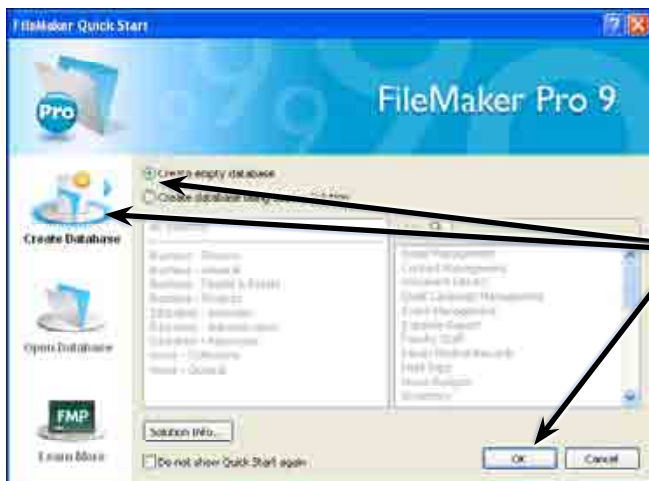# Creating a Database

In this exercise you will create a database for a chain of pizza shops to revise the database skills that were introduced in the Database Module of Practice IT Book 1.

When creating a database the FIELD NAMES are entered followed by the DATA TYPE that each field will contain. The DATA TYPE indicates the type of data that will be entered into the field. Examples of field types include: TEXT, NUMBER, DATE and CALCULATION.
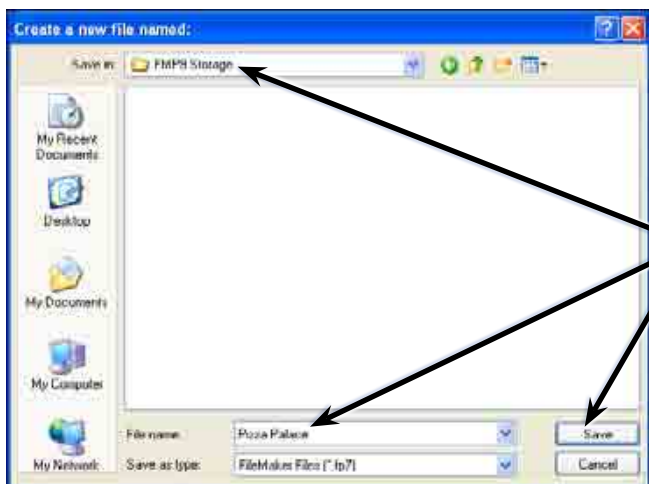
Saving the File

FileMaker automatically saves the data that you enter so, when you start a database, it needs to be saved so that FileMaker knows where to store the data.

1   Load FileMaker Pro 9 and the QUICK START dialogue box should open.

2 Click on the CREATE DATABASE option, select the CREATE EMPTY DATABASE and select OK.

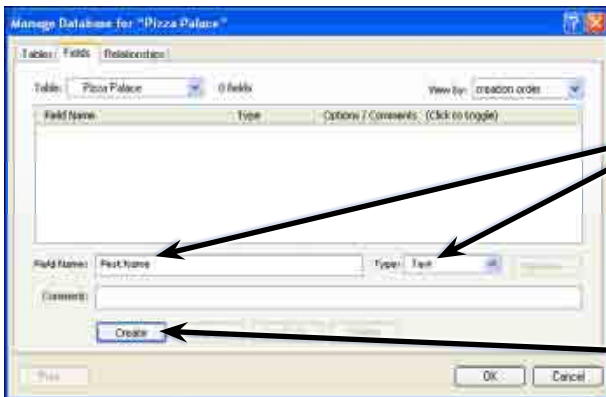3 Set the SAVE IN (or PLACES) box to your STORAGE folder, call the file:

Pizza Palace

and click on SAVE.
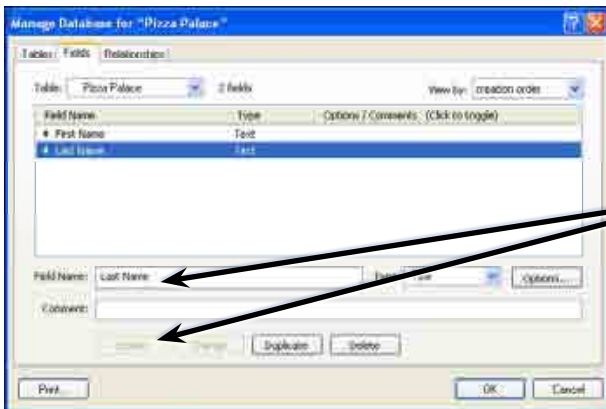
Entering the Fields

The first two fields will contain text so these fields will need their DATA TYPE set to TEXT. The next five fields will be set to DATE, NUMBER or TEXT fields.

1   You will be asked to enter the fields.

2 Enter the FIELD NAME:

First Name

and leave the FIELD TYPE box as TEXT.
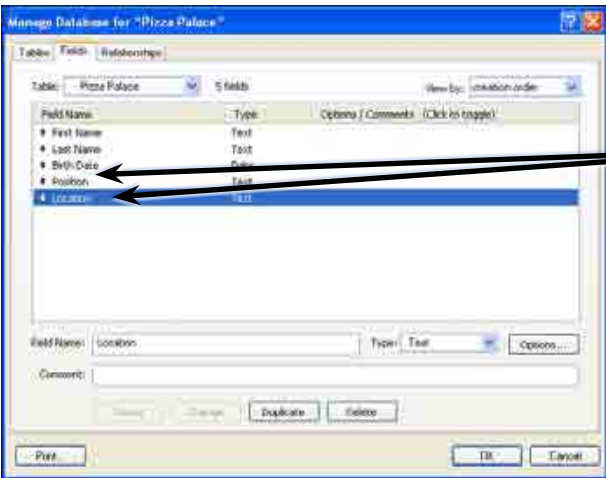
3 Click on the CREATE button (or press <enter> or <return>) to set the field.
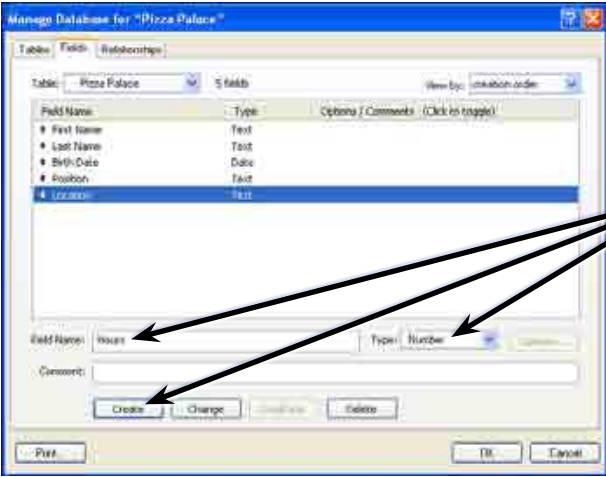

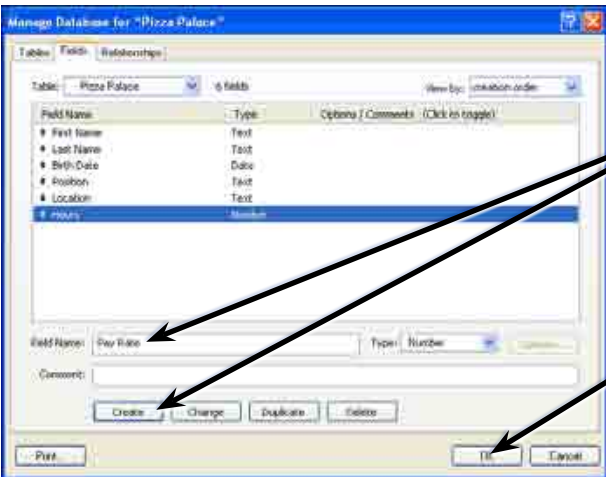4 Repeat steps 2 and 3 to enter the field:

Last Name

5 Enter the FIELD NAME:

Birth Date

set its FIELD TYPE box to DATE as we will be entering dates into this field and select CREATE.

6 Repeat steps 2 and 3 to enter the text fields:

        Position
        Location

7 Enter the FIELD NAME:

        Hours

set its FIELD TYPE box to NUMBER as we will be entering numbers into this field and select CREATE.
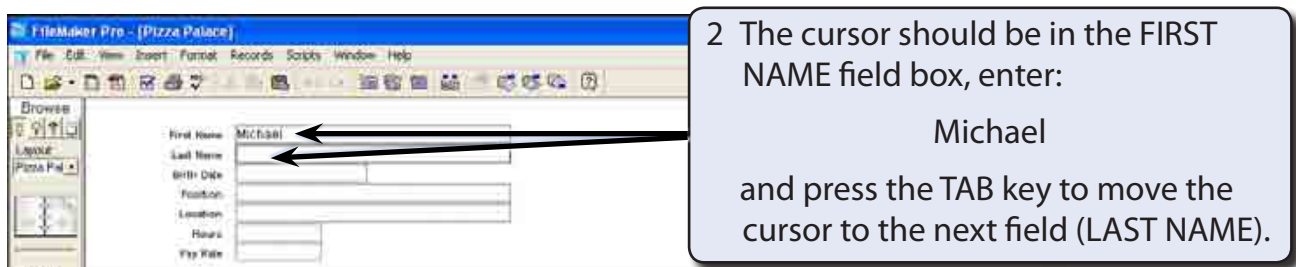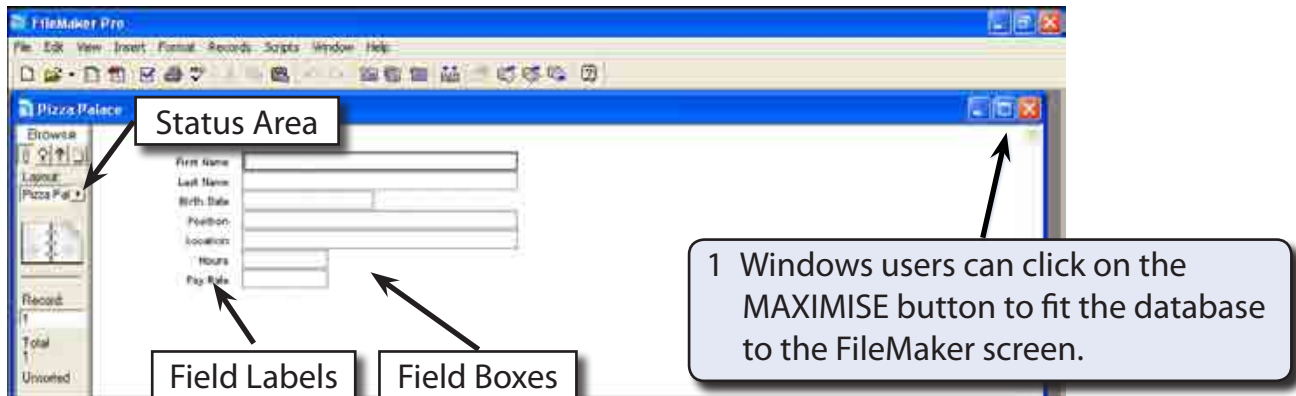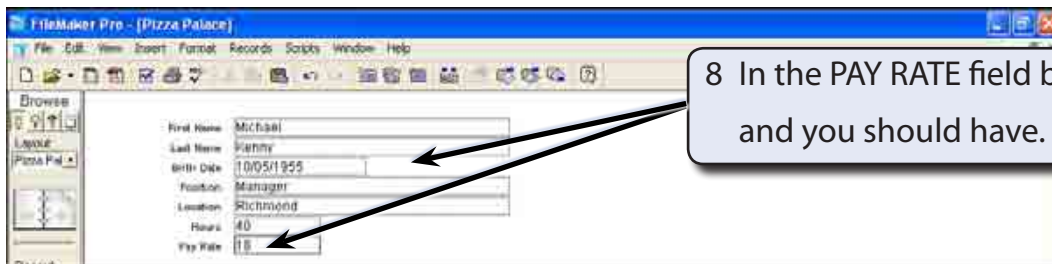

8 Repeat step 7 to enter the field:

        Pay Rate

9 Click on OK to complete the fields.

Entering the Data

Once you complete the field creation process the screen is set to BROWSE mode, which shows the field names (called FIELD LABELS) with boxes next to them (called FIELD BOXES) where the data relevant to each field is entered.
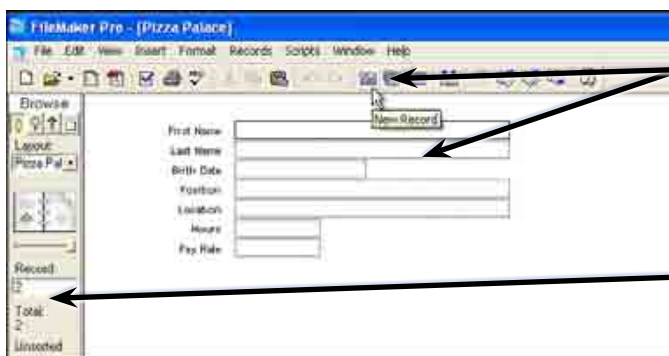

Status Area

Field Labels   Field Boxes

1 Windows users can click on the MAXIMISE button to fit the database to the FileMaker screen.

2 The cursor should be in the FIRST NAME field box, enter:

Michael

and press the TAB key to move the cursor to the next field (LAST NAME).

3   In the SURNAME field box enter: Kenny

and press the TAB key again to move the cursor to the next field.

4   In the BIRTH DATE field box and enter: 10/5/55

and press the TAB key again to move the cursor to the next field.

5   In the POSITION field box enter: Manager

and press the TAB key again to move the cursor to the next field.

6   In the LOCATION field box enter: Richmond

and press the TAB key again to move the cursor to the next field.

7   In the HOURS field box enter: 40

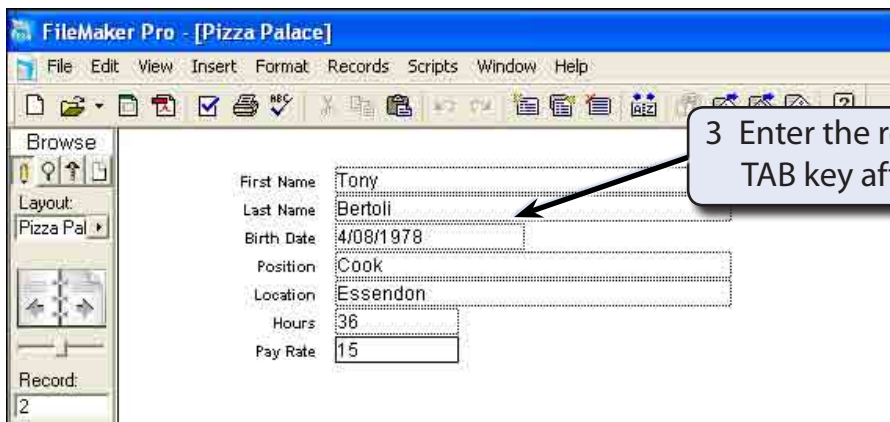and press the TAB key again to move the cursor to the next field.

8 In the PAY RATE field box enter: 18
   and you should have.

Adding New Records

1 Click on the NEW RECORD button in the STANDARD Toolbar (or press CTRL+N or COMMAND+N) and a fresh set of fields are provided.

2 The number of the new record is displayed in the STATUS AREA at the left of the screen.

3 Enter the record shown, pressing the TAB key after each field.

4   Repeat steps 1 and 2 to enter the records shown at the top of the next page.