Computerised Accounting Practical

Model # L001   Project No:

Title : **Table Creation**

Question

Create a Table named 'TblStudents' in LibreOffice Base with the fields AdmnNo, StudentName, Class, DOB and FeePaid. Set the AdmnNo as Primary Key and enter the following details in the TblStudents.

AdmnNo	StudentName	Class	DOB	FeePaid
1001	Subhash	C2-A	10/04/1998	240
1002	Ramya Krishna	C2-B	22/05/1997	220
1003	Annie Joseph	C2-B	11/03/1999	280
1004	Ameer Hussan	C2-C	02/05/1998	240

Procedure

Step-1 :   Open LibreOffice Base (**Application→ Office→ LibreOffice Base**)

Step-2 :   In Database wizard, under step-1, ensure that '**Create new database**' option is selected and then click Finish Button

Step-3 :   In Save Dialogue box give a suitable name for your database and select a location to save the database and click 'Save' button. This will open the created database file

Step-4 :   In the left pane click on the icon 'Tables' and below the Tasks section click on 'Create Table in Design View'. This will open the table creation screen.

Step-5 :   In Table Creation screen enter the Field Names and select appropriate Field Types as given below

Field Name	Field Type
AdmNo	TEXT [VARCHAR]
StudentName	TEXT [VARCHAR]
Class	TEXT [VARCHAR]
DOB	Date [DATE]
FeePaid	Number [Numeric]

Step-6 :   To set the AdmNo field as primary key Right Click on the row selector of AdmNo and select the '**Primary Key**' from the drop down menu.

Step-7 :   Click on the Save Button (Or press Ctrl+S) to save the table. In Save as dialogue box enter 'TblStudents' as Table Name and click on 'OK' button

Step-8 :   Then close the Table Creation screen by clicking the close button ('X') on the right-top corner of the window.

Step-9 :   In Database window under the head 'Tables' we can see the created table, TblStudent. Double click on this to open it in Data View mode.

Step-10:   Enter the details of all students in the table one after one.

Output

	AdmNo	StudentName	Class	DOB	FeePaid
	1001	Subhash	C2-A	10/04/98	240
	1002	Ramya Krishna	C2-B	22/05/97	220
	1003	Annie Joseph	C2-B	11/03/99	280
	1004	Ameer Hussan	C2-C	02/05/98	240