roject 2-1: Creating a new table in Design view

u will open the Northwind Traders Tables database and create a new table in the Design view and set ble properties in the table.

1. Click **File**. From the Backstage view, click **Open** and navigate to your student drive.
2. Open the file **Northwind Traders Tables**. Save the file as **Project2-1_done.**
3. Click the **Create Ribbon** tab. From the Tables group, click **Table Design.**
4. Your new blank table will open in the Table Design view.
5. Your cursor will be blinking in the Field Name column. Type **Manager Name** in the Field Name text field.
6. In the Data Type column, type **Short Text.**
7. In the Description column, type **Full Manager Name.**
8. From the following table, enter the following field names:

Field Name	Data Type	Description
Department	**Short Text**	**Department Name**
Department Description	**Long Text**	**Department Description**
Department Code	**Number**	**Department Numeric Code**

Right-click on the new table tab and choose **Datasheet** view.

9. Name the new table, **Managers**. Don't set a primary key, when it prompts to do this.
10. Close the database.

ect 2-2: Editing a table in Datasheet view

n existing table in the Datasheet view by editing data types and also inserting some new columns ne table.

1. From Open in the Backstage view, navigate to the Acces02lessons folder and open the **Northwind Traders Tables** database. Save the file as **Project2-2_done.** From the Navigation pane, open the Customers table in the Datasheet view.
2. Right-click on the **Customers** table tab and click **Design view.**
3. In the Description field, for Customer Number, add the following, **Each Number should contain the prefix CU#.**
4. Scroll down in the field names list and under the last field, Contract Date, add an Email field.
5. Set the data type to **Hyperlink.**
6. Close the database.