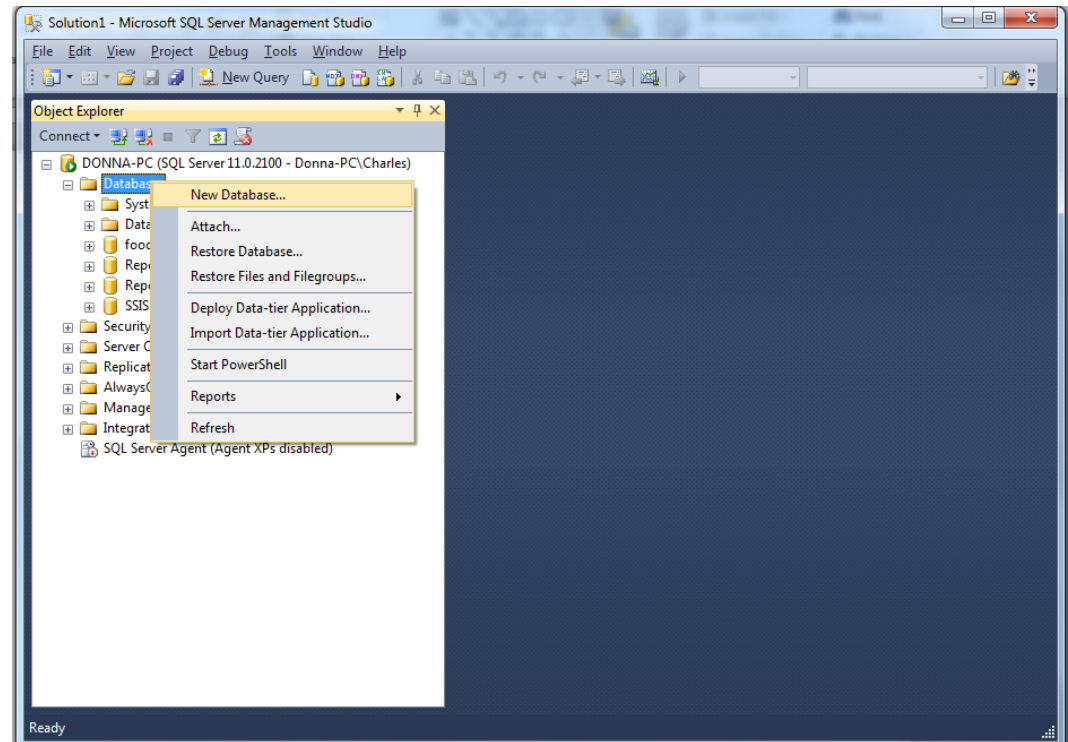


# Create an Address Table in a SQL Server Database

October 28, 2013

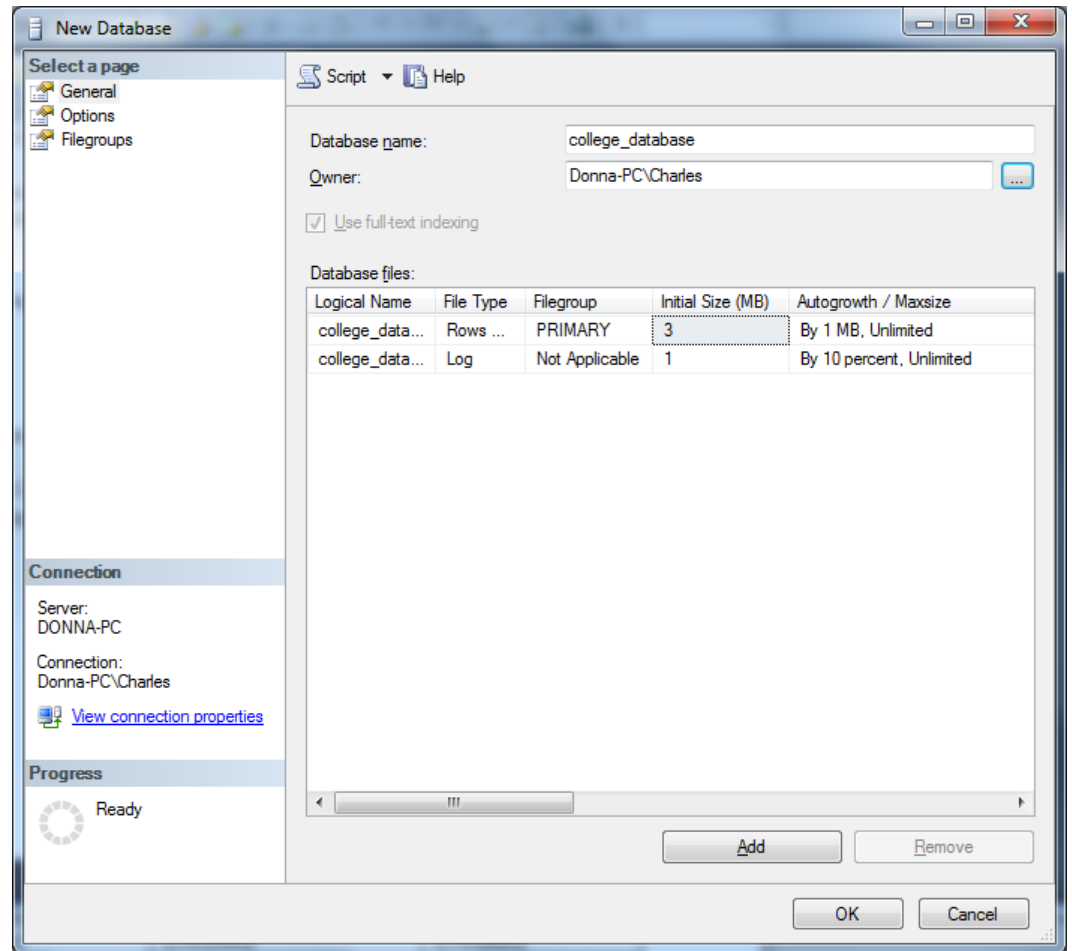
# Create a New Database on the SQL Server

Open the SQL server and right click on the Database folder. We should collect New Database from the menu.



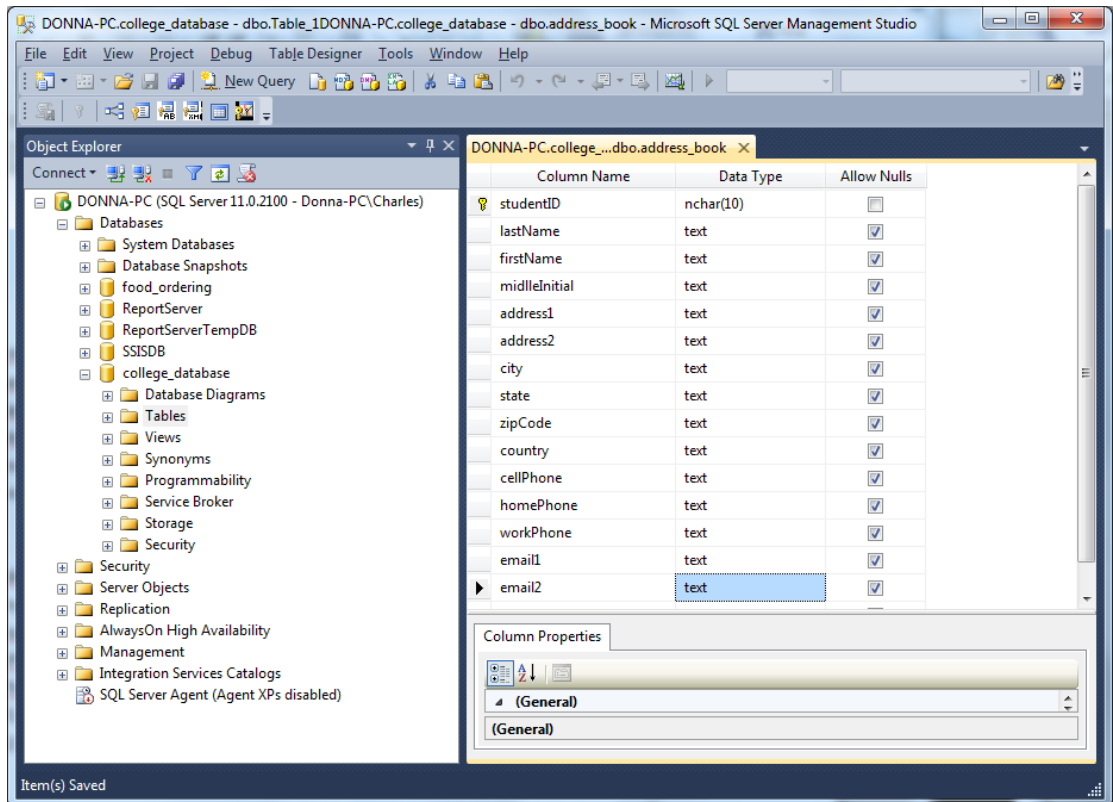
# New Database

On the New Database window, we will name it college\_database and set the owner to our account.



# Create a New Table

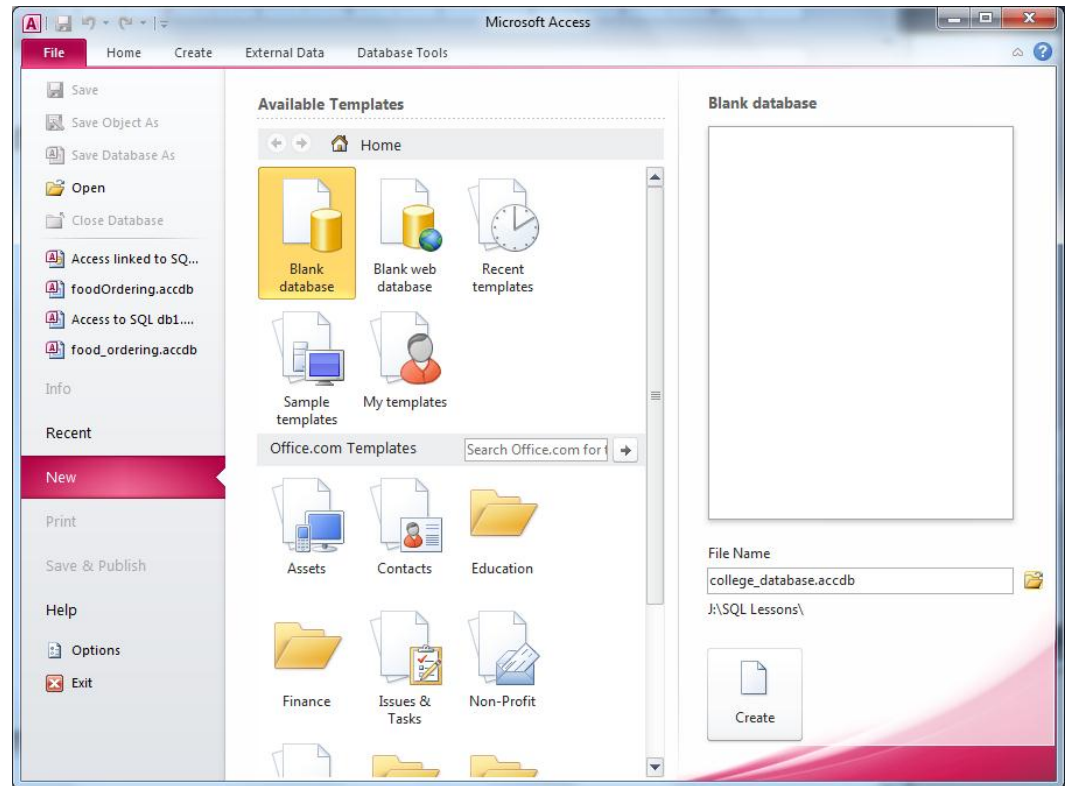
studentID	char10	primary key
lastName	text	nulls allowed
firstName	text	nulls allowed
middleInitial	text	nulls allowed
address1	text	nulls allowed
address2	text	nulls allowed
city	text	nulls allowed
state	text	nulls allowed
zipCode	text	nulls allowed
country	text	nulls allowed
cellPhone	text	nulls allowed
homePhone	text	nulls allowed
workPhone	text	nulls allowed
email1	text	nulls allowed
email2	text	nulls allowed



We will right click on the table folder under the college database and choose new table. Add these fields to table. Save the table as address\_book.

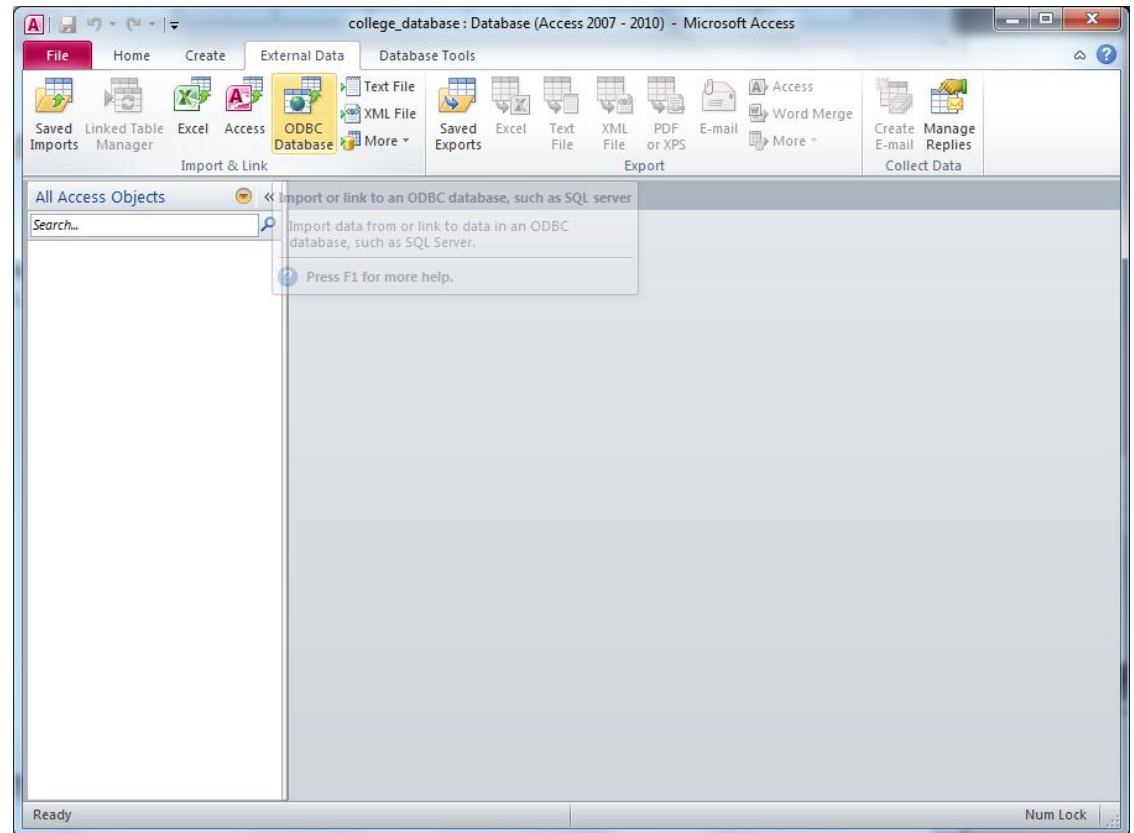
# Connect to the Database with MS Access

Make the filename college database and press the Create button.



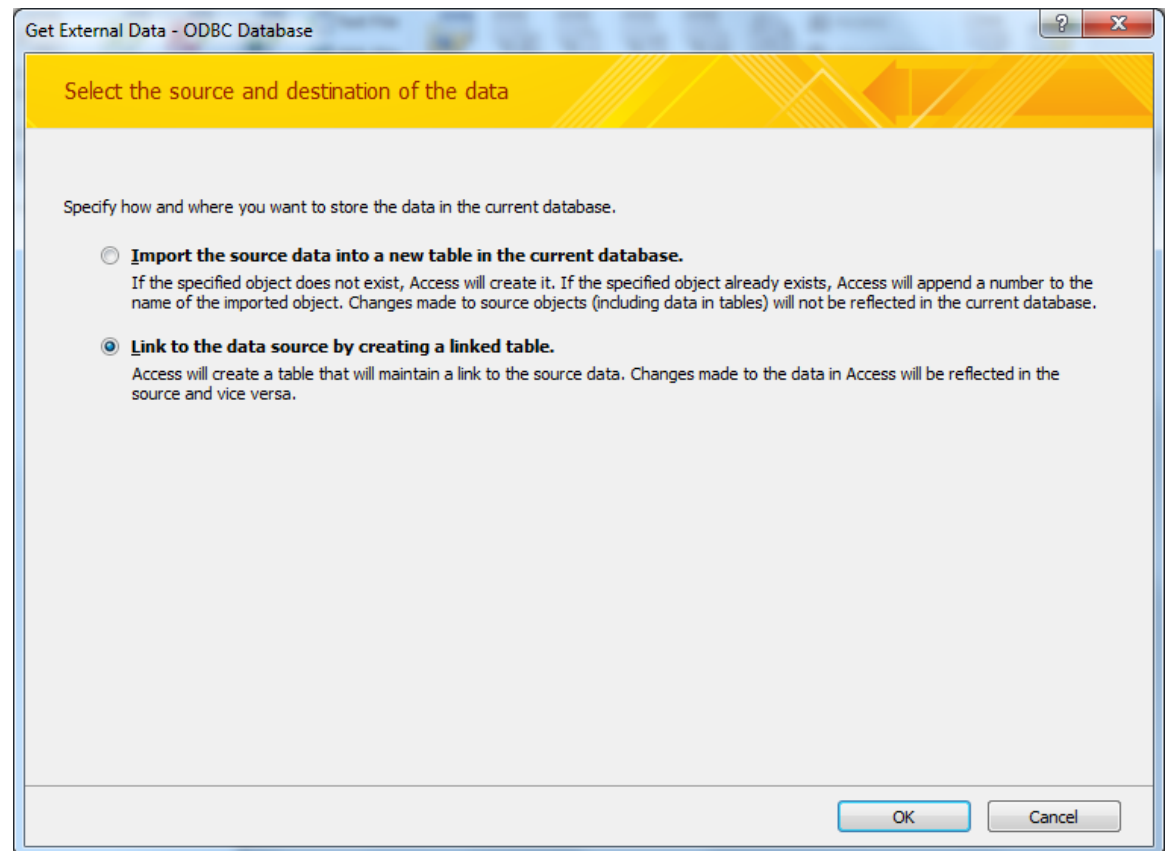
# Create an ODBC Link to the SQL Database

On the External Data tab of the Ribbon menu, we select ODBC.



# Link to the SQL Database

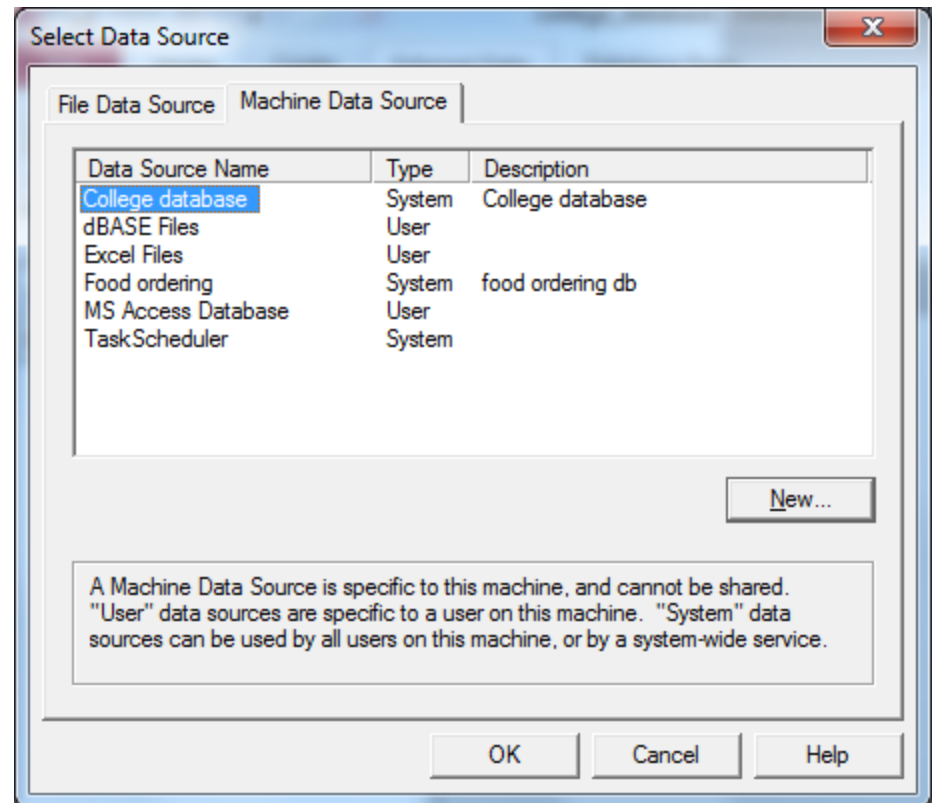
We will again opt to link to the SQL server database but this time we will connect to the college database.



# ODBC Data Source

We will follow our notes and connect to the college database with the ODBC interface.

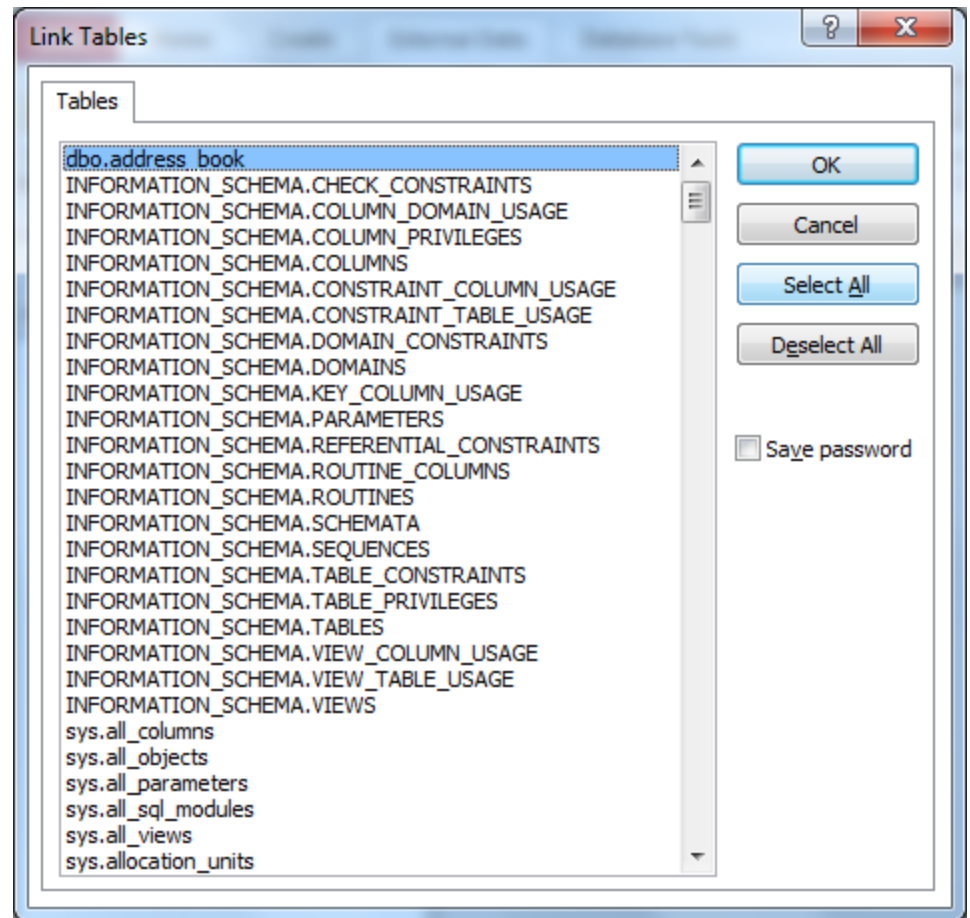
We will highlight the College Database and press the OK button.





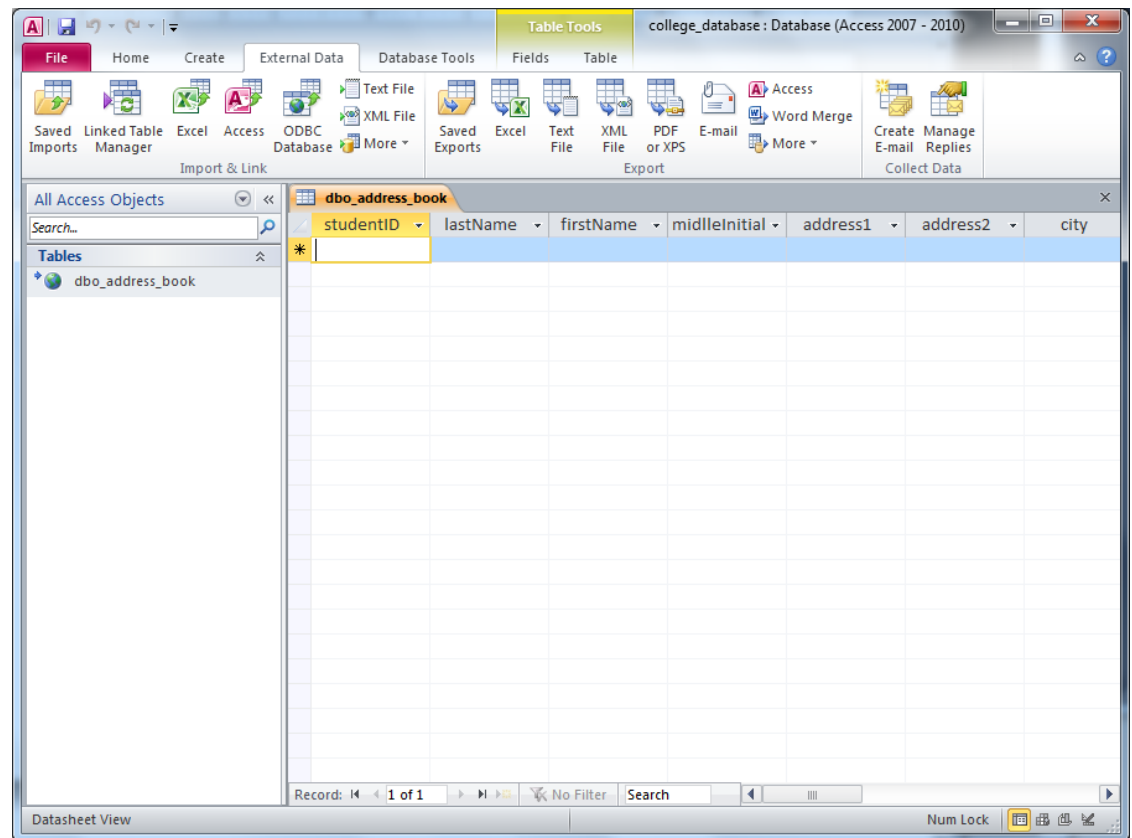
# Choose the Table to Link

We will highlight the address book table and choose the OK button.



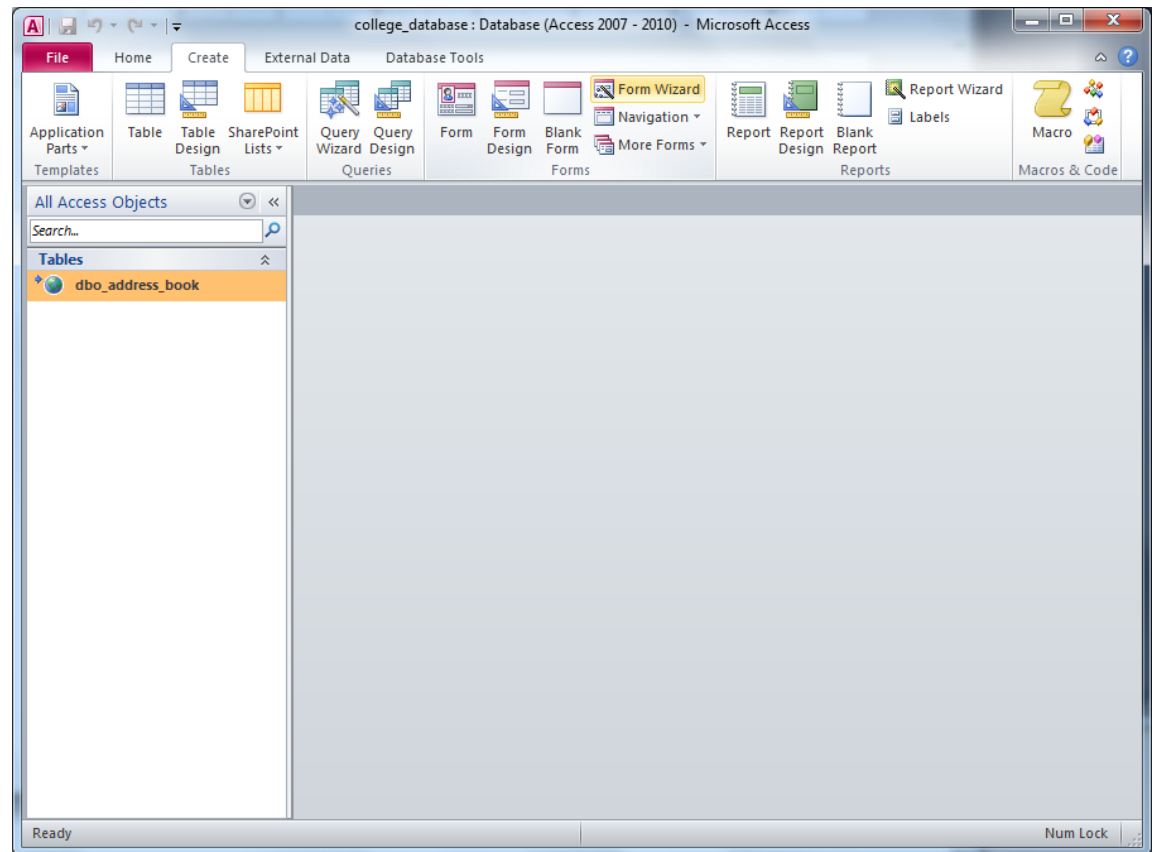
# Address Book Table

Next, we can open the dbo address book and we can input data for the students.



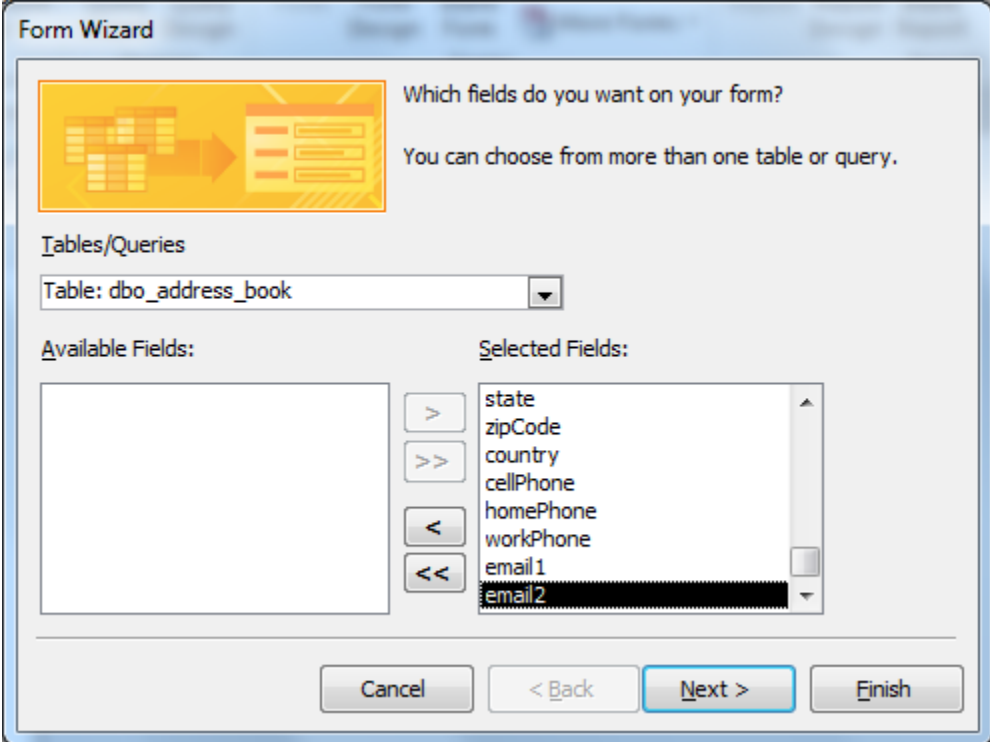
# Create a Form using the Wizard

We select the Create tab on the college database and we choose the Form Wizard.



# Select Fields

We select all the fields to be on the form and push the Next button.



The image shows a 'Form Wizard' dialog box. At the top, it asks 'Which fields do you want on your form?' and 'You can choose from more than one table or query.' Below this, there is a section for 'Tables/Queries' with a dropdown menu showing 'Table: dbo\_address\_book'. Underneath, there are two lists: 'Available Fields:' (which is currently empty) and 'Selected Fields:' (which contains 'state', 'zipCode', 'country', 'cellPhone', 'homePhone', 'workPhone', 'email1', and 'email2'). Between these lists are four buttons: '>', '>>', '<', and '<<'. At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Next >' button is highlighted with a blue border.

Form Wizard

Which fields do you want on your form?  
You can choose from more than one table or query.

Tables/Queries  
Table: dbo\_address\_book

Available Fields:

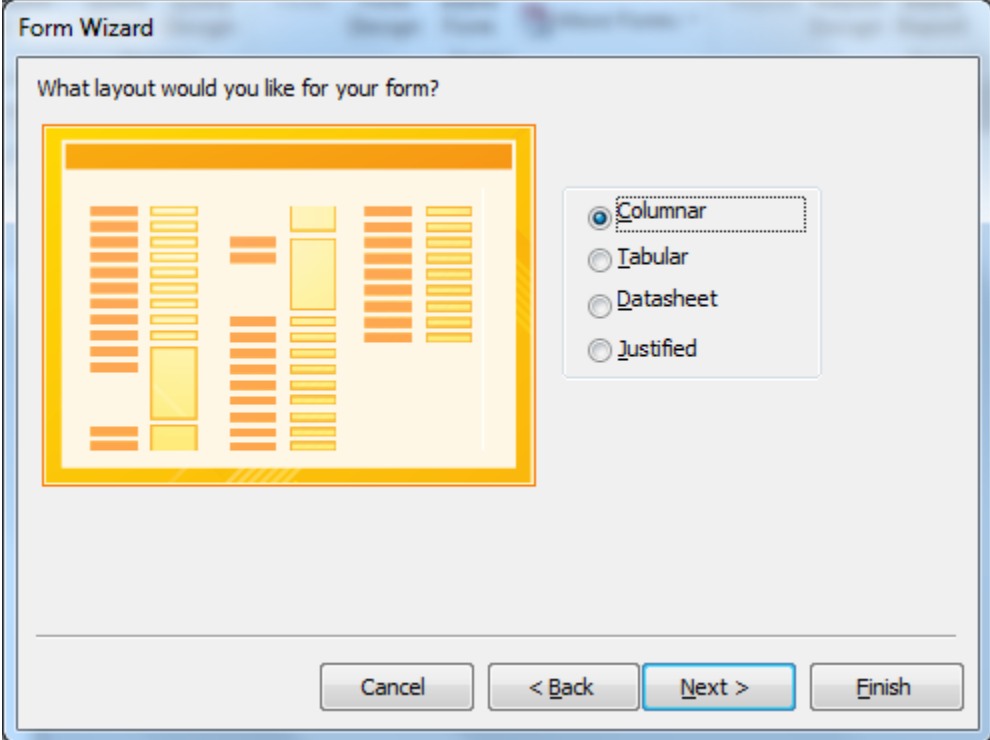
Selected Fields:

- state
- zipCode
- country
- cellPhone
- homePhone
- workPhone
- email1
- email2

Buttons: Cancel, < Back, Next >, Finish

# Form Layout

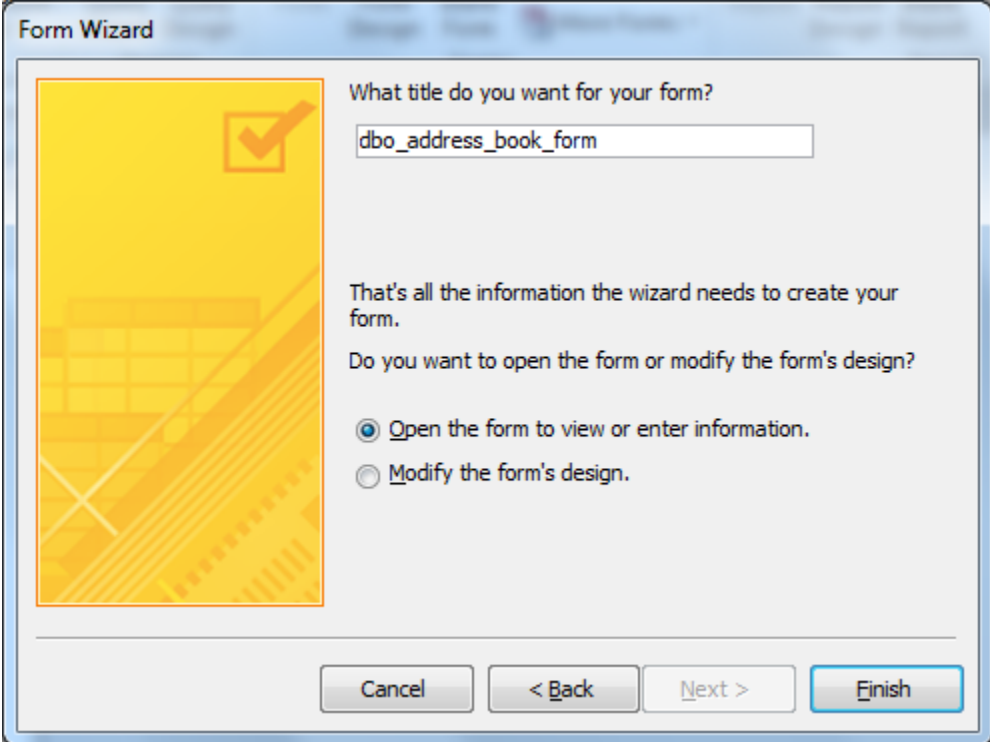
We opt for the Columnar layout for our input form.



The image shows a 'Form Wizard' dialog box with the title 'Form Wizard'. The main text inside the dialog asks 'What layout would you like for your form?'. Below this text is a preview window showing a sample form layout with multiple columns and rows of input fields. To the right of the preview window is a list of four layout options: 'Columnar', 'Tabular', 'Datasheet', and 'Justified'. The 'Columnar' option is selected, indicated by a blue dot in the radio button. At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Next >' button is highlighted with a blue border.

# Name the Form

We name it `dbo_address_book_orm` and press the Finish button.

A screenshot of the 'Form Wizard' dialog box in a software application. The dialog has a blue title bar with the text 'Form Wizard'. On the left side, there is a large yellow square with a faint grid pattern and a small orange checkmark icon in the top right corner. The main area of the dialog is light gray. It contains the following text and controls:

- The question 'What title do you want for your form?' is followed by a text input field containing the text 'dbo\_address\_book\_form'.
- Below this, it says 'That's all the information the wizard needs to create your form.'
- Then it asks 'Do you want to open the form or modify the form's design?'.
- There are two radio button options:
  - The first option is 'Open the form to view or enter information.' and it is selected (the radio button is filled with blue).
  - The second option is 'Modify the form's design.' and it is not selected (the radio button is empty).

At the bottom of the dialog, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Finish' button is highlighted with a blue border.

# Input Data into the Form

We need to input our classmates into the form and thus the address book in the college database.

The screenshot displays the Microsoft Access interface for a database named 'college\_database'. The 'dbo\_address\_book\_form' is open in 'Form View'. The left-hand pane shows the 'All Access Objects' list, with 'Forms' expanded and 'dbo\_address\_book\_form' selected. The main window shows the form layout with the following fields and their current values:

Field Name	Value
studentID	1
city	
homePh	
lastName	Robbins
state	
workPhc	
firstName	Charles
zipCode	
email1	
middleIn	W
country	USA
email2	
address	
cellPhor	

The status bar at the bottom indicates 'Record: 1 of 1' and 'No Filter'.

# The SQL Database

We verify that the data added in the form are now in the SQL database.

