C:\Documents and Settings\Charles\My Documents\

Buttons: Create, Cancel

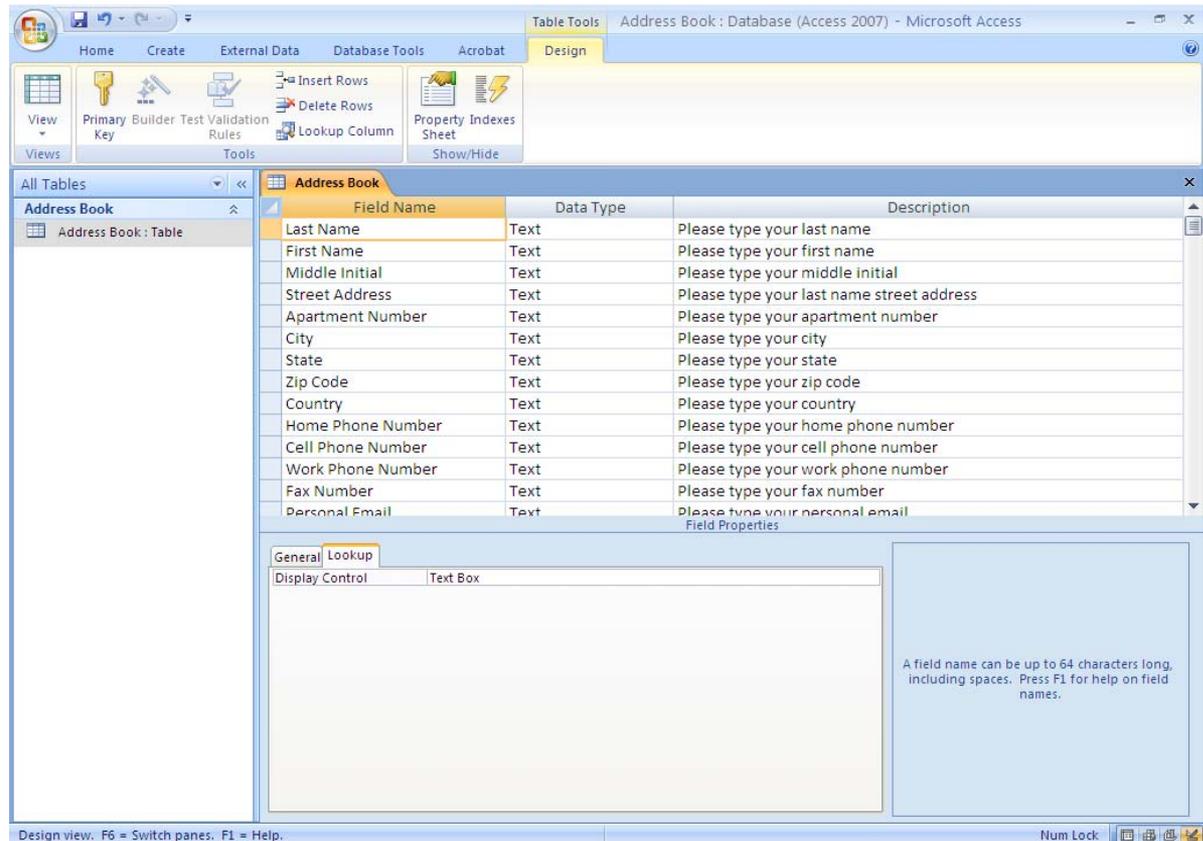
Enter the Access Database

We enter the Address Book database and we select the blue triangle button to go to the design view mode. The Save As window will appear and we name the table, “Address Book”.



Making the Table Fields

In Design View mode, we 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

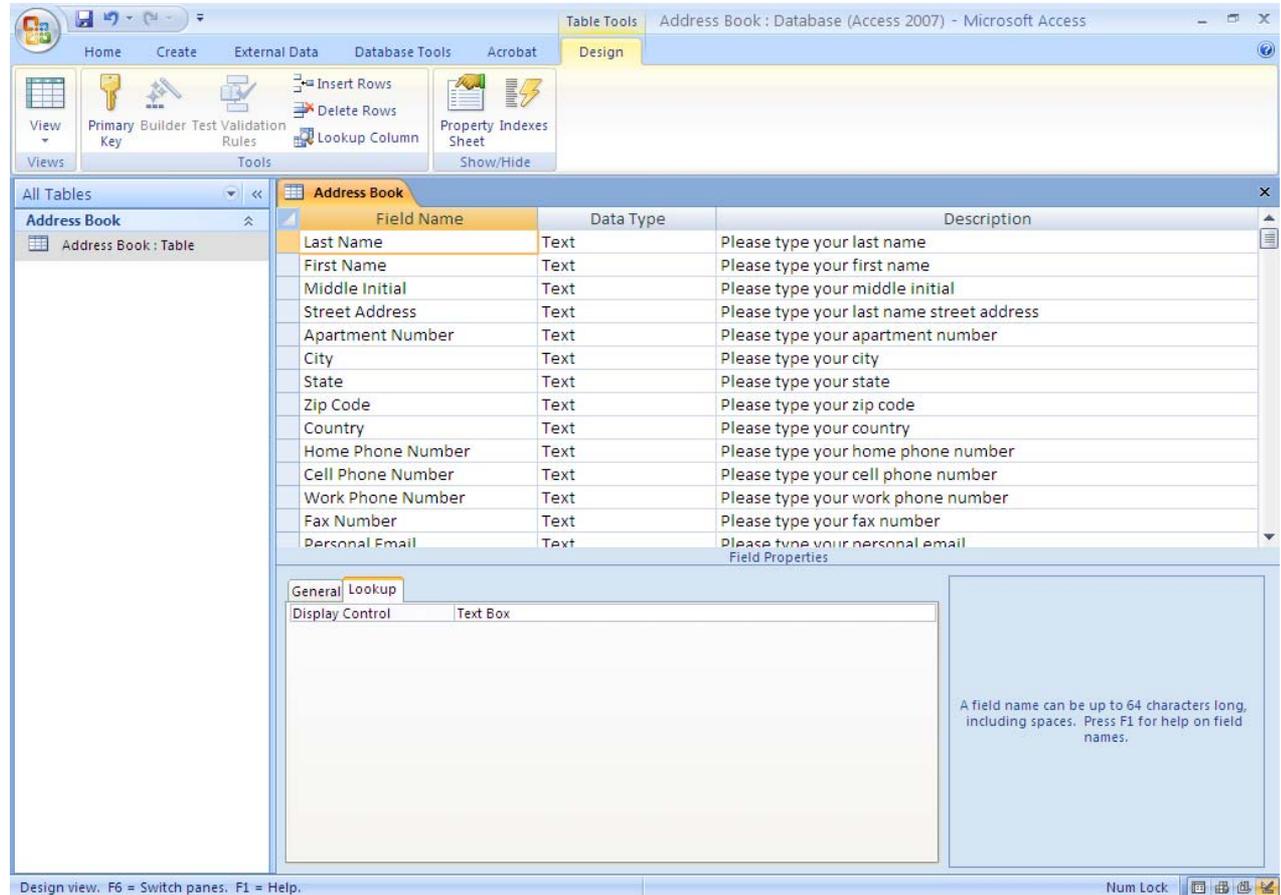
Professional Email

Title

Organization

Birthday

Comments



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 shows the 'Address Book' table in Microsoft Access. The table has the following fields:

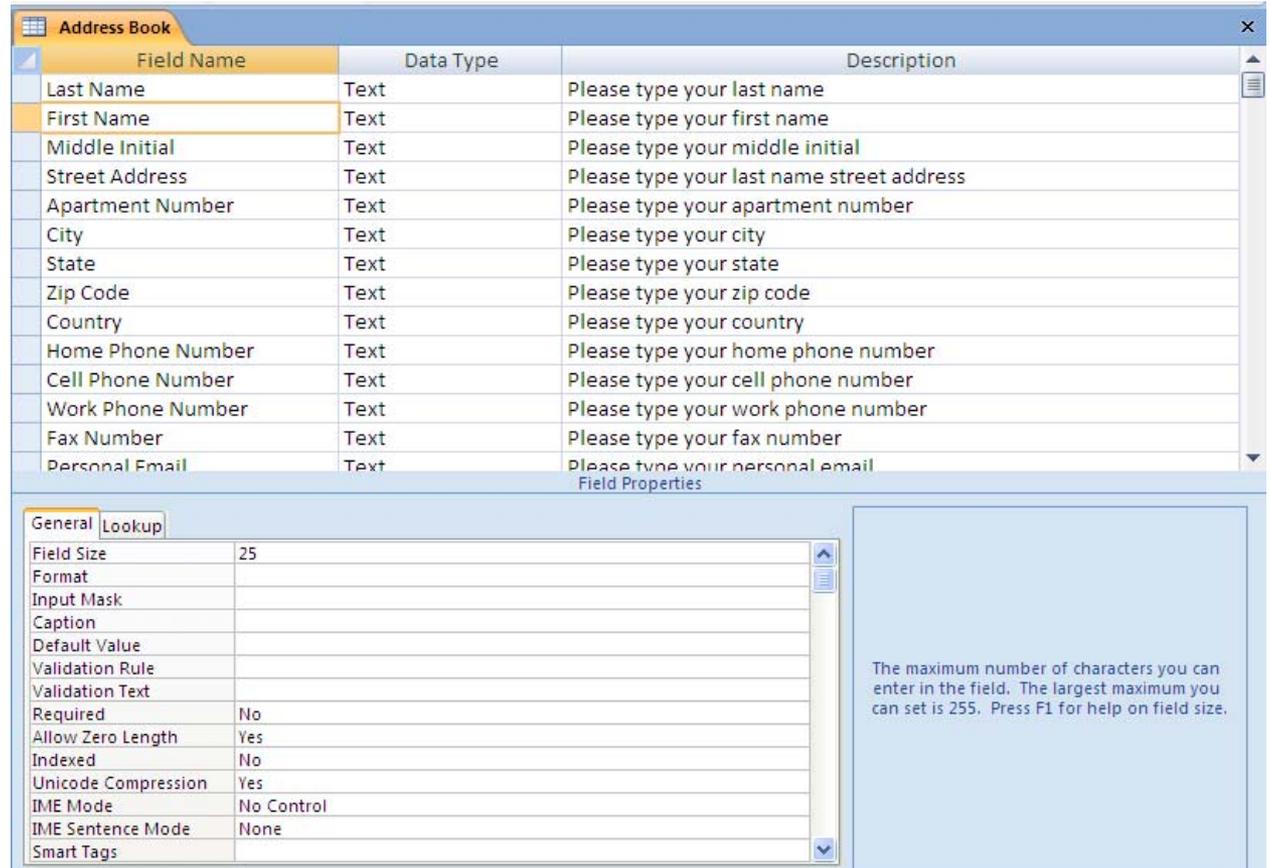
Field Name	Data Type	Description
Last Name	Text	Please type your last name
First Name	Text	Please type your first name
Middle Initial	Text	Please type your middle initial
Street Address	Text	Please type your last name street address
Apartment Number	Text	Please type your apartment number
City	Text	Please 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 work phone number
Fax Number	Text	Please type your fax number
Personal Email	Text	Please type your personal email

The 'Field Properties' task pane is open for the 'Last Name' field. The 'General' tab is selected, and the 'Field Size' property is set to 25. Other properties include 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), and Smart Tags.

An expression that limits the values that can be entered in the field. Press F1 for help on validation rules.

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.



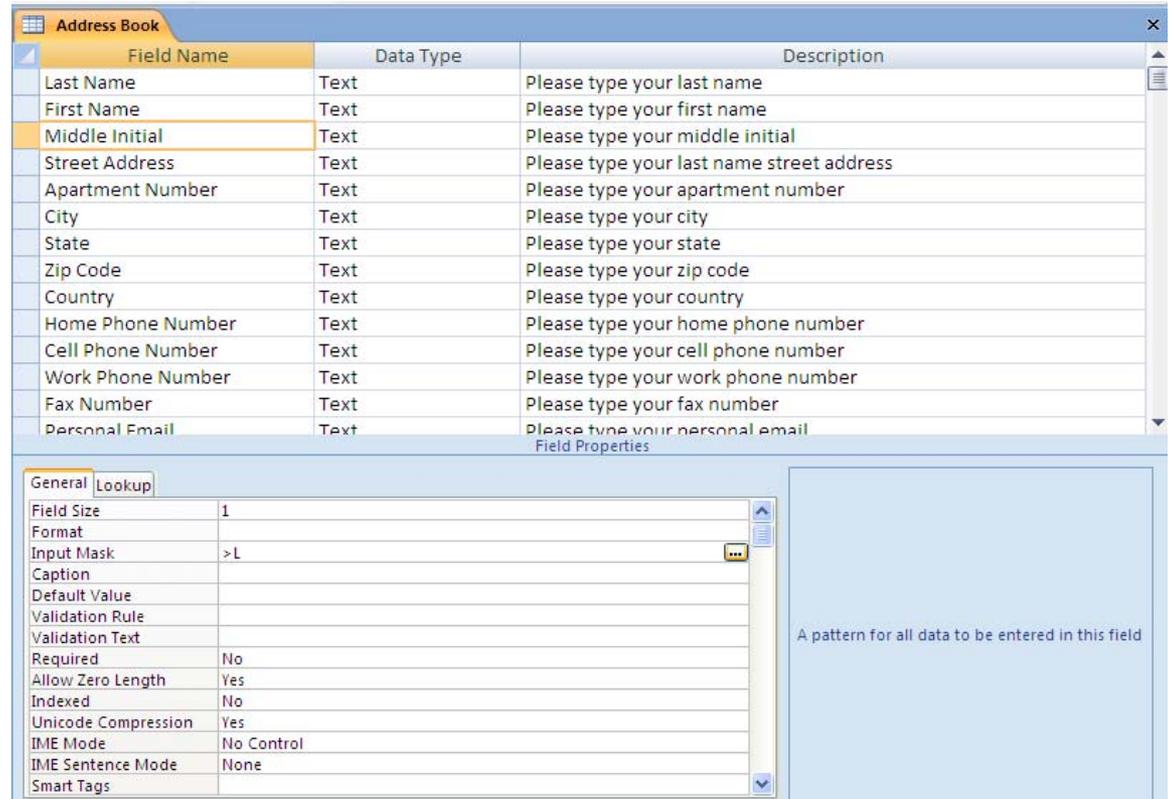
Field Name	Data Type	Description
Last Name	Text	Please type your last name
First Name	Text	Please type your first name
Middle Initial	Text	Please type your middle initial
Street Address	Text	Please type your last name street address
Apartment Number	Text	Please type your apartment number
City	Text	Please 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 work phone number
Fax Number	Text	Please type your fax number
Personal Email	Text	Please type your personal email

Field Properties	
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 you can enter in the field. The largest maximum you can set is 255. Press F1 for help on field size.

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.



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' field properties window. The top section is a table listing various fields and their properties. The 'Apartment Number' field is highlighted. Below this, the 'Field Properties' task pane is open to the 'General' tab, showing the configuration for the 'Apartment Number' field. The 'Field Size' is set to 10, and the 'Caption' is 'Apt No.'. A help box on the right explains the caption property.

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 last name 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 work phone number
Fax Number	Text	Please type your fax number
Personal Email	Text	Please type your personal email

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	

The label for the field when used on a form. If you don't enter a caption, the field name is used as the label. Press F1 for help on captions.

City and State Field Properties

The city field will
Change the field size
to 25.

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.

The screenshot shows the 'Address Book' table in Microsoft Access. The table has 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 last name 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 work phone number
Fax Number	Text	Please type your fax number
Personal Email	Text	Please type your personal email

The 'State' field is selected, and its properties are shown in the 'Field Properties' task pane:

- Field Size: 2
- Format: (empty)
- Input Mask: >LL
- Caption: (empty)
- Default Value: OH
- Validation Rule: (empty)
- Validation Text: (empty)
- Required: No
- Allow Zero Length: Yes
- Indexed: No
- Unicode Compression: Yes
- IME Mode: No Control
- IME Sentence Mode: None
- Smart Tags: (empty)

A preview box on the right shows the default value 'OH' with the text: 'A value that is automatically entered in this field for new records'.

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 default value will be USA.

The screenshot displays the Microsoft Access interface. The main window shows the 'Address Book' table design view 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 last name 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	
Fax Number	Text	
Personal Email	Text	

The 'Input Mask Wizard' dialog box is open, showing the 'Input Mask' list with the following entries:

Input Mask	Data Look
Phone Number	(206) 555-1212
Social Security Number	831-86-7180
Zip Code	98052-6399
Extension	63215
Password	*****
Long Time	1:12:00 PM

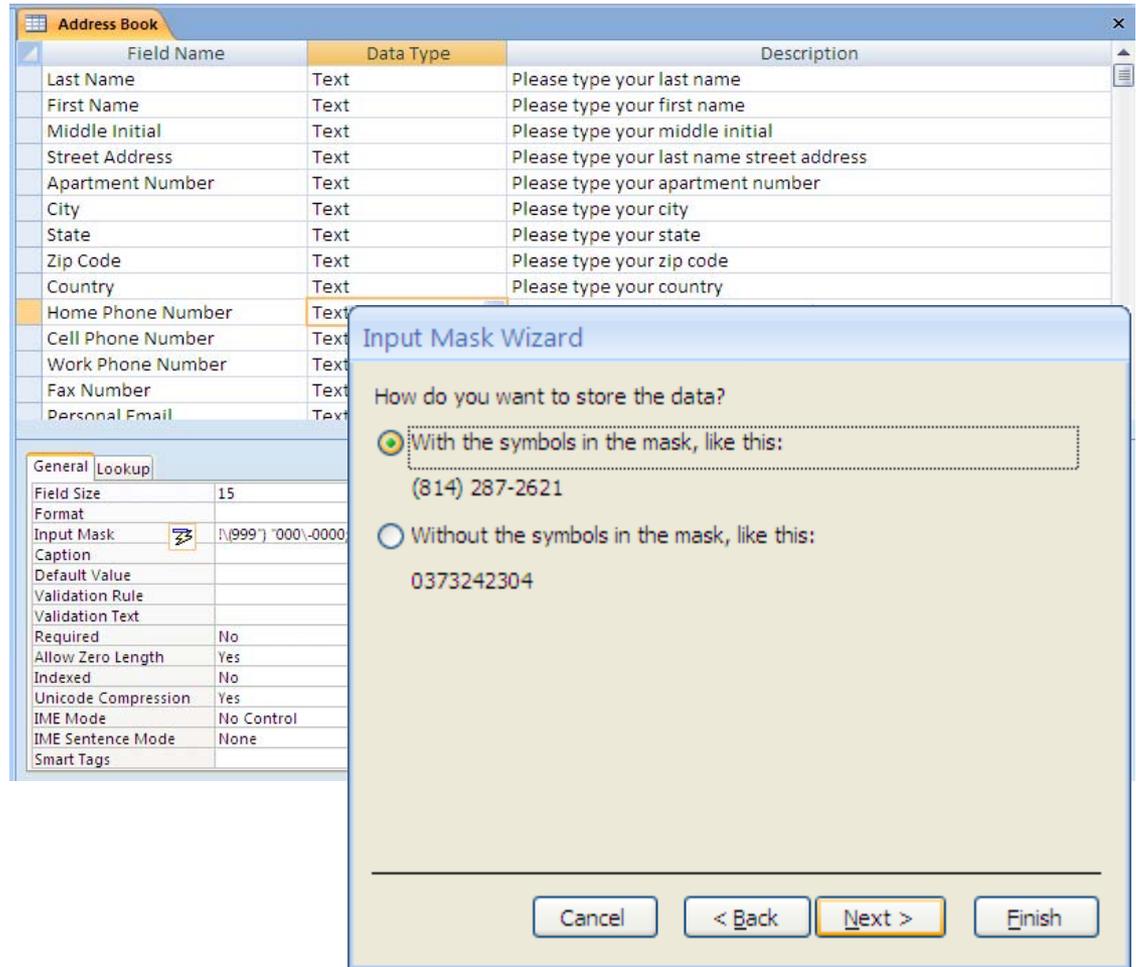
The 'Zip Code' entry is selected. The 'Try It' field is empty. The 'Next >' button is highlighted.

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.

Work Title and Organization

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.

The screenshot shows the Microsoft Access 'Address Book' window. At the top, there is a table listing fields with columns for 'Field Name', 'Data Type', and 'Description'. The 'Work Title' field is highlighted in orange. Below the table, the 'Field Properties' pane is open, showing the 'General' tab. The 'Field Size' property is set to 25. A help message is displayed on the right side of the properties pane.

Field Name	Data Type	Description
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 work phone number
Fax Number	Text	Please type your fax number
Personal Email	Text	Please type your personal email
Professional Email	Text	Please type your professional email
Work Title	Text	Please type your work title
Organization Name	Text	Please type your organization name
Birthday	Text	Please type your birthday
Comment	Text	Please type your comments

Field Properties

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	

The maximum number of characters you can enter in the field. The largest maximum you can set is 255. Press F1 for help on field size.

Birthday Field Properties

Change the data type for the birthday field to Date/Time. The format should be long date.

The screenshot shows the 'Address Book' table with the 'Birthday' field selected. The 'Field Properties' pane is open, showing the 'General' tab. The 'Format' property is set to 'Long Date', and the 'Input Mask' is set to 'General Date'. The 'Caption' is 'Long Date'. The 'Default Value' is '19-Jun-07'. The 'Validation Rule' is 'Short Date'. The 'Validation Text' is 'Long Time'. The 'Required' property is checked. The 'Indexed' property is unchecked. The 'IME Mode' is 'No Control'. The 'IME Sentence Mode' is 'None'. The 'Smart Tags' property is unchecked. The 'Text Align' is 'General'. The 'Show Date Picker' property is checked and set to 'For dates'.

Field Name	Data Type	Description
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 work phone number
Fax Number	Text	Please type your fax number
Personal Email	Text	Please type your personal email
Professional Email	Text	Please type your professional email
Work Title	Text	Please type your work title
Organization Name	Text	Please type your organization name
Birthday	Date/Time	Please type your birthday
Comment	Text	Please type your comments

Field Properties

General | Lookup

Format	Long Date
Input Mask	General Date 6/19/2007 5:34:23 PM
Caption	Long Date Tuesday, June 19, 2007
Default Value	Medium Date 19-Jun-07
Validation Rule	Short Date 6/19/2007
Validation Text	Long Time 5:34:23 PM
Required	Medium Time 5:34 PM
Indexed	Short Time 17:34
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	
Text Align	General
Show Date Picker	For dates

The display layout for the field. Select a pre-defined format or enter a custom format. Press F1 for help on formats.

The 'Input Mask Wizard' dialog box is shown. It asks 'Which input mask matches how you want data to look?'. Below this, there are instructions: 'To see how a selected mask works, use the Try It box.' and 'To change the Input Mask list, click the Edit List button.' There are two columns: 'Input Mask:' and 'Data Look:'. The 'Short Date' mask is selected, showing '9/27/1969' as the data look. Below the list is a 'Try It:' text box. At the bottom are buttons for 'Edit List', 'Cancel', '< Back', 'Next >', and 'Finish'.

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

Use the Input Mask Wizard to choose a the short date as the mode to input data. Press Finish.

Comment Field

Keep the text field size at 255 characters for comments.

The screenshot shows the Microsoft Access 'Address Book' table design view. The top section is a table with three columns: 'Field Name', 'Data Type', and 'Description'. The 'Comment' field is highlighted in orange. Below the table is the 'Field Properties' pane, which is divided into 'General' and 'Lookup' tabs. The 'General' tab is active, showing various field properties. A text box on the right side of the properties pane contains a note about field name length.

Field Name	Data Type	Description
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 work phone number
Fax Number	Text	Please type your fax number
Personal Email	Text	Please type your personal email
Professional Email	Text	Please type your professional email
Work Title	Text	Please type your work title
Organization Name	Text	Please type your organization name
Birthday	Date/Time	Please type your birthday
Comment	Text	Please type your comments

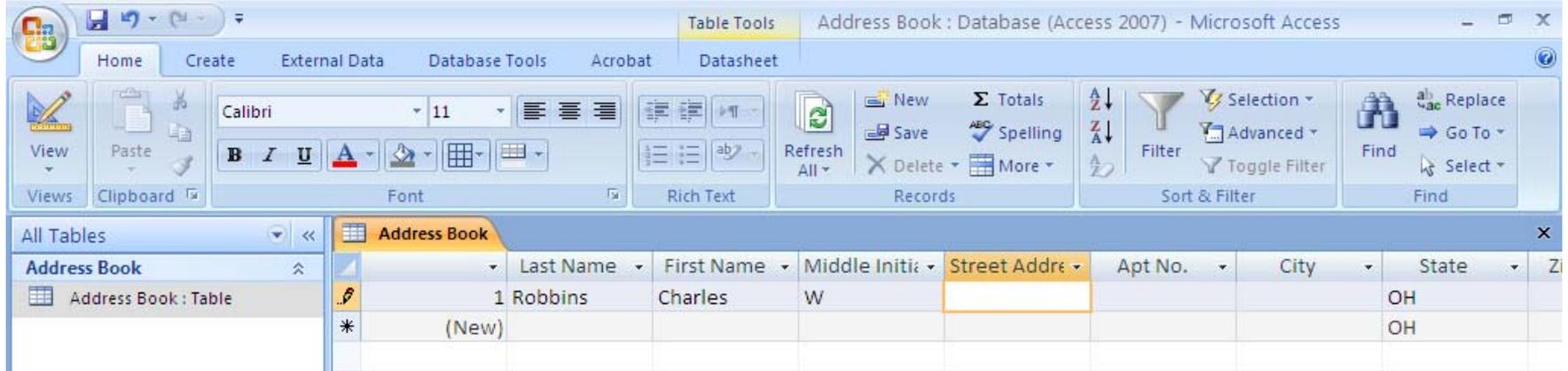
Field Properties

General | Lookup

Field Size	255
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 field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

Checking the Table



Select the View button and change to Datasheet View.

To beta test the database, we type in 4 to 5 people to check the formatting of the fields. If we see an error, we can return to the Design View to make changes.

After we verify the database table, next go to the form lesson.