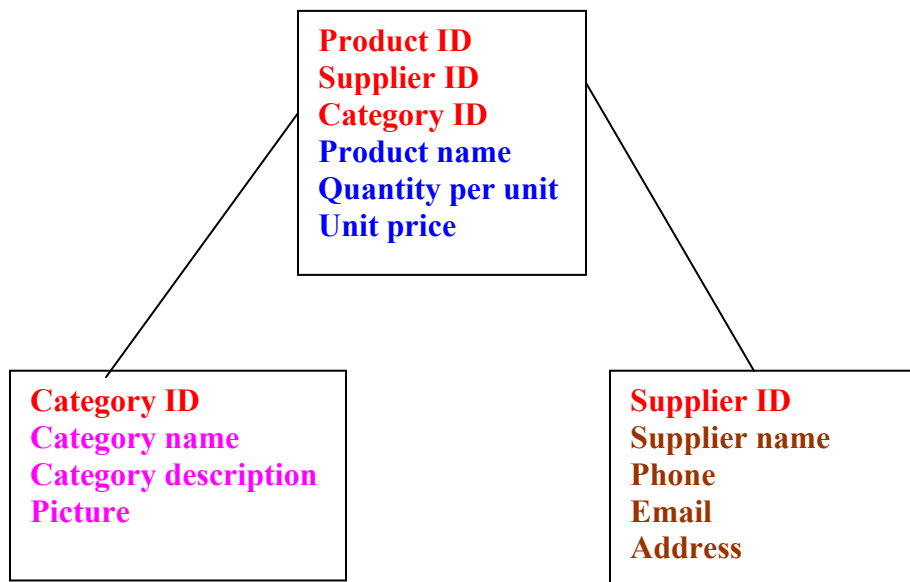


Example of designing and creating a simple database in MS Access

1. Design a database to store the following information: *product name*, *category name*, *category description*, *picture of category*, *quantity per unit*, *unit price*, *supplier name*, *supplier phone*, *supplier email* and *address*.

As you can see, all those information is about *products*, *categories* and *suppliers*, so we need three tables to store all the formation listed. For each table, we need to introduce a new filed(s) (**primary key field(s)**) in each table to uniquely identify each record in the table (see the flow chart below).



Note: Supplier ID and Category ID were included in **Products** table, to uniquely identify a record (product) that belongs to certain category and supplied by certain company.

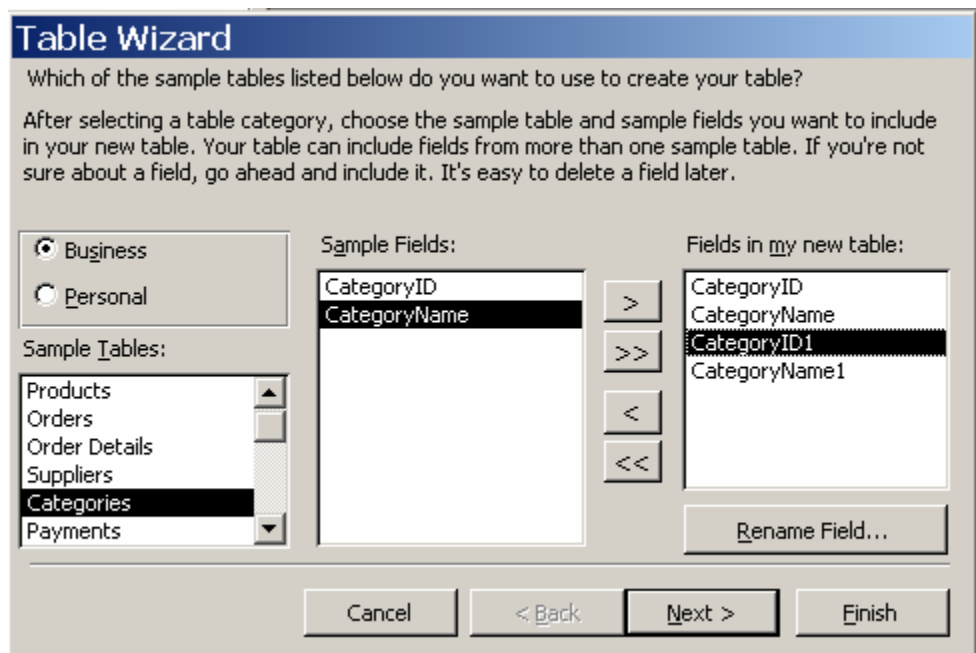
2. Create the database in MS Access.

There are three ways to create a database in MS Access

- Create a database using a database wizard;
- Create a database using a template from the web;
- Create an empty database without using database wizard.

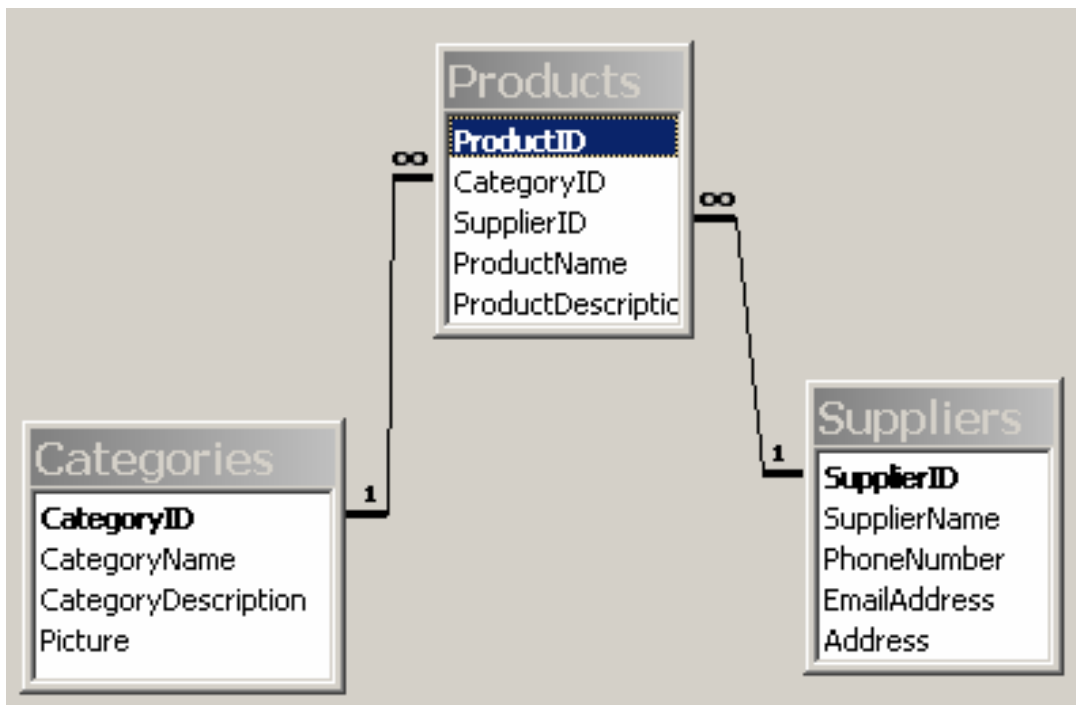
Let's now try to create an empty database based on the database design above in MS Access, following the following steps:

- Run MS Access
- Open a blank database
- Give a name to the database and save it into a directory
- Select 'Create table by using wizard'
 - Select by double clicking 'Products' from the list of tables, and then all the fields listed in the 'Products' box in the flow chart on the previous page and click the button Finish; Now you've got the 'Products' table. You may close the table.
- Select 'Create table by using wizard' again
 - Select the table 'Categories', then the relevant fields, Category ID and Category Name. As we need two more fields that aren't listed in the wizard, we could add those two fields later, or we may try to select those two existed fields once more and then rename them to the required fields using the button Rename Field below. After having all required fields for the table, now you can click the Finish button.



- Following similar steps, you could create the Suppliers table.

- After having all three tables created, you need to add the relationship between the tables as follows:
 - Click Tools on the top menu and choose Relationships ...
 - Right click mouse and choose Show Table ...
 - Double click on each of the three tables listed and then click the button Close, and you are in the 'Relationships' screen.
 - Click and drag the Category ID field in Categories table to the same field in Products table, and then you see a line linked between these two tables; double click on this line, tick 'Enforce Referential Integrity' option on the 'Edit Relationships' screen, and click the button Create. The relationship is then established.
 - Click and drag the Supplier ID field in Suppliers table to the same field in Products table, and then you see a line linked between these two tables; double click on this line, tick 'Enforce Referential Integrity' option on the 'Edit Relationships' screen, and click the button Create. The relationship is then established.
- Close the 'Relationships' window and the blank database containing the three tables of Products, Categories and Suppliers is thus ready for use.



- You can then start data entry.

Note: There are many other features and/or functions of MS Access, such as 'look up', may be used to make more sophisticated business database. You may search online help for what and how.