

BTT10 Database Assignment Step 1:

A database, in its broadest sense, is a collection of related information usually grouped into a meaningful structure. There are many databasing programs available though two of the more common programs are Filemaker Pro and Microsoft Access. Keeping in our theme of Microsoft Office, we will be using Access.

To access Access:

Go to the Start Menu -> Programs -> Microsoft Office -> Microsoft Access

If it is not in the Start Menu:

Go to My Computer-> c:\-> Program Files -> Microsoft Access -> Office12 -> MSACCESS

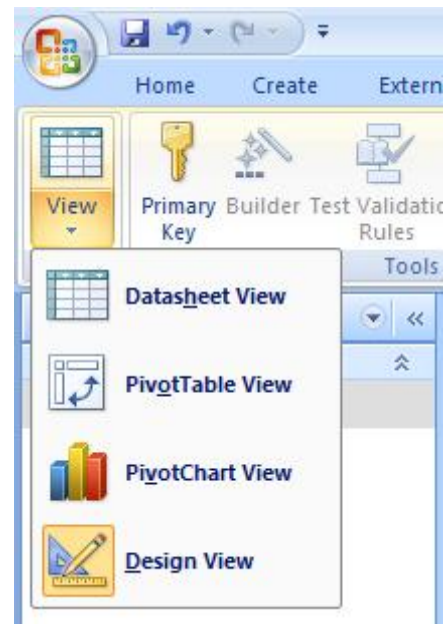
1. Create a new database and call it "CanadianProvinces".

2. In the top left corner, there is an icon with two rulers and a pencil called "Design view". Click on design view.

Design view allows you to set up your columns and format how you want your information to be presented. By default, your table will have an ID field with a little key next to it. That key tells you that this field is the **Primary Key**, which controls how the table is organized (See Below).

3. Add the following fields and customize their display to your preference:

4. Change the Province ID field to your primary key by selecting that field and clicking the primary key button. After that, there is no further need for the ID field, so it may be removed.



For each Canadian Province and Territory, find the given information and enter it into the table. We will be reusing this table for later assignments so be sure to save a copy of the table when you are complete.

Provinces	
Field Name	Data Type
Province ID	Text
Province	Text
Population	Number
Percent of Canadian Populatio	Number
Capital City	Text
Major export/industry	Text
Date of Confederation	Date/Time
Provincial Flower	Text