

## MSWorks 4.5: Creating & Manipulating Databases

### **To create:**

1. Choose Database under Works Tools Tab
2. A screen with field name will appear. Field1 will be highlighted in blue. Type in your first field name. A “field” is the title of each column, not the specific data itself (see example). Field names can be edited, deleted, and added later if needed, so nothing is permanent at this time or ever.
3. After typing in field name, hit the ENTER key or click ADD (at the right). Type in next field name. When you have added all field names, click Done on the next field screen.
4. Once you click Done, the database will appear in list form with field names across the top.
5. To make the columns larger, put the cursor (large + sign) on the gray area showing the field names. As you move the “+” closer to a line it will change to ADJUST. When it changes, click and hold the left mouse button and drag the line over to make the column the size you want.
6. To enter data: Use the tab key to move across rows and the arrow keys to move back, down, or up rows and columns. The ENTER key will not move you to a new cell.
7. Use File, Page Setup to specify options for printing. Under Source, Size, & Orientation, you can choose landscape for paper to print out lengthwise and you can choose legal size paper under size option at bottom. Always check “Print Gridlines” and “Print record and field labels” under Other Options. Choose OK to exit here or settings will not be saved.
8. Don’t forget to Save Often. Use File, Save As the first time to tell the computer “where” to save (save in) and give the file a name in “file name” box.
9. After Save As is complete, you can use File, Save; CTRL, S; or the diskette icon located on the toolbar to save to the save location with the same file name. To save to a new location or to change the name, you must use Save As again.
10. Use Print Preview under File or the shortcut icon (magnifying glass) on the toolbar to look at your databases before printing. Try to get all columns on the same page by using File, Page Setup options to increase margins, change paper size or layout.

### **To manipulate database:**

#### **Sorting**

1. Choose Records, Sort Records
2. Sort by name in Ascending order to alphabetize your database from A-Z; click OK
3. Can sort using up to 3 different options if needed; for example –race, gender will alphabetize all racial groups separated by males and females (see example)
4. Never need to type in field name – all are listed by using down arrow on sort records page

**Filters (Query in 3.0)**

1. Choose Tools, Filters
2. Computer will ask for a filter name – not necessary to give one – just use the one provided (filter1) by hitting ENTER or clicking OK
3. Choose field name in the first box by using the down arrow (do not type in – they are given)
4. The comparison box has many options by clicking the down arrow. Should never type in here – always choose your option by clicking on a choice.
5. Compare to – you will always have to type in “key words”, phrases, or numbers here, to tell the computer what to compare your field name to in your search. Be very careful with spelling here.
6. You have the option of adding other criteria (up to 5) to the search using and/or.
7. Once you have listed all search criteria, click Apply Filter.
8. The records that meet the requirements will show up on the screen.
9. To do another search with entire database, it is necessary to recall all records. Do this by clicking Records, Show, All Records.
10. Take note of the numbers in the bottom right hand corner of databases screen.  
NUM 4 14/25 - the first numeral tells you the row that is highlighted at the time; the second set of numbers tells you how many records are showing out of a total number of records in the database

**Other things to consider**

1. If your database is large – you will not see it all at the same time on the screen. Use your side & bottom scroll bar to move database to location you need to view.
2. Can work in Form View (see only on record at a time). Go to View to change to Form or List.
3. Headers & Footers (Titles) can be added by choosing View
4. To change a field name, click format, field & retype field name
5. To delete or insert a field or record choose record on menu file
6. Spell Check is F7
7. Use Help, Index for specific information. Can print out topics at end of topic.
8. To center align the data in columns, click once on the gray area containing the field name; the column will be highlighted; click on the center align icon on the toolbar or go to the Format menu and choose alignment; Can also format one cell at a time by highlighting (click once) each cell
9. There are other formatting options available under the Format menu that you may want to experiment with
10. To edit data – click in cell to edit – edit info in the top, long, white, rectangular box, not the actual cell
11. For birthdates, use the / (not -) and 01, 02, etc., so that the computer can sort in numeric order (the first 0 will not show up)
12. **Practice, Practice, Practice** is the key to remembering all of this. Find practical classroom applications for databases and it will become a skill that you will enjoy and feel comfortable using.