To Create a Table in Design View:

- 1) Click on the Create tab
- 2) Click on Table
- 3) Switch over to Design View
- 4) If prompted to save the table, enter a name and click on OK
- 5) Type the field names and select the appropriate data type for each field
- 6) Continue until all fields are inserted

Note: The order that you enter the field names is the order the fields will appear in the table.



### Setting a Primary Key

The Primary Key is the unique identifier for each record in a table. Access will not allow duplicate entries in a primary key field. When creating a new table, Access automatically creates a field "ID" with the autonumber data type, and assigns this as the Primary Key.

To Set a Primary Key:

- 1. In Design View, position your cursor in the field you wish to set as the Primary Key
- 2. Click the Primary Key button on the toolbar
- 3. Save the table

Note: To turn off the Primary Key simply click on the Primary Key button again.



# **Microsoft Access 2010 Concepts Review Answers**

**David Baud** 

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