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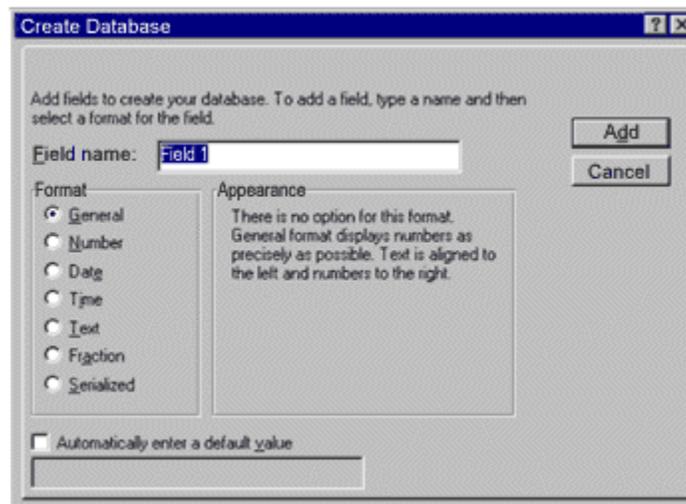
Databases

What is a Database?

Databases are used to store and organize vast amounts of information. Microsoft Works has a database section to its program. When you open the Microsoft Works program and click on Work Tools, then on Database, the database file will open. Microsoft Works also has templates set up to help you create a database file.

Opening the Database

1. Double click on the Microsoft Works icon to open the program.
2. Click on Work Tools and then on Database.
3. Click OK.
4. When the pop up box appears, it will look like this:



****Note****

We will explore this box further under "To create a new database".

Microsoft Works also has templates for a database (ex. recipes) under the task wizard tab, instead of the work tools tab.

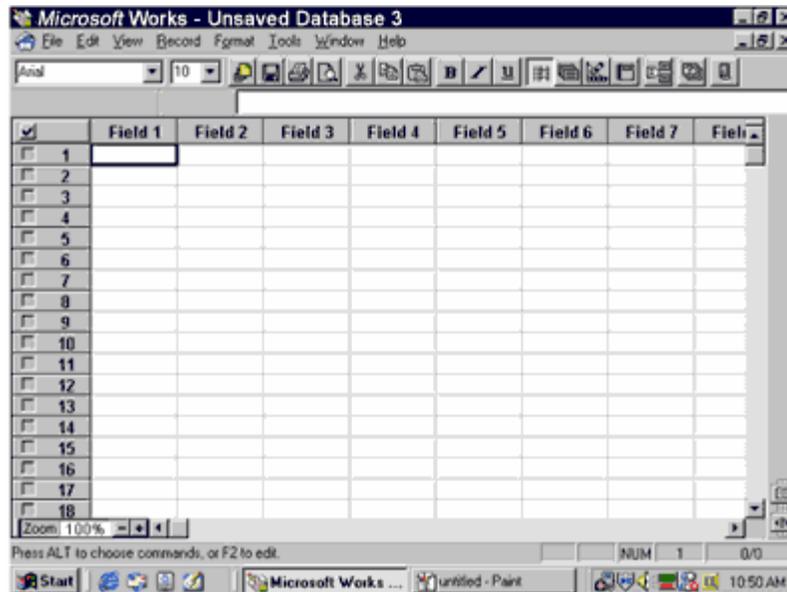
Identifying the parts of the Database Window

After the fields are entered, we will see a screen similar to the one we are used to looking at: the title bar, tool bar, menu bar, scroll bars, etc.

The Tool Bar

We will see some icons on the Tool bar that will appear different then the ones used in the Word Processing part of the program.

We will recognize: font style, font size, task launcher, save, print, print preview, cut, copy, paste, bold, italic, underline and address book. Some of the new ones are List view, form view, form design view, report view, insert record and filters



List View -

When you create your new database, Works automatically displays it in list view, where you create fields (columns) to contain the information you want to organize. Create a separate field for each part of the information that you may want to search for or sort by later. For example, in the address database, you can create separate fields for first name, last name, street address, city and so on.

Form View -

Use form view when you want to see detailed information for one record at a time, such as one person in an employee database. In Form view, you can enter and change information, if you want to change the way your form looks then use Form Design View.

Form Design View -

Use Form Design View when you want to: include labels and pictures to clarify the information in the database or give instructions to someone entering information or you can design a form to precisely match a printed form, such as a sales order.

Report View -

Reports organize and summarize database information for printing. Reports give you much more flexibility than you have when printing a database from list or form view. For example: when you create a report, you can specify which field to include and where on the page to print them, you can also sort and group information, count, add, average and perform other calculations with the information in your database. You can also add titles, subtitles and explanatory notes that enhance a report. Report creator guides you through the reporting process, step by step. You can name and save up to eight reports for each works database.

Insert Records -

Insert Record allows you to add a blank record in between two others. Just click on List View, then click on the record number to highlight where you want to add a blank record. Then click on Insert Record (on record in the menu bar). Works inserts a blank record directly above the record you highlighted.

Filters -

When you use a filter, Microsoft Works displays only the information you want to see. For example, in an inventory database, you can add a filter that displays only those products from a particular supplier whose stock has fallen below a certain number, or in a database of names and addresses, you can apply a filter that displays only those people whose last name is Flinstone and live in Bedrock and is a cartoon. When you create a filter, you tell Microsoft Works the information that you want to see. when you apply the filter, Works displays only those entries that match the description and hides the rest. When you describe the information you want to see, you can define it up to three criteria, using mathematical operators such as; = (equal), < (less than), > (more than), as well as the logical operators AND and OR. When you create a filter, name it, so that you can use it again later. Each database can have up to 8 filters.

The Menu Bar

The menu bar has many of the same features that we have been dealing with in the word processing part of the program, but it has a few changes as well.

File - New, open, close, save, save as, print setup, print preview, print, send, exit and a list of the last 4 documents you have worked on.

- Edit - cannot undo, cut, copy, paste, clear, select record, select field, select all, find, replace, go to, fill right, fill down and fill series. All of these features allow you to highlight and edit a selected text or field.
- View - list, form, form design, report, toolbar, gridlines, headers and footers and zoom. Some of these features have been discussed under the Tool Bar segment.
- Record - insert record, delete record, insert field with a sub menu of Before or After, delete field, sort records, mark record, mark all records, shown with a sub menu of showing all records, marked, unmarked or hidden records and also hide records. these options allow you to choose how you want to edit and display your database records.
- Format - Field, alignment, font and style, border, shading, protection, insert page break, delete page break, record height and field width. These will allow us to add a field, change how our fonts appear, change the size of our fields and records.
- Tools - address book, dial this number, spelling, filters, report creator, rename report, delete report, duplicate report, envelopes, customize toolbar and options. We can connect to the Internet, add names to an address book, decided how we want our toolbar to look and edit our reports.
- Window - cascade, tile, arrange icons, split and also shows the list of open windows within the Microsoft Works program. These options allow us to see any open window all at once.
- Help - contents, index, introduction to works, how to use help, hide help, launch works forum, about Microsoft Works. The works forum is a chat group on the Internet, you can connect and chat to others about Microsoft Works.

Setting Up A New Database

To Create a New Database

1. In the field name box, type in the field name you want. It can be up to 15 characters. In a database a field is a category of information such as names or cities. A field consists of the field name, and the field entries. In List View, fields are displayed in a separate column.
2. Under Format, click the options that best describes the information you will be typing in that particular field. For information on each option, click on the ? in the upper right hand corner of the dialog box and then click an option.
3. Under appearance (if available), choose an option of how you want Works to display information in the field. If you want a default value for a field, click on the "automatically enter a default value" check box and then type in the default field, for example ON (Ontario).
4. Click on ADD after each new field name.
5. Repeat steps 1 to 4 to add additional fields.
6. Click Done when finished.

Microsoft Works will display your database in List view. You can type information into fields, sort the information or create filters to see specific information.

To Add a Field

1. Click on List view on the Tool Bar. (computer automatically defaults to list view)
2. Click the field next to where you want to add the new field.
3. Click on Record on the Menu Bar, then click on Insert field, and drag the mouse across to choose the before or after option.
4. Type a field name, up to 15 characters.
5. Click ADD.
6. Click Done.

Using A Template Database

Exercise 1

1. Double click on the Microsoft Works icon to open the program.
2. Click on the Task Wizard Tab.
3. Scroll down to User Defined Templates and find Recipes cards, 4x6.
4. Click once on it, and then click OK.

Once the Database Template opens:

1. For the recipe name - type Banana Bread. (it's already highlighted, just type).
2. Under from the kitchen of type your name
3. Under preparation time type 10 minutes
4. Under Serving type 1 loaf
5. Click on first ingredient - type 7/8 cups sugar
6. Tab down to second ingredient - type 1½ cup flour
7. Tab to third ingredient - type 3/4 teaspoon baking soda
8. Tab to next line and type - ½ teaspoon baking powder
9. Tab to next line and type - 2-3 mashed bananas
10. Tab to next line and type - ¼ cup melted butter
11. Click on Instructions and type - Preheat oven to 350° F 12. Pour into greased loaf pan and bake 40 minutes for loaf or 20 minutes for muffins.

Tab to the next recipe card and type this recipe

1. For the recipe name type Lemon Bread.
2. Under from the kitchen of type your name
3. Under preparation time type 10 minutes
4. Under Serving type 2 loaves
5. Click on first ingredient - type 1 lemon cake mix
6. Tab down to second ingredient - type 1 instant lemon pudding mix
7. Tab to third ingredient - type 4 eggs
8. Tab to next line and type - 1 cup warm water
9. Tab to next line and type - ½ cup Crisco oil
10. Tab to next line and type - Glaze:
11. Tab to next line and type - 2 tablespoons realemon
12. Tab to next line and type - ¼ cup white sugar
13. Click on Instructions and type - Mix all together and beat until smooth. Line two loaf pans with wax paper and butter lightly. Bake at 350°F for 40 minutes or until tester comes out clean. Drizzle with glaze when cool.



Recipe Name

From the kitchen of:
Preparation time:

Number of Servings:

INGREDIENTS

First ingredient
Second ingredient
Third ingredient
Fourth ingredient
etc.

INSTRUCTIONS

Recipe instructions go here. This form is designed to use Avery Laser Index & Postcard # 5389 labels.



Recipe Name

From the kitchen of:
Preparation time:

Number of Servings:

INGREDIENTS

First ingredient
Second ingredient
Third ingredient
Fourth ingredient
etc.

INSTRUCTIONS

Recipe instructions go here. This form is designed to use Avery Laser Index & Postcard # 5389 labels.

Creating A Non-Template Database

Exercise 1

1. Double click on the Microsoft Works icon to open program.
2. Click on Work Tools and then Database.
3. When the program opens:

In field 1 - type name - click on add

In field 2 - type address - Click on add

In field 3 - type - city - then add

In field 4 - type Province - (on province before you hit add, click on the default value box at the bottom and type in ON) then click add

In field 5 - type Postal Code then add

In field 6 - type phone number - then add

In field 7 - type in cell phone number then add (type it in the way it appears here, will only allow 15 characters to be used.

In field 8 - type in e-mail address then add

Click done.

The database will open with those headings displayed.

Exercise 2

Now we will need to adjust the size of some of the headings.

1. Adjust the size for name, address, phone number, cell phone number and e-mail address. (Click on the name heading and then click on format and then record width and adjust the width to 20, do the same to the remaining headings listed above).
2. Click on Form view (it's the icon with 3 sheets of paper cascading downwards). You will get a single box with lines showing. Type in this address.

Name	Address	City	Province	Postal Code	Phone #
John Smith	123 Applegate road,	Orchard Park,	ON,	Z1Z 1Z1	913-555-5555

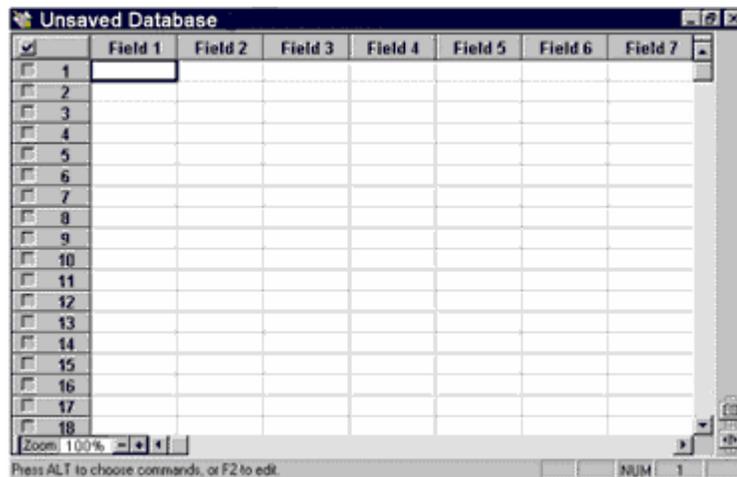
3. Leave the cell phone column blank then in e-mail type Jsmith@beaver.net
4. When you are done, press tab to bring you to the next address

- Continue to type in these addresses, pressing tab when you are finished to bring you to a new page.

Name	Address	City	Province	Postal Code	Phone #
A. Nut	123 Oak Tree Lane	Forest	ON	T2T 2T2	
Cell Phone # 800-987-5555 Leave e-mail address blank					
J. Donut	123 Coffee Shop Ave.	Flour	ON	F3F 3F3	416-555-5555
Cell Phone # 800-416-5555 E-mail address donut@jelly.net					
K. Bootes	123 Shoe Lane	Shoelace	N.B.	K4K 4K4	905-555-5555
Cell Phone # 800-5bootes E-mail address donut@jelly.net					
Bimbo Clown	123 Happy Street	Clown around	ON	C5C 5C5	769-555-5555
Leave everything else blank					

- When you are done click back on to List view. (Located right beside the letter U on the icon task bar).
- Click on the heading Name then click on record (text tool tar). then on insert field then before.
- Type status click add and then done.
- Click on phone number and then record then insert field and choose after. Type in Friend/business. Click add and then done.
- Click on form view (icon with three pieces of paper cascading down). and then add:
 - Mr. to #1, 5
 - Mrs. to #2
 - Ms to #3, 4
- Still in form view add the word:
 - Friend in #1, 4
 - Business in #2, 3, 5
- Return to list view. Click on A. Nut (click on the #2), and then click on insert and then insert record.

13. When the new record is created type in: your address. List yourself as a friend.
14. Click on the little squares just before the numbers in the columns. Put a check mark in all the friend addresses, (including yours).
15. Click on record on the text tool bar. Click on show and then marked records.
16. Repeat this exercise only this time click on unmarked records. Repeat it again only click on show all records.
17. Save your database under your name and with the number 99 after it. example - fred99. Save it under A. (on your disk).



To Save information to a 3½" floppy disk:

1. Place a floppy disk into the disk drive.
2. Click on the picture of the computer disk on the Tool bar.
3. A pop up window will appear, use the down arrow beside "Save In" and choose the A drive.
4. Type the name of the file you wish to save.
5. Press save.

Outcomes Lesson #8

1. Learners can understand the basic principles of a database.
2. Learners can create a database in both a template and non-template environment.
3. Can speak and listen effectively.
4. Write clearly to express ideas.
5. Read with understanding for various purposes.