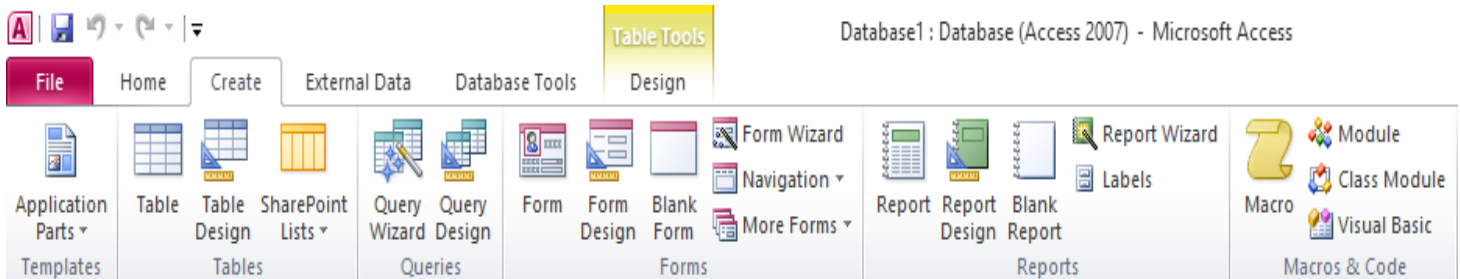# Lesson – 2

Create Toolbars

The Create Toolbar is most important tool in MS Access. We can create all types of tables by this toolbar.

Add Tables

You can add new tables to an existing database by using the commands in the **Tables** group on the **Create** tab.

Create a table, starting in Datasheet view In Datasheet view, you can enter data immediately and let Access build the table structure behind the scenes. Field names are assigned numerically (Field1, Field2, and so on), and Access automatically sets each field's data type, based on the data you enter.

1. On the **Create** tab, in the **Tables** group, click **Table**.

   Access creates the table and selects the first empty cell in the **Click to Add** column.

2. On the **Fields** tab, in the **Add & Delete** group, click the type of field that you want to add. If you don't see the type that you want, click **More Fields**.

Click Here to Add More Fields
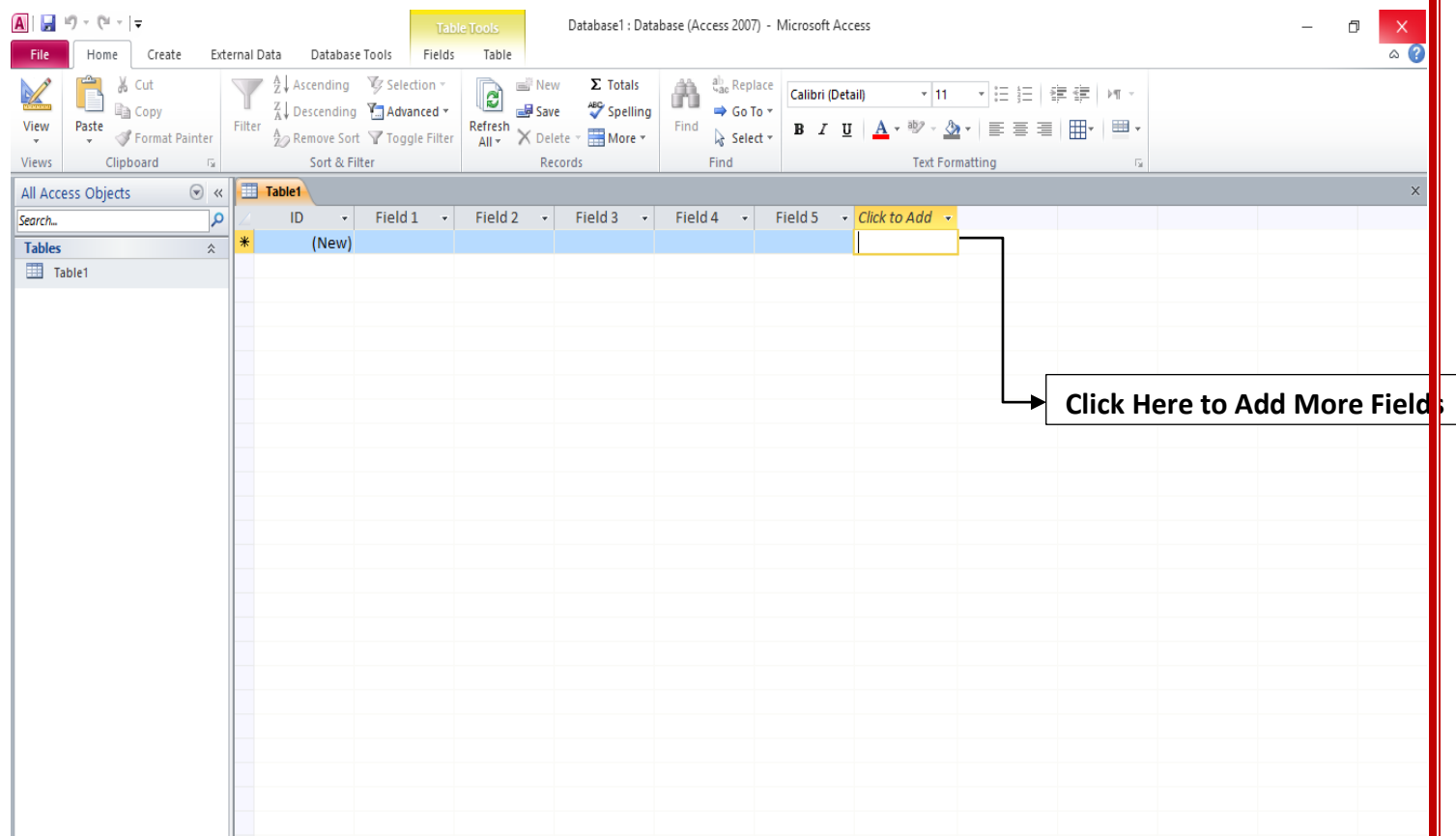
Design Tables

Create a table, starting in Design view- In Design view, you can first create the table structure. Then you can switch to Datasheet view to enter data, or enter data by using some other method, such as pasting, or importing.

1. On the **Create** tab, in the **Tables** group, click **Table Design**.
2. For each field in your table, type a name in the **Field Name** column, and then select a data type from the **Data Type** list.
3. If you want, you can type a description for each field in the **Description** column. The description is then displayed on the status bar when the cursor is located in that field in Datasheet view. The description is also used as the status bar text for any controls in a form or report that you create by dragging the field from the **Field List** pane, and for any controls that are created for that field when you use the Form Wizard or Report Wizard.
4. After you have added all of your fields, save the table:
   a. On the **File** tab, click **Save**.

You can begin typing data in the table at any time by switching to Datasheet view and clicking in the first empty cell. You can also paste data from another source, as described in the section Copy data from another source into an Access table.