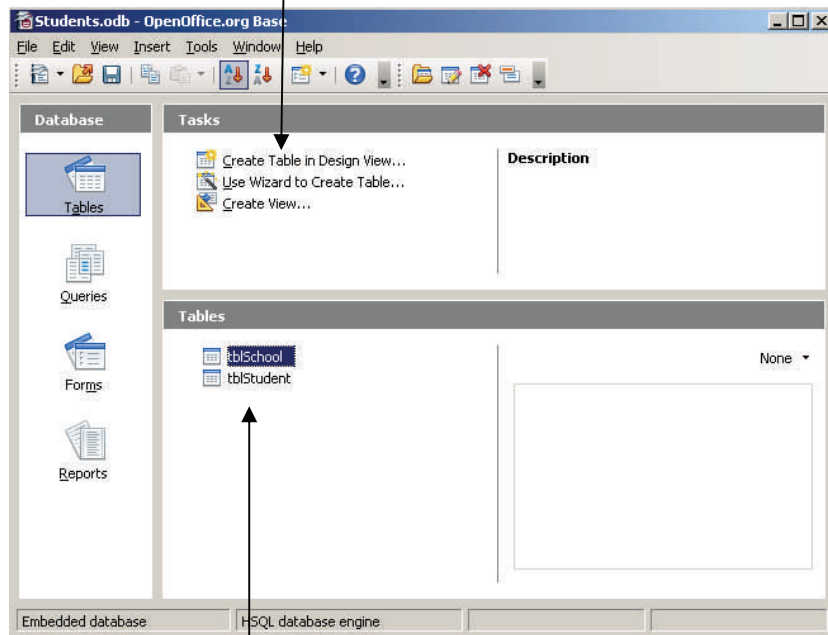


### Base Overview





Create a new object with one of the **Tasks** options

**Database bar:**  
Select the type  
of object you  
want to view.



Database objects appear in this section.

### Objects

- **Tables** store data in records and fields 
- **Queries** examine data stored in tables through filters, sorts and calculations. 
- **Forms** display and maintain data in a table or query through custom screens. 
- **Reports** present table or query data in a printable format. 
- **Open an Object:** Double-click the object name.
- **Create a New Object:** Click the object you want to create on the Database bar. Choose a Create option on the Tasks bar.
- **Modify an Existing Object:** Select the object and click the Edit button on the toolbar.
- **Delete an Object:** Select the object and press **<Delete>**.
- **Rename an Object:** Right-click the object, select Rename from the shortcut menu, enter the new name, and press **<Enter>**.



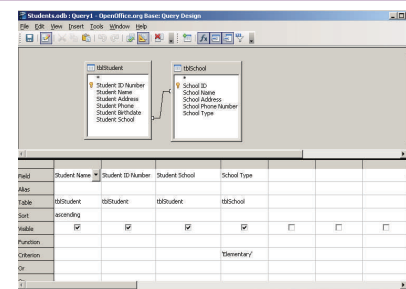
## Table Design

- **Create a Table in Design View:** Click Tables on the Database bar and double click Create Table in Design View. Type a field name in the first column then choose the Data Type in the second column. Repeat for all fields on the table. Close the table window, click Yes to save the table then enter a table name.
- **Use Wizard to Create Table:** Click Tables on the Database bar and double click Use Wizard to Create Table. Follow the instructions given.

## Forms and Reports

- **Create a Form:** Click the Forms button on the Database bar and double click Create Form in Design View... OR Use Wizard to Create Form... Follow the instructions given to create the form.
- **Create a Report:** Click the Reports button on the Database bar and double click Use Wizard to Create Report... Follow the instructions given to create the report.

## Queries



- **Create a Query:** Click the Queries button on the Database bar and double click Create Query in Design View... OR Use Wizard to Create Query... Follow the instructions given.

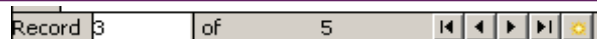
## Shortcuts

Open	<CTRL>+O	Delete	<DELETE>	Cancel	<ESC>	Previous Field	<SHIFT> + <TAB>	Paste	<CTRL>+V
Close	<CTRL>+W	Undo	<CTRL>+Z	Switch Between	<ALT> + <TAB>	Cut	<CTRL>+X	Find	<CTRL>+F
Print	<CTRL>+P	Help	<F1>	Next Field	<TAB>	Copy	<CTRL>+C	Save	<CTRL>+S

## Data Types

- **Image:** Stores graphics created in another program
- **Memo:** Stores long text entries
- **Number:** Stores any number that can be used for calculations
- **Decimal:** Stores numbers that contain decimal values
- **Text (DEFAULT):** Stores text, numbers, or a combination of text and numbers
- **Yes/No:** Stores only a Yes or No value
- **Date:** Stores a date
- **Time:** Stores a time
- **Date/Time:** Stores both a date and time
- **Linking Tables:** Two tables can be linked together in Base. The fields used to link the two tables must have the same field type.
- **Link Tables:**
  1. Click Tools > Relationships.
  2. Click the Add Tables button if it's not already showing. Select the correct table and click the Add button. Repeat for all necessary tables. Click Close.
  3. Locate the related fields in the tables. Drag the field from one table to the related field on the second table. Close the Relationships window when finished.

## Working With Data



- **Add a New Record:** Click New Record button on the Navigation bar.
- **Select a Record:** Click the gray box to the left of the record.
- **Delete a Record:** Select a record then click Edit > Delete Record from the menu.
- **Find Information in a Table:** Place the cursor in the field containing the value you want to find. Click the Find button on the toolbar. Type the value you want to find then click Search.
- **Sort Information in a Table:** Place the cursor in the field that you want to sort by. Click the Sort Ascending or Sort Descending button on the toolbar.
- **AutoFilter:** Place the cursor in the record and field that matches your selection criterion and click the AutoFilter button on the toolbar.
- **Standard Filter:** Click the Standard Filter button on the toolbar then choose the Field Name, Condition and Value required for the filter you want.
- **Remove a Filter:** Click the Remove Filter/Sort button on the toolbar.
- **Spell Check:** Click the Spelling button on the toolbar.

