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INFORMATION TECHNOLOGY FOR CLASS 10

(Study material Based on N.C.E.R.T HANDBOOK)

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Steps To Create A Table Using Table Wizard

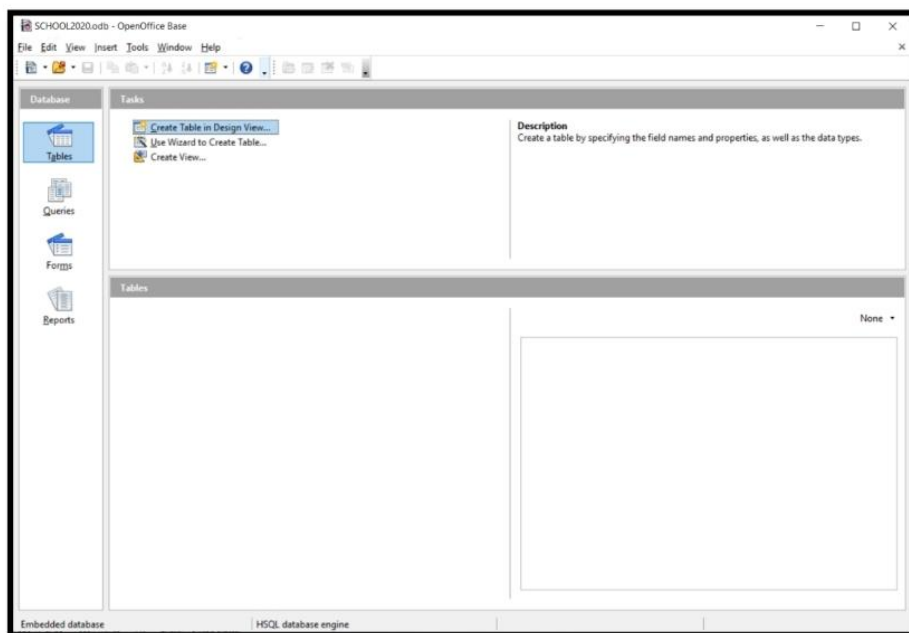
Tables are the basic building blocks of a database. You store the data in the database in the form of tables. In the previous exercise you have learnt how to create database objects in OpenOffice.

In this exercise you will learn how to create a table in a database.

After creating the database, you see a window as shown below.

There are different ways to create a table:

1. Create table in Design View
2. Use Wizard to Create Table



Click on Tables > Use Wizard to Create Table , the window shown below will open

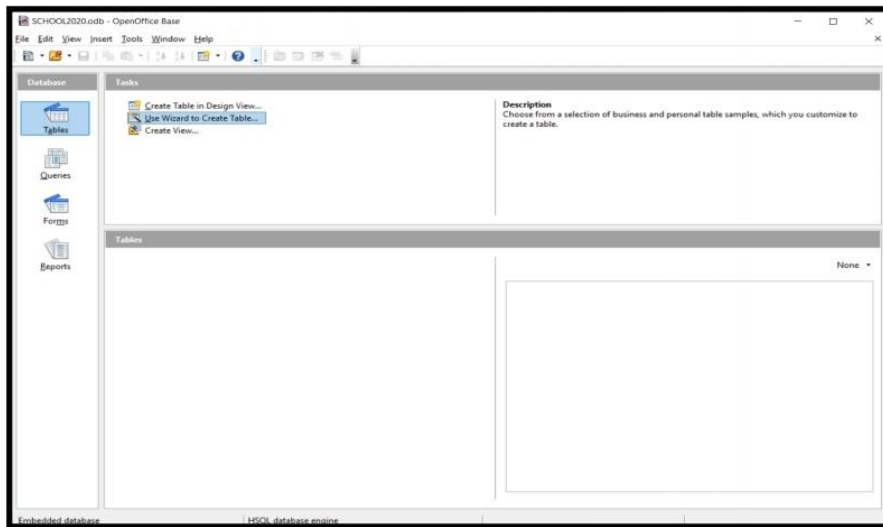
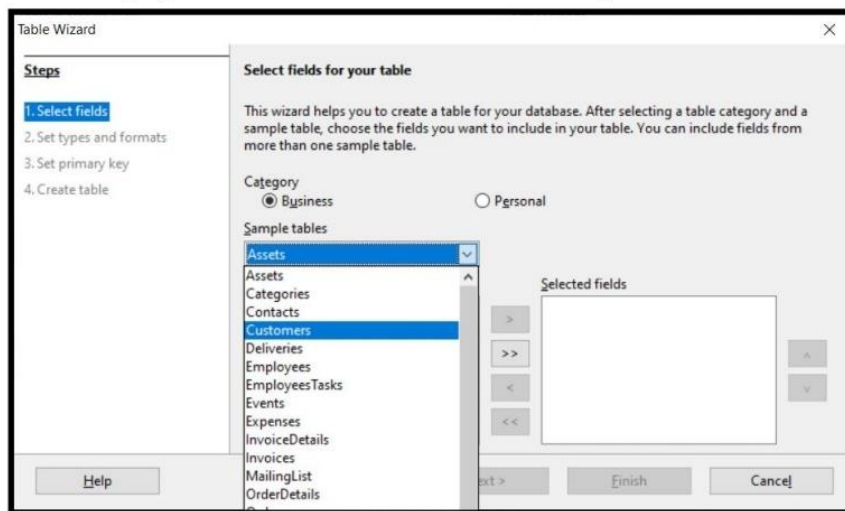


FIGURE 7

Click the Select Fields > Choose Category > Select the table (in the picture shown below “Business” category and “Customer” table has been chosen) > Click on Next Button.



Select the fields as per the requirements and select on buttons to add the predefined columns or select to remove the fields from the Selected Fields Box. After selecting the fields click on Next Button.

ACTIVITIES

1. Create a database for a stationery shop.

Hint: Create fields for items, price, colour, vendor, etc.

2. Create a database for a school library.

Hint : Create fields for book title, cost, provider, availability, etc

3. Create a database for maintaining a song collection.

Hint : Create fields for fields such as artist, movie, year released, etc.