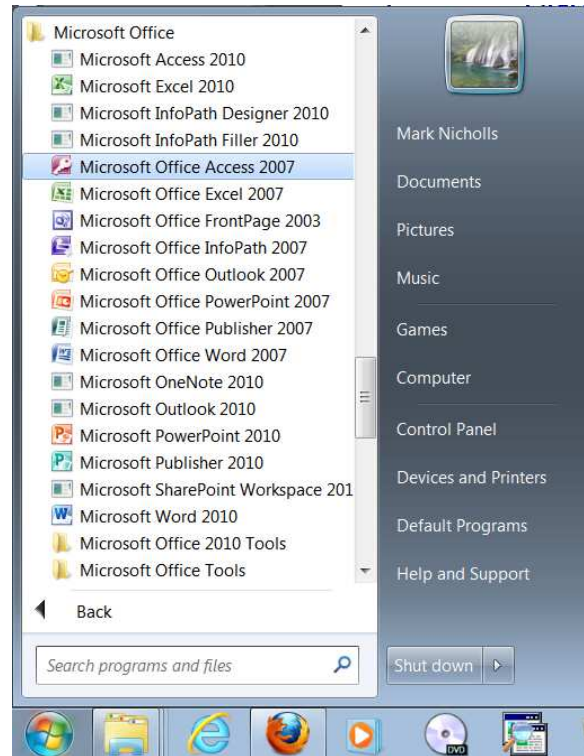# How to Create a Superhero Database

Creating a new database:

1) Open up Microsoft Access
   (Start - All Programs - Microsoft Office - Microsoft Access 2007).


2) You then need to click **"Blank Database".**

Creating a Database

3) This will appear on the right hand side. Name your database **"Film Characters"** and click on the folder to save it. Save it in the database folder in your student drive.

Blank Database

Create a Microsoft Office Access database that does not contain any existing data or objects.

File **N**ame:

Film Characters

\\phantom\staff\KhanS\home\

Browse for a location to put your database
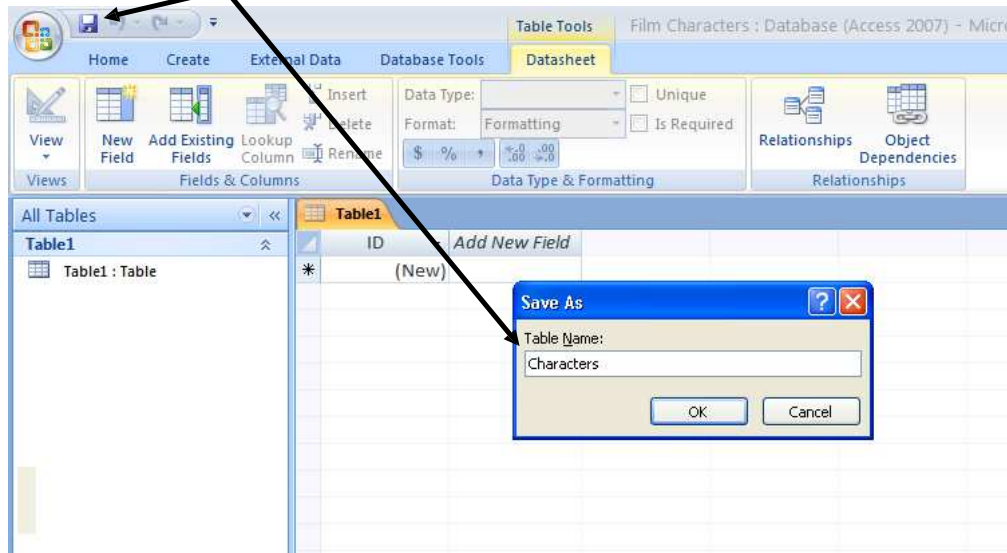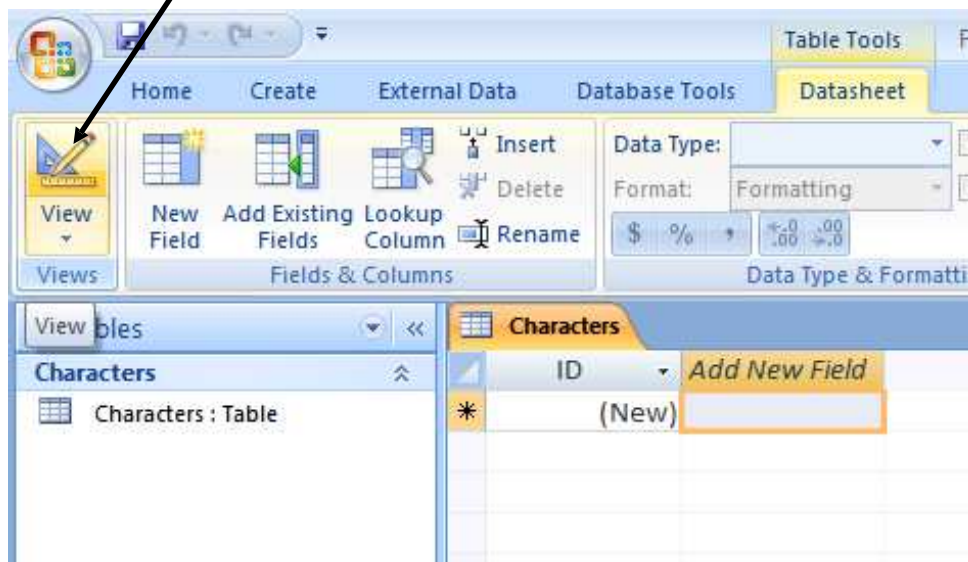
Create   Cancel

Tables

Tables are where records are stored and it is essential that they are set up correctly. Your table will open up straight away and look like this: -
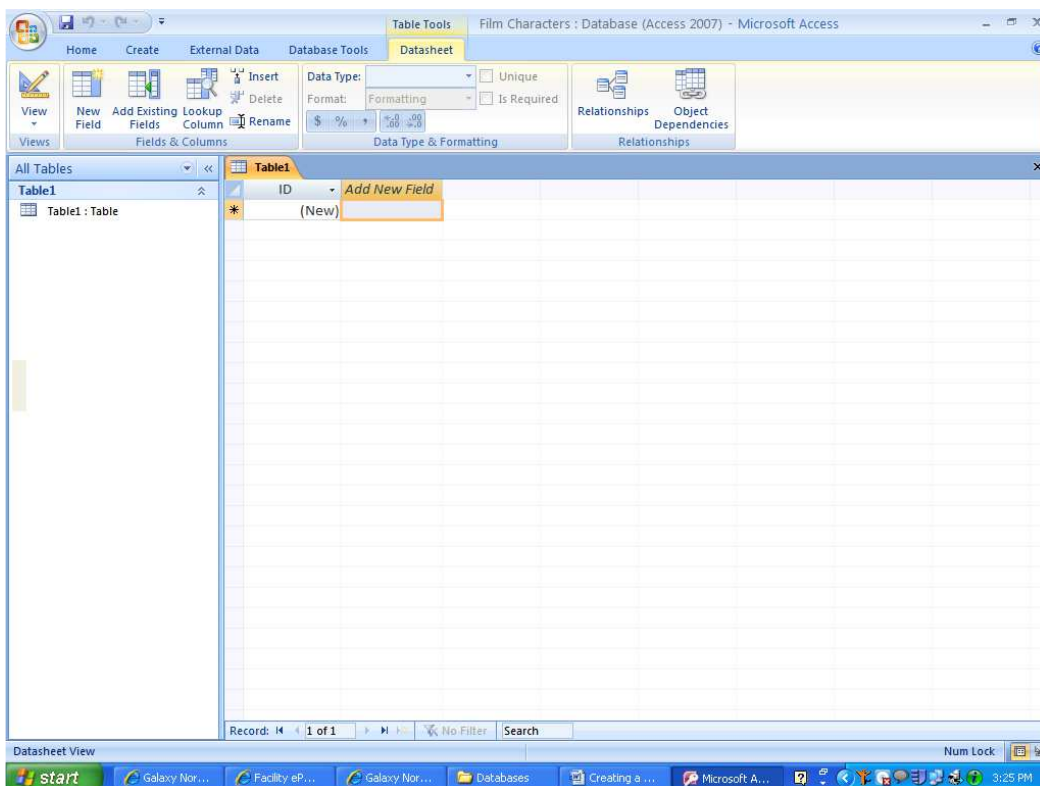
1) Save your table by clicking on the blue disk in the menu bar and call it **"Characters"** :-

2) You need to click on this button to take it to design view so you can enter your fields and data types: -

In design view you can enter the fields, data types and other information needed to store all of your records:

Field Name Create fields so you can hold data

Data Type Tells Access if data is Text, Number, Date etc

Description Explain a little bit about each field

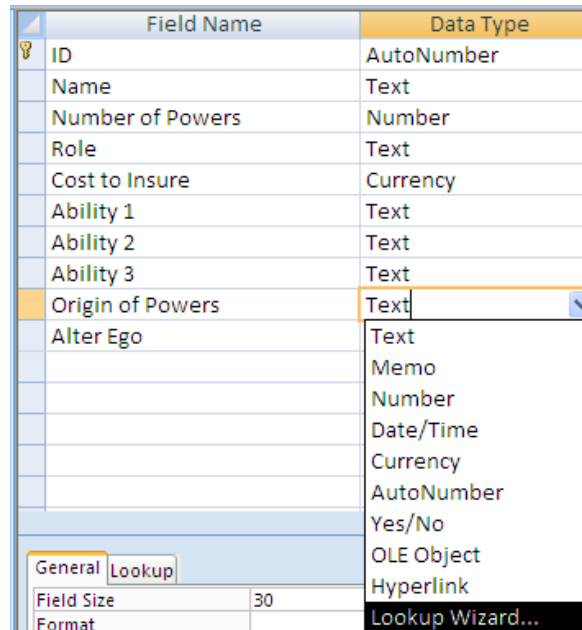**Primary Key** Allows you to make sure that no 2 records have the same number

3) Enter your table's fields as shown above, and add your own data types and descriptions.

4) Remember to save your table using the blue disk at the top, every time you make a change you want to keep!
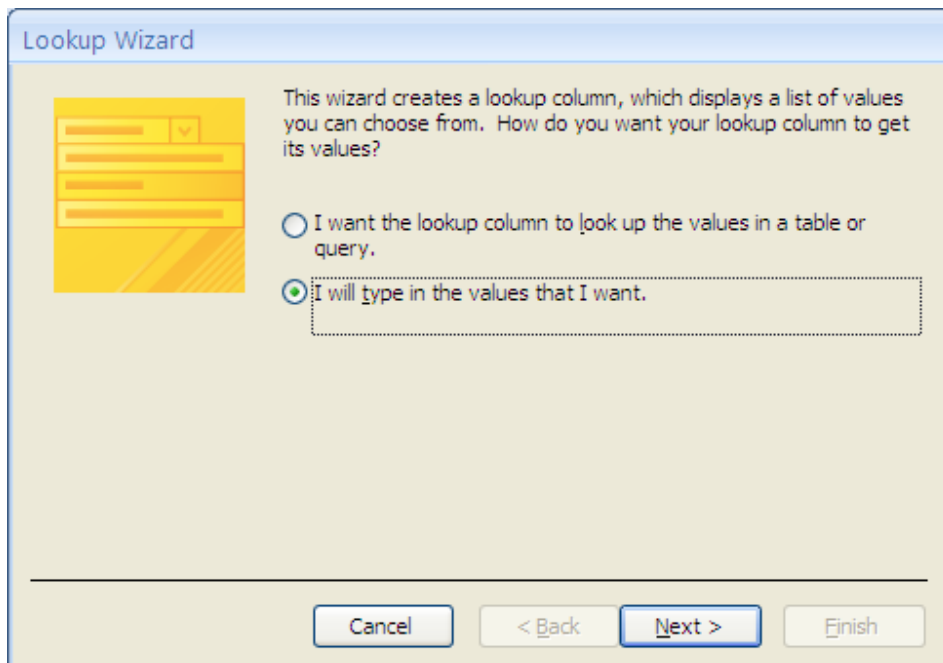
Adding a Combo Box (Drop down list):

Now you are going to add a combo box (also known as a drop down list), as this allows information to be added easier and quicker.

1) On the "**Origin of Powers**" field, on the data types field, click on "**Lookup Wizard**".

Field Name	Data Type
🔑 ID	AutoNumber
Name	Text
Number of Powers	Number
Role	Text
Cost to Insure	Currency
Ability 1	Text
Ability 2	Text
Ability 3	Text
Origin of Powers	Text
Alter Ego	Text
	Text
	Memo
	Number
	Date/Time
	Currency
	AutoNumber
	Yes/No
	OLE Object
	Hyperlink
	Lookup Wizard...

General | Lookup

Field Size   30
Format

2) Click on the "**I will type in the values that I want**" and then Next.

Lookup Wizard

This wizard creates a lookup column, which displays a list of values you can choose from. How do you want your lookup column to get its values?

◯ I want the lookup column to look up the values in a table or query.

◉ I will type in the values that I want.

Cancel   < Back   Next >   Finish

3) Start to type in all the possible options you want, one on each line **(Alien, Chemicals, Inheritance, Magic, Mutant Powers, Radiation, Technology, Training)** and then click **"Finish"**.
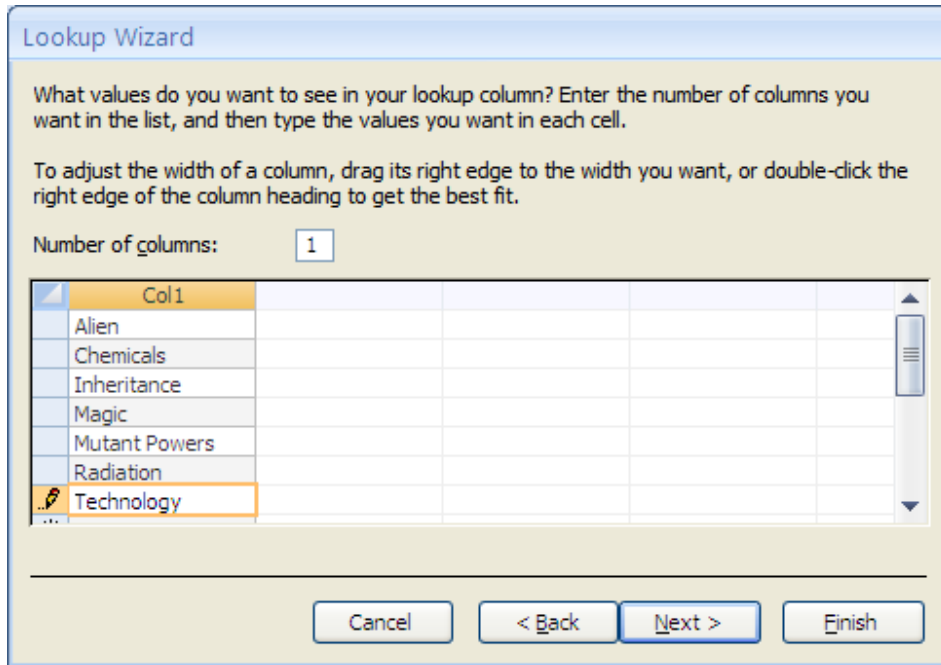
4) If you click on the view button and have a look on the field, it should show a drop down box so you can choose an option.
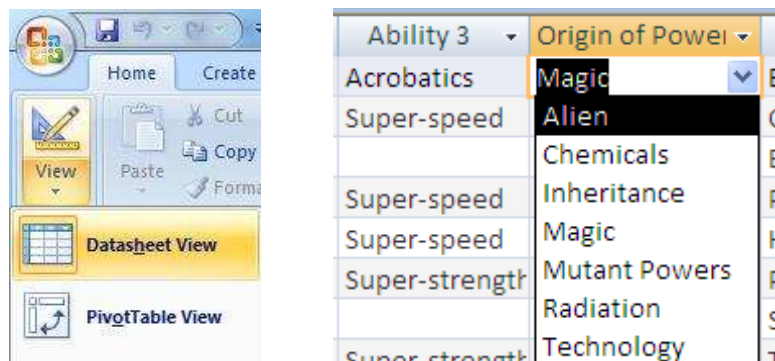
Adding Validation Rules:

1) Adding validation rules and text means only certain information can be added. On the following fields add the following validation rules and then add your own validation text for each one (use the Operators Helpsheet): -

- Number of Powers – **Only allow a number between 1 and 10.**
- Role – **Only allow Super Hero, Super Villain, Team Member or Henchman.**
- Cost to Insure – **Only allow a number less than or equal to 1000.**

EXAMPLE VALIDATION RULE FOR THE "ROLE" FIELD: -

General	Lookup
Field Size	30
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	"Super Hero" Or "Super Villain" Or "Team Member" Or "Henchman"
Validation Text	Please enter either Super Hero, Super Villain, Team Member or Henchman
Required	No
Allow Zero Length	Yes
Indexed	No
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

NOW CHECK THAT YOU HAVE SET UP YOUR STRUCTURE CORRECTLY BY IMPORTING THE DATA – DO THIS BY OPENING UP THE "IMPORTING RECORDS HELPSHEET" FROM PART 3 OF THE DATABASES WEB PAGE