

## What is a database?

- A database is a tool that lets you store, retrieve, and organize (sort) information. It is a collection of facts about a particular topic.
- A database is made up of records.
- Each record has fields.
- A field's entry contains one piece of information.

## To create a database ...

### Plan

Look for templates to modify.

- 1.** Decide what fields you need (page 1). A **field** is a storage area for the data you want to store. A field holds a category of information. Once you decide what fields you need, the next step is defining the fields (page 2). A field definition includes name, type, and options. For example, in a phone book database the name and address are the names of the fields and the type of field is text field. To set up options use pages 3 - a, b, and c.
- 2.** A **record** is a set of fields. For example, each person in the phone book is a record. Each record contains fields with the person's name, address, and phone number.
- 3.** To enter data in a field, refer to page 4.
- 4.** You can create different layouts (page 4 a). A **layout** is an arrangement of fields. Layouts allow you to view the data in different ways. One database can have multiple layouts that each contain different fields. For example, you can have one layout that lists complete addresses, and another that lists only names and phone numbers. The body of the layout contains the records of the database.
  - To insert or remove fields on a layout use page 5.
  - To add objects to a lay out use page 6.
  - To format fields on a layout use page 7.
  - To resize or delete layout parts use page 8.
- 5.** You can **view** database documents in four different modes (available in the Layout menu). Each mode allows you to work with the database in a different way:

- Browse mode - Enter and edit data ; view, add, delete, or sort records
- Find - Search for records that match specified criteria
- Layout -Design or modify the arrangement of data in a specific layout
- List - See data displayed like a spreadsheet, with records in rows and fields in columns. You can do the same things in List mode that you can do in Browse mode.

**To insert a header or footer part onto a layout:**

- 1.** If you're not already in Layout mode, choose Layout from the Layout menu.
- 2.** Choose Insert Part from the Layout menu.
- 3.** Select Header or Footer.

**To set up tab order for data entry use page 9.**