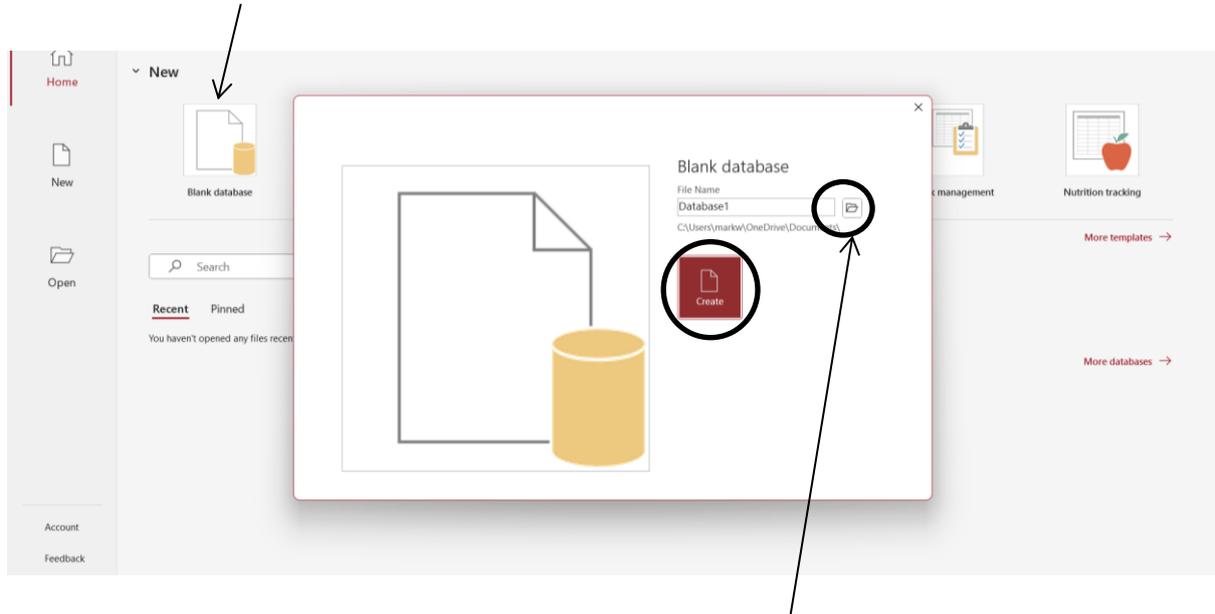


Lesson 2: Creating a Database

Task 1:

Open Microsoft Access from the Start Menu.

Click on Blank Database.



Click on the folder on the right-hand side of the file name.

Go to your Computing folder, or a folder where you can save your work.

Call the database **Movies**.

Click OK.

Click Create.

Task 2:

Click on the Design View button at the top of the page.



Name the table **Movies** and click save.

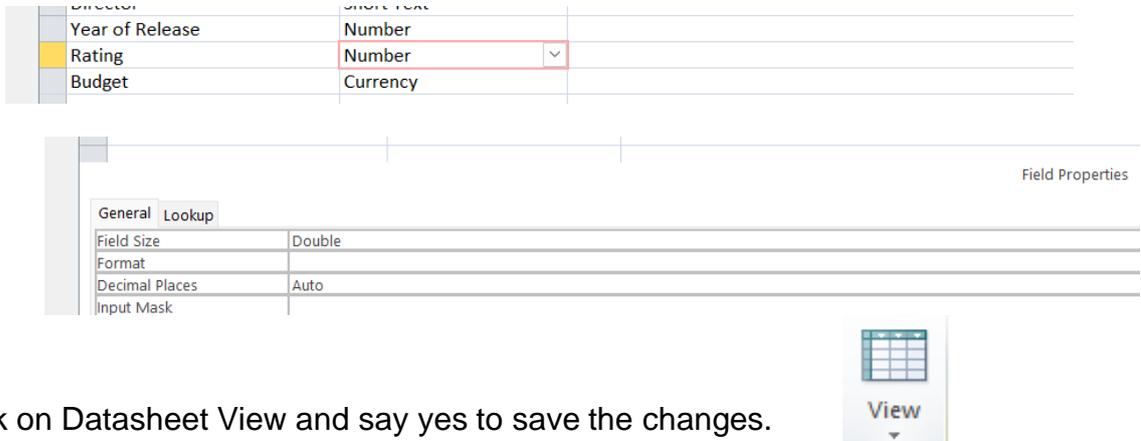
Fill in the following Field Names and Types:

| Field Name | Data Type |
|-----------------|------------|
| ID | AutoNumber |
| Name | Short Text |
| Director | Short Text |
| Year of Release | Number |
| Rating | Number |
| Budget | Currency |

Remember a **field** is a specific piece of information.

Task 3:

When you create the Rating Field and select number, in the Field Properties change the Field Size option to **Double** – this will allow decimal places to be entered.



The image shows a database field list and its properties. The field list includes:

| Field Name | Field Type |
|-----------------|------------|
| Year of Release | Number |
| Rating | Number |
| Budget | Currency |

The 'Rating' field is highlighted with a red border. Below it, the 'Field Properties' dialog box is open, showing the 'General' tab. The 'Field Size' is set to 'Double', 'Format' is empty, 'Decimal Places' is 'Auto', and 'Input Mask' is empty. A 'View' button with a grid icon is located below the dialog box.

Click on Datasheet View and say yes to save the changes.

Task 4:

You can now fill in your database.

Add 10 new records with films that you like. You can use IMDB which is the internet movie database: <https://www.imdb.com/> or anywhere else on the internet to find out the required information.

Remember a **record** is a set of information about a person or thing; in this case – a movie.