Creating an Address Book Database
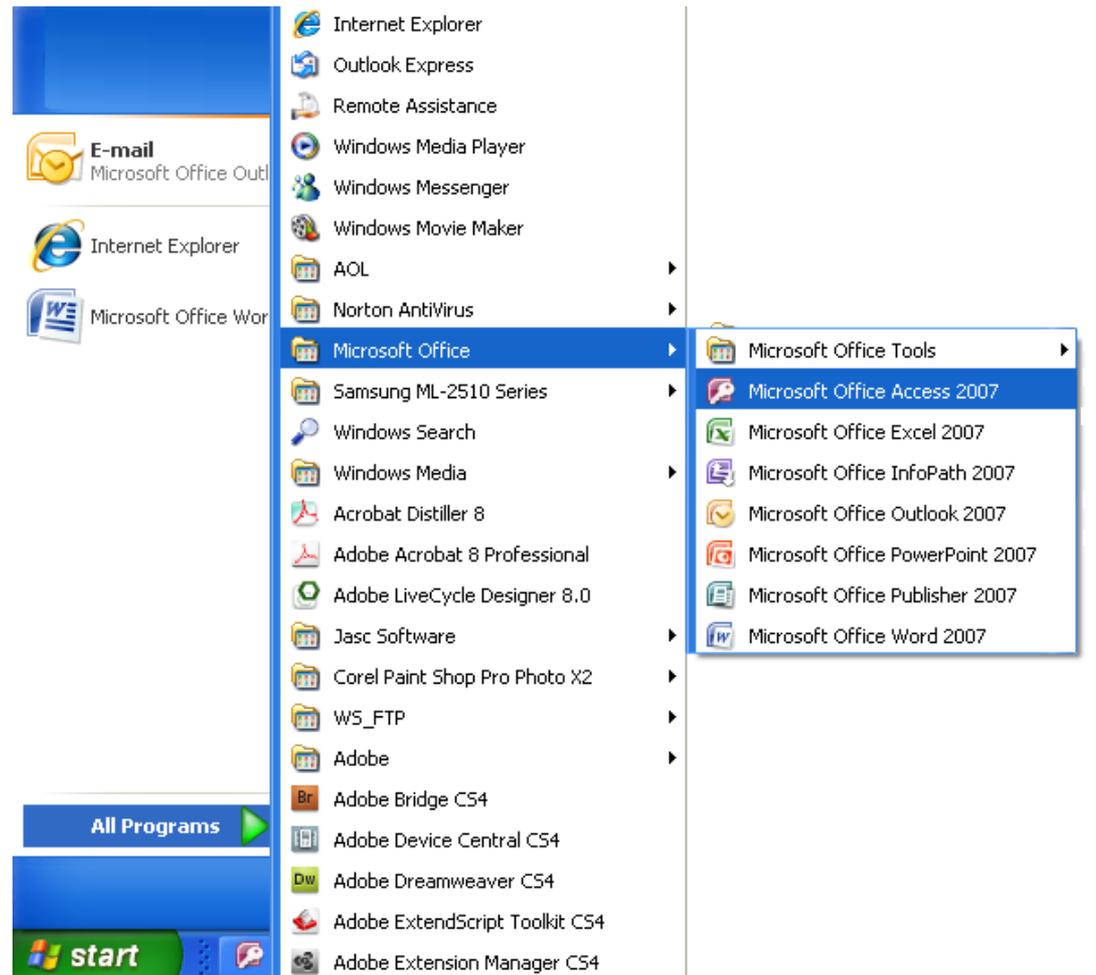
February 9, 2011

Purpose of the Address Book

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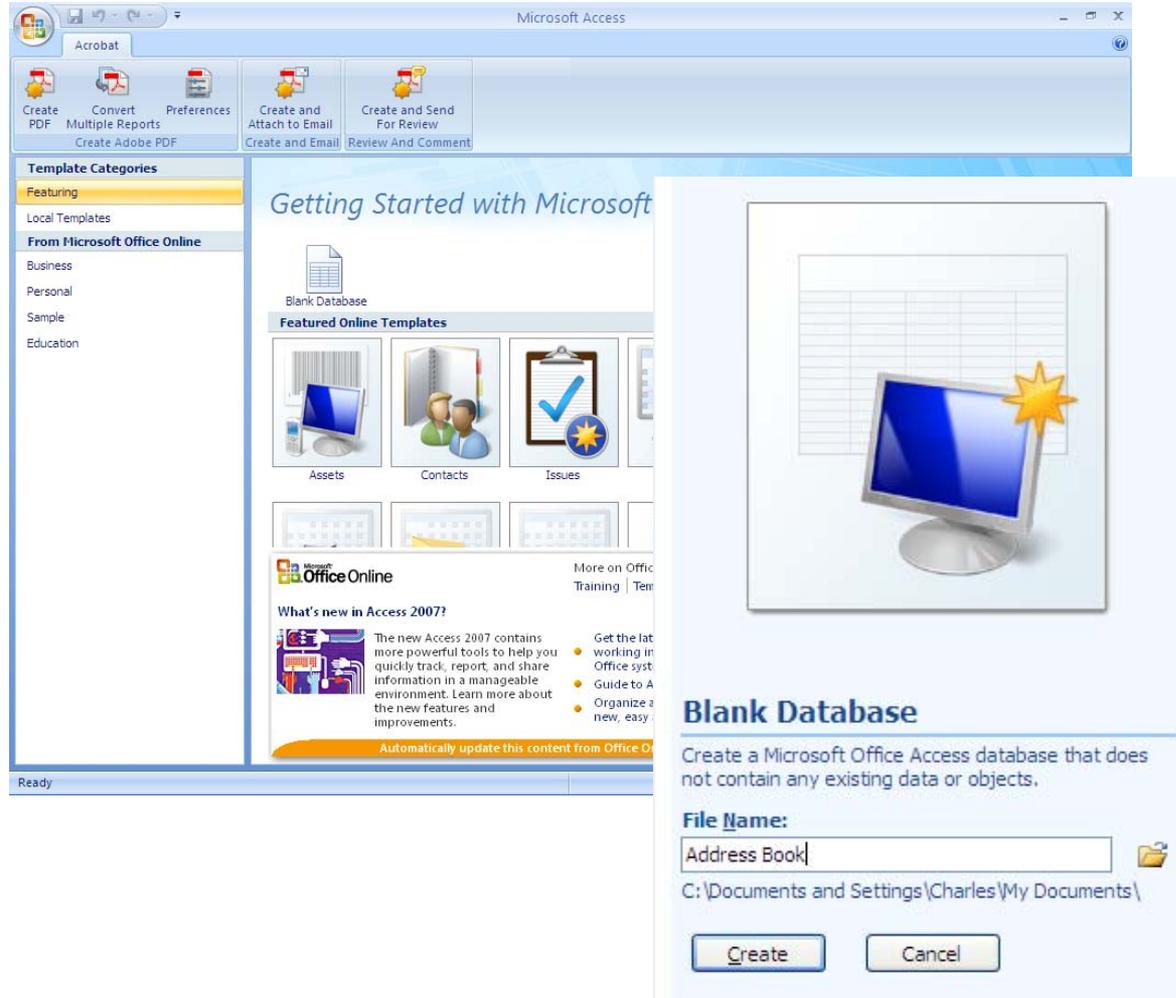- Can integrate with Mail or Email Merge programs

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.

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".
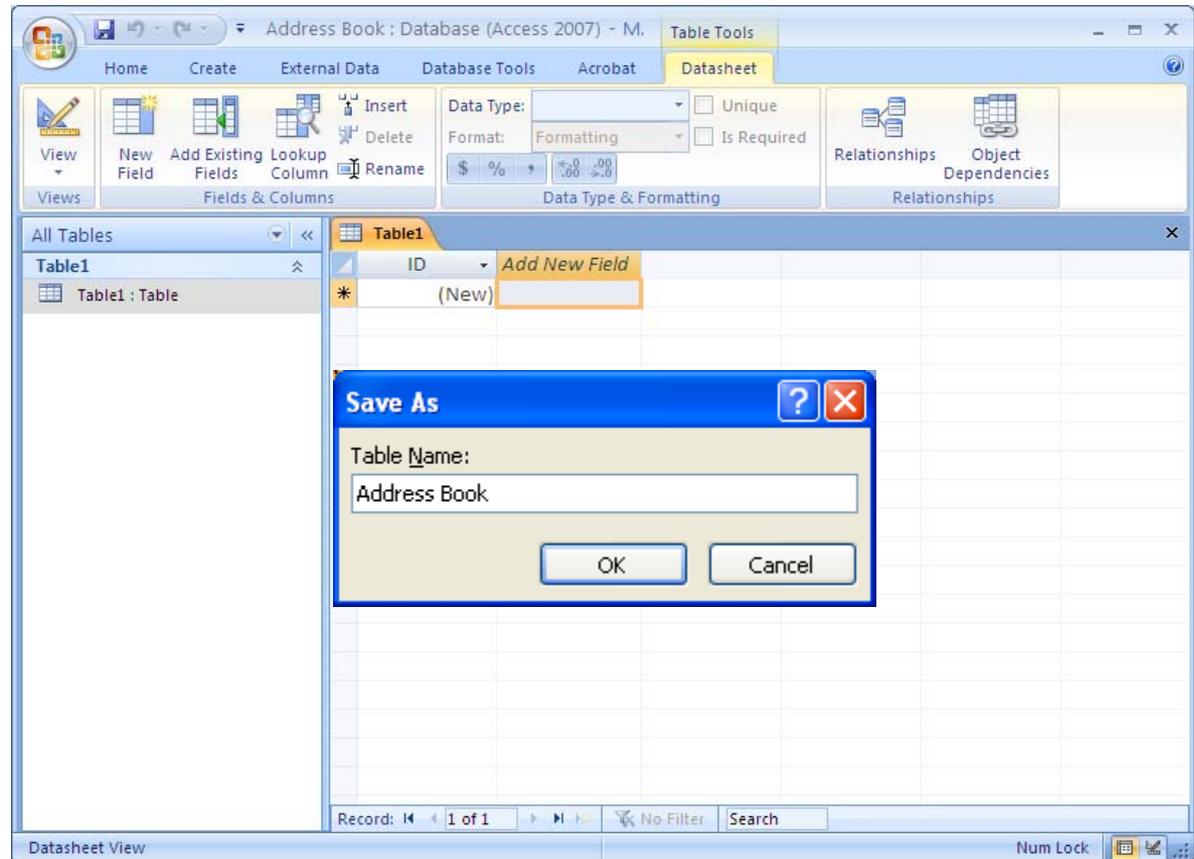
Making the Table Fields

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.
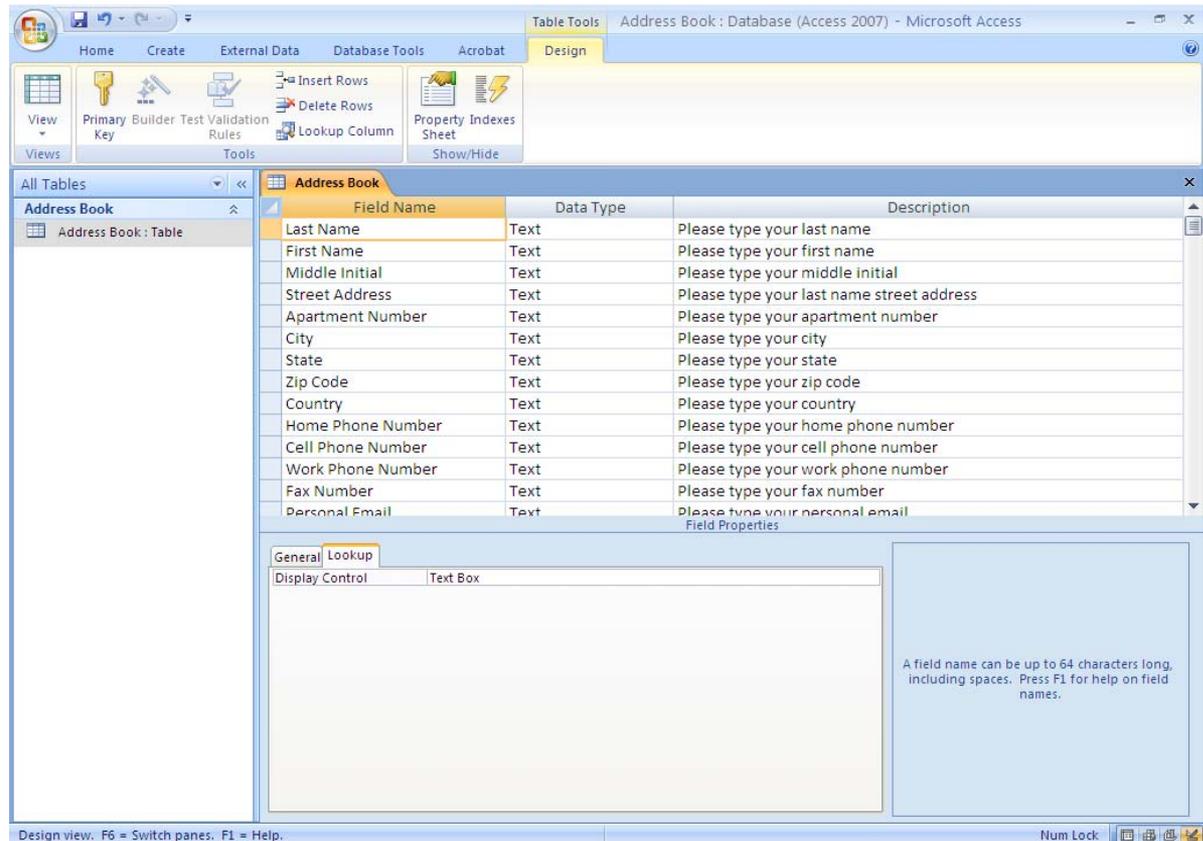
Additional Fields

First Name

Middle Initial

Street Address

Apartment Number

City

State

Zip Code

Country

Home Phone Number

Cell Phone Number

Work Phone Number
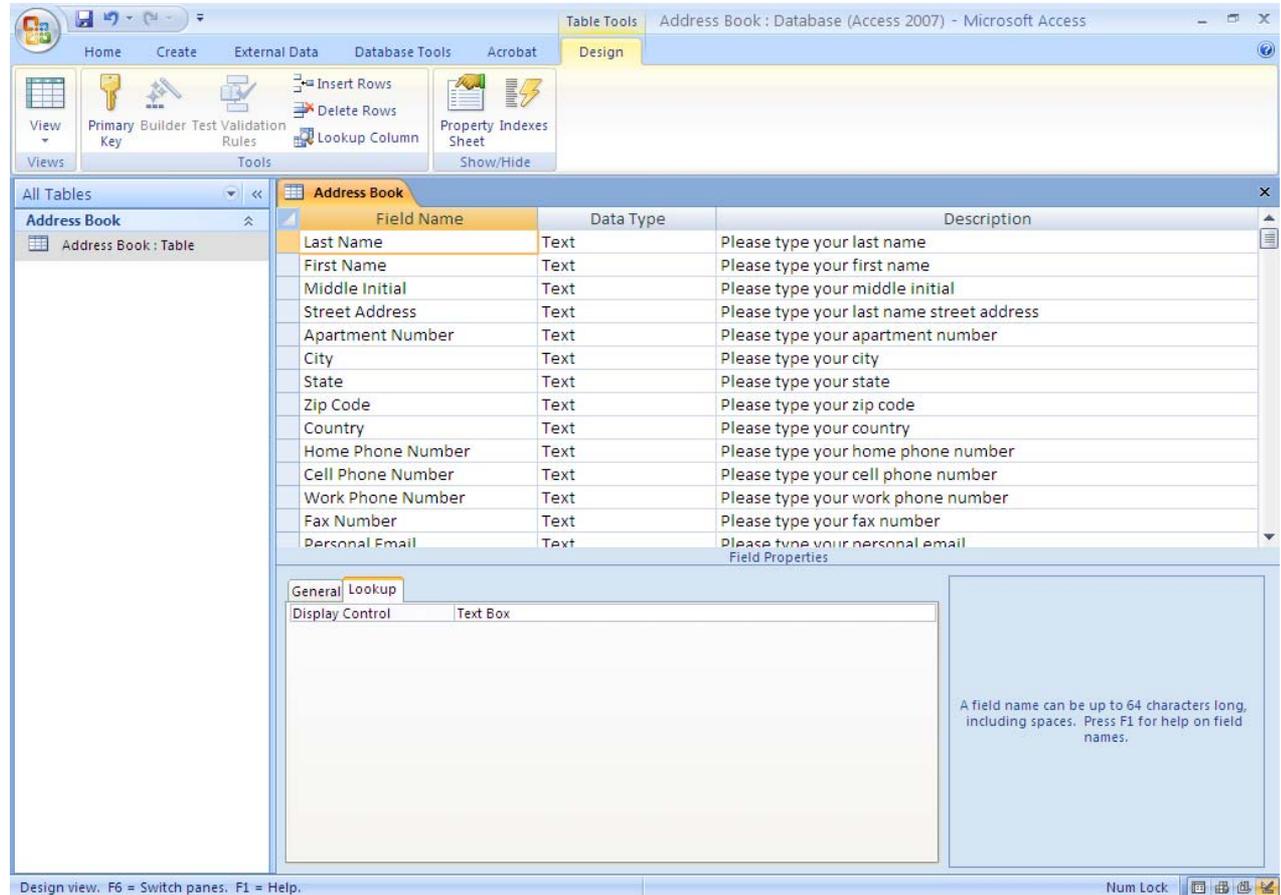
Fax Number

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.

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.
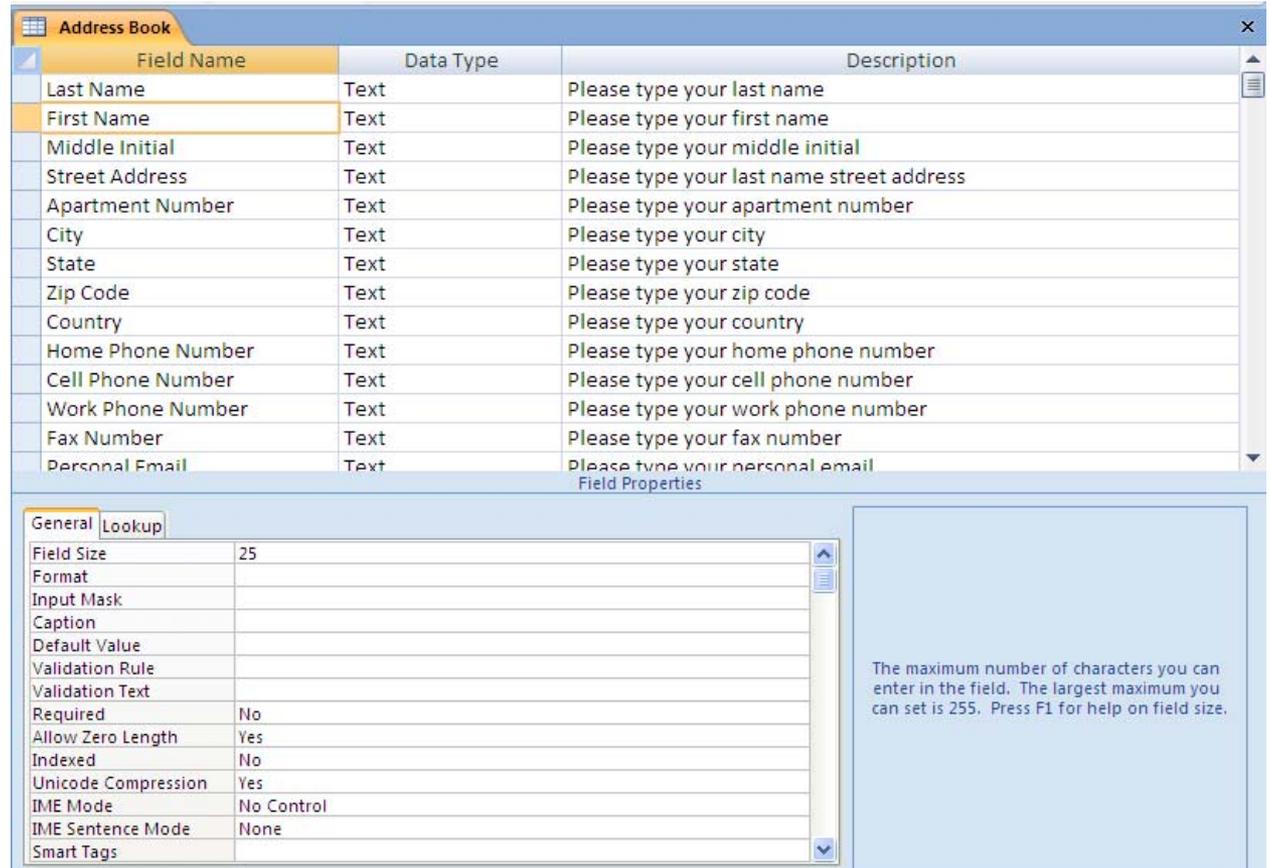
Field Name	Data Type	Description
Last Name	Text	Please type your last name
First Name	Text	Please type your first name
Middle Initial	Text	Please type your middle initial
Street Address	Text	Please type your last name street address
Apartment Number	Text	Please type your apartment number
City	Text	Please 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

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 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.
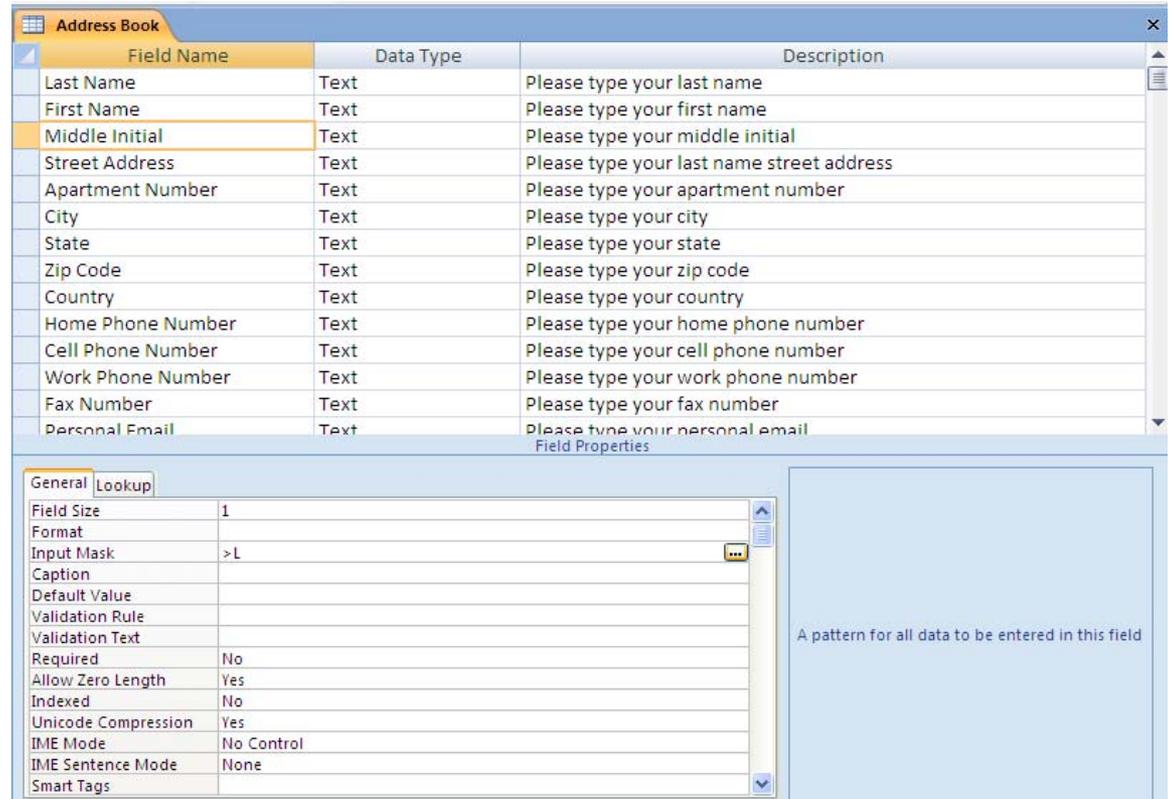
Street and Apartment Number Properties

The street field will stay the same.

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

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.

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.

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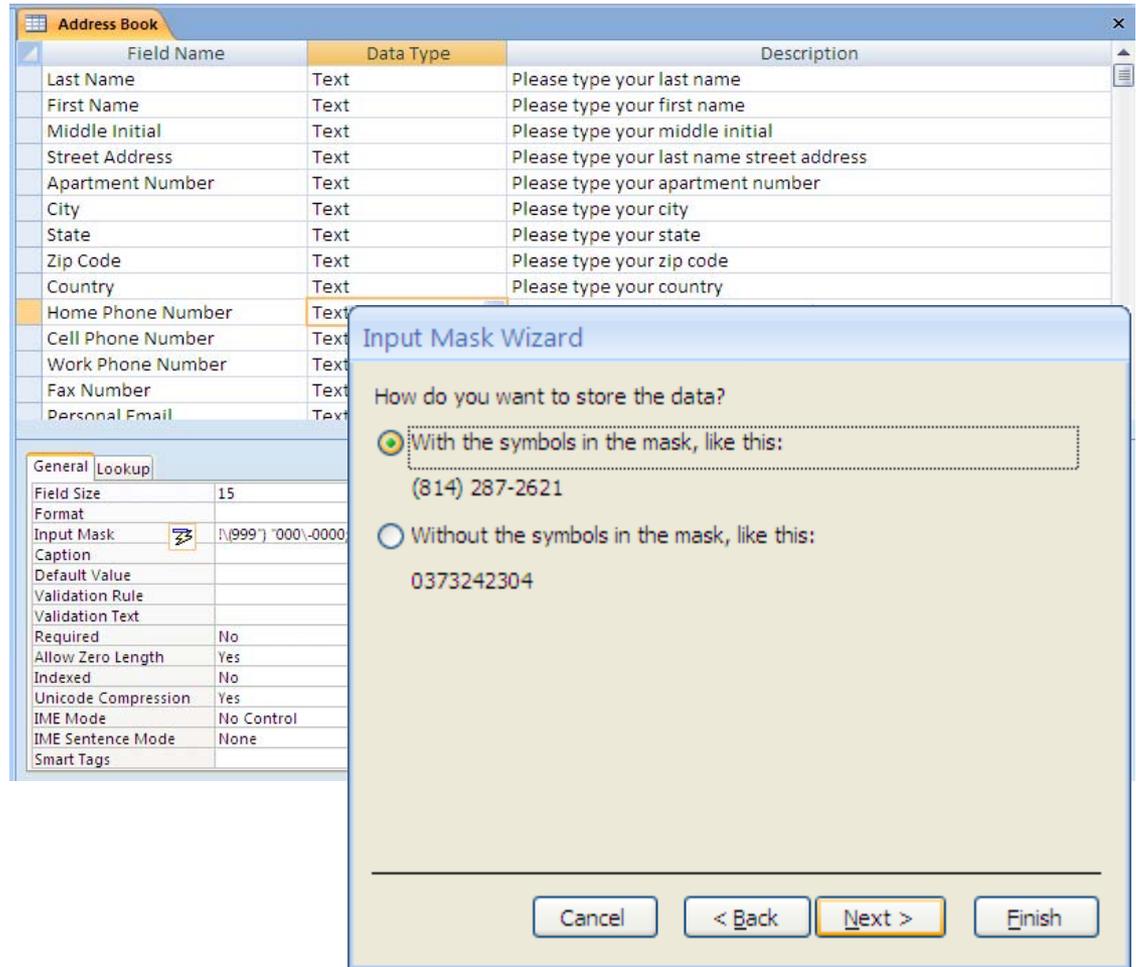
Proceed to the email field. Keep the field at 50 characters.

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.

Birthday Field Properties

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

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

Comment Field

Keep the text field size at 255 characters for comments.

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.