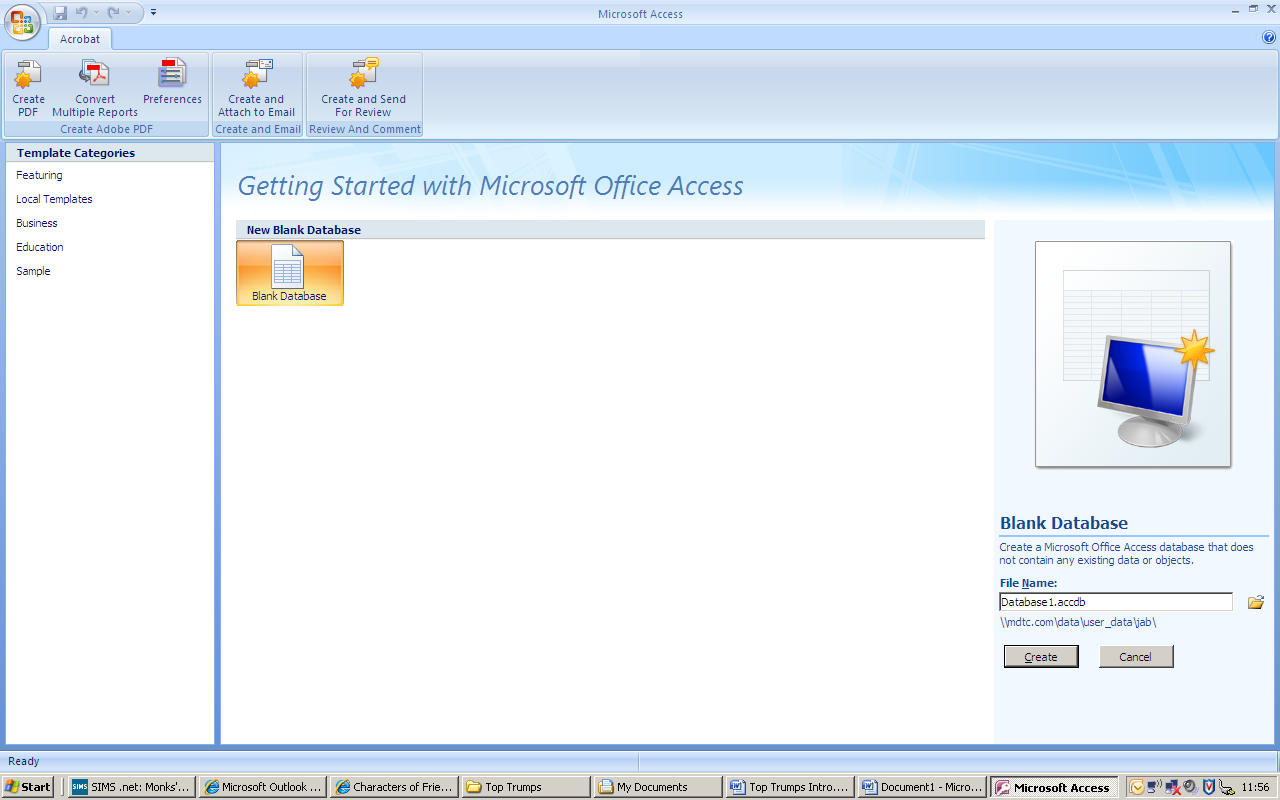
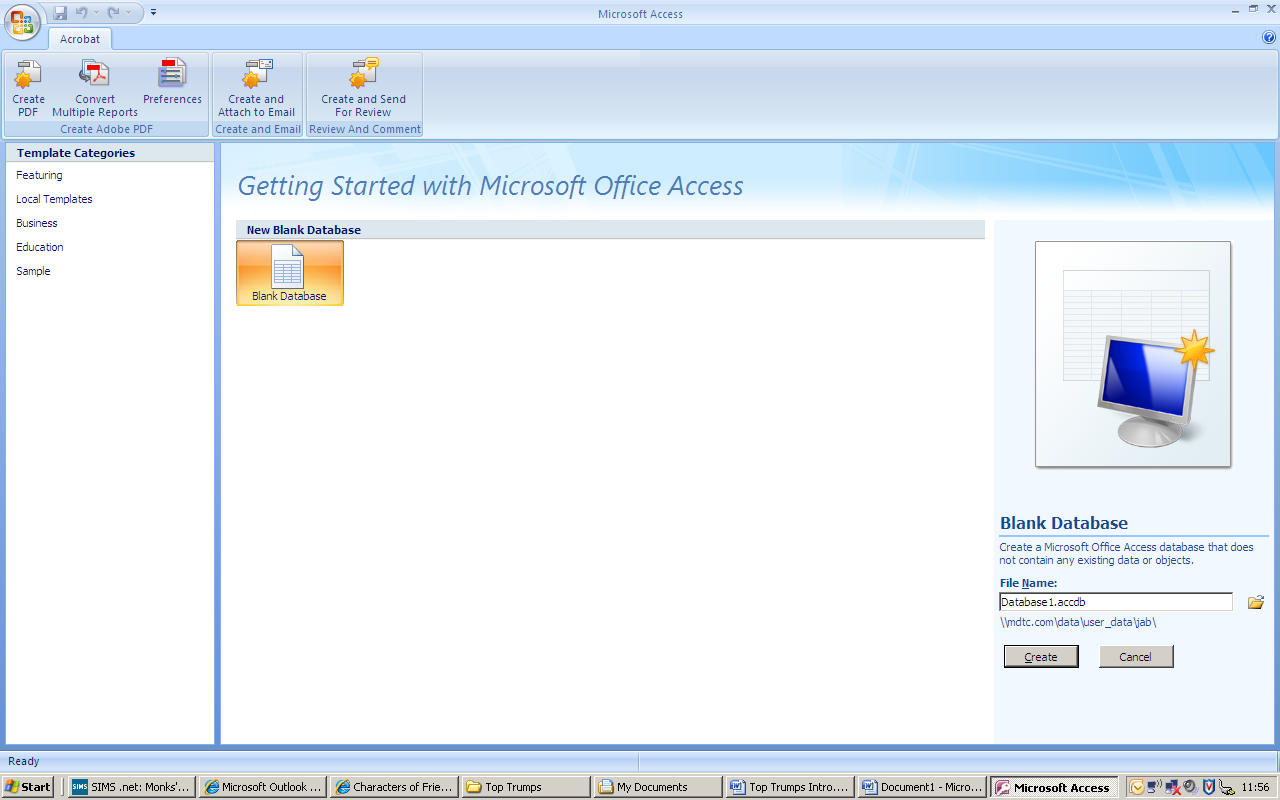
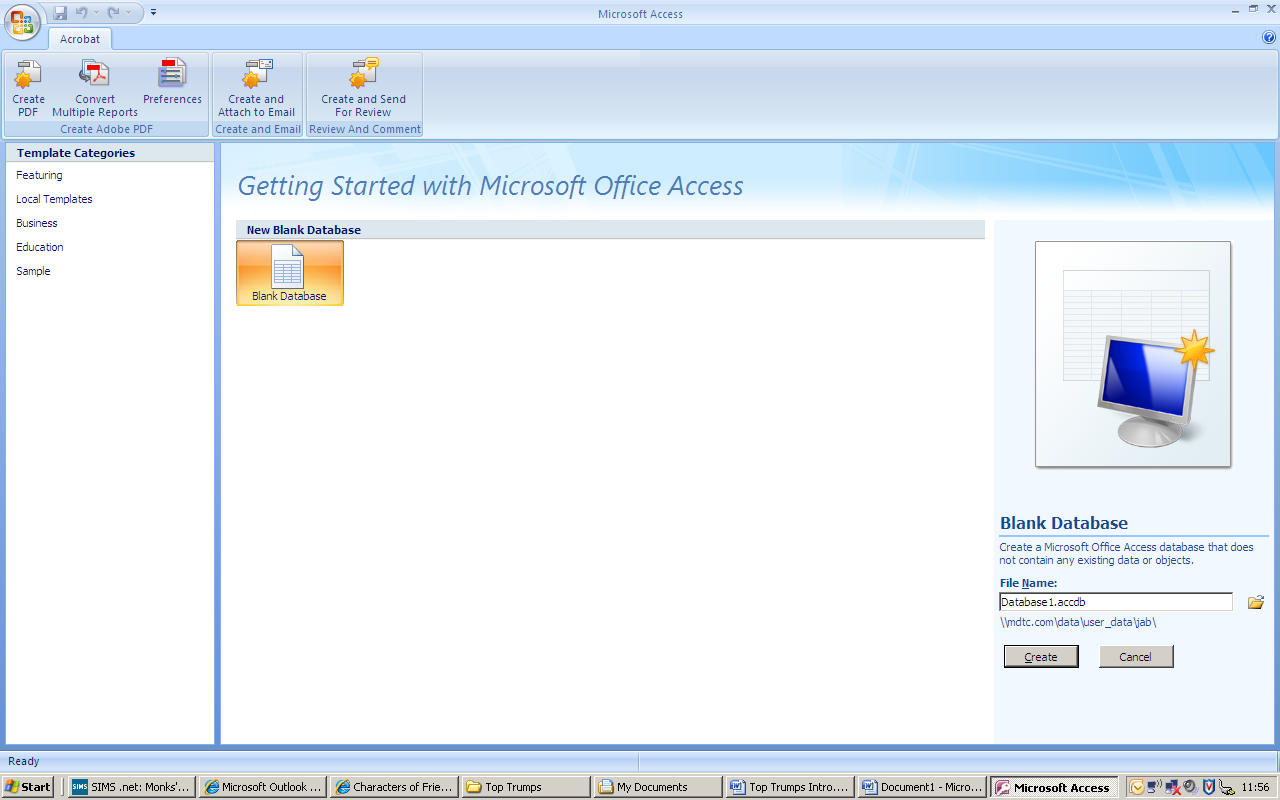
**Create a Top Trumps Database**

**A. Create a Database**

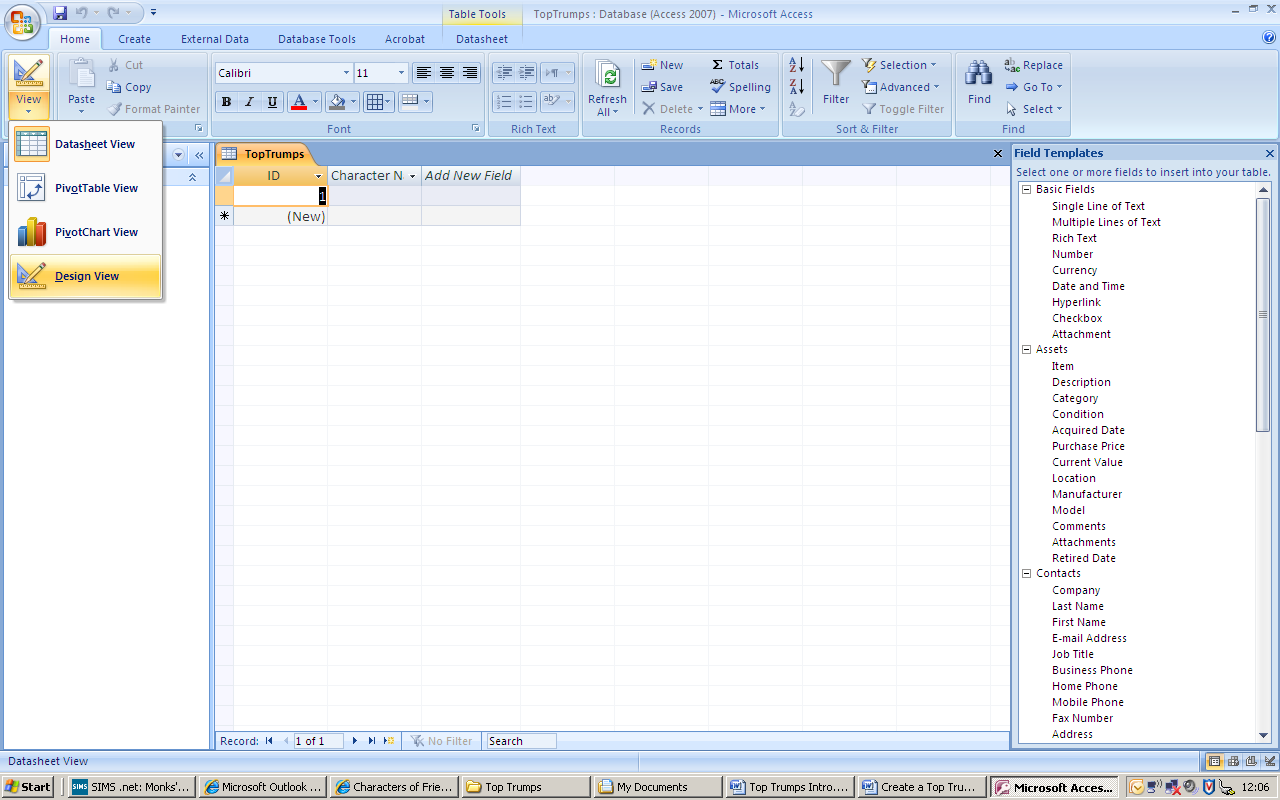
1. Open Microsoft Access  
2. Click on 

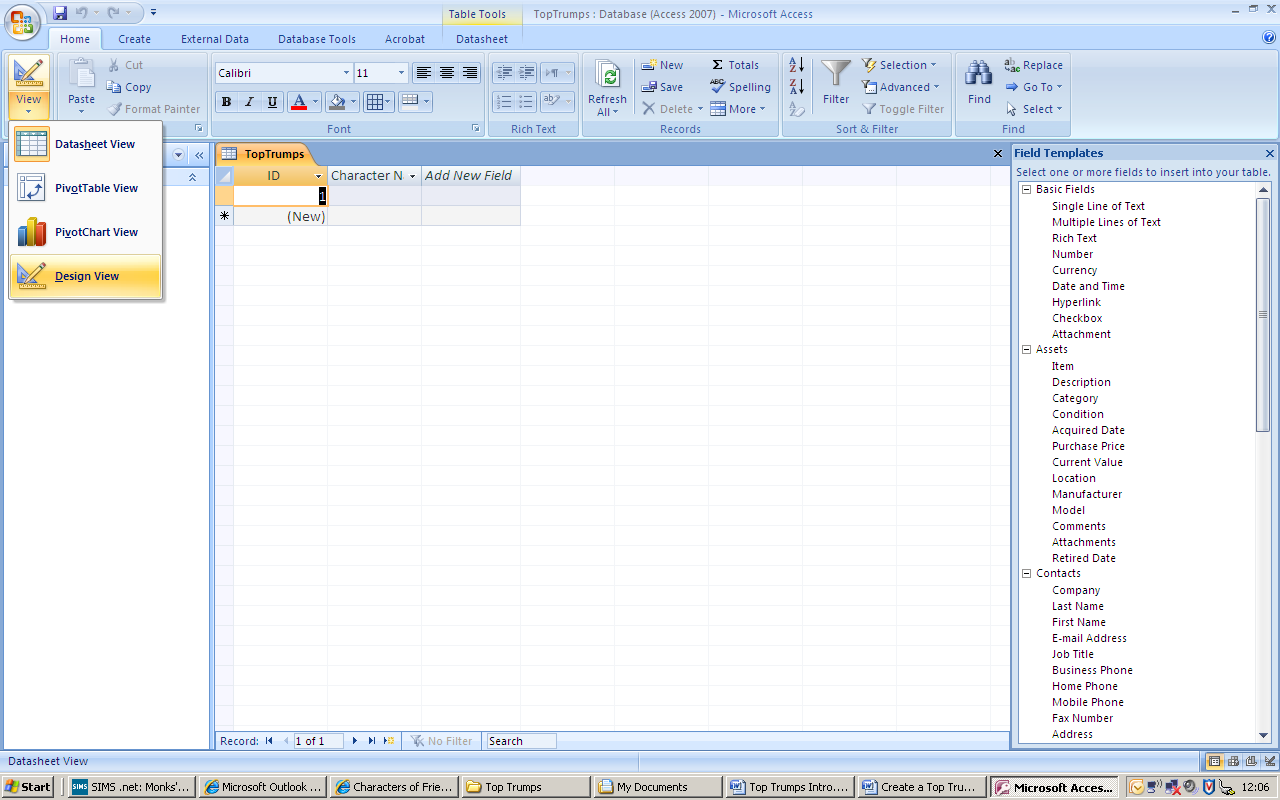
3. Choose a folder in “My Documents”

4. Save Database “Top Trumps”



5. You will now be given a table.

6. Click on



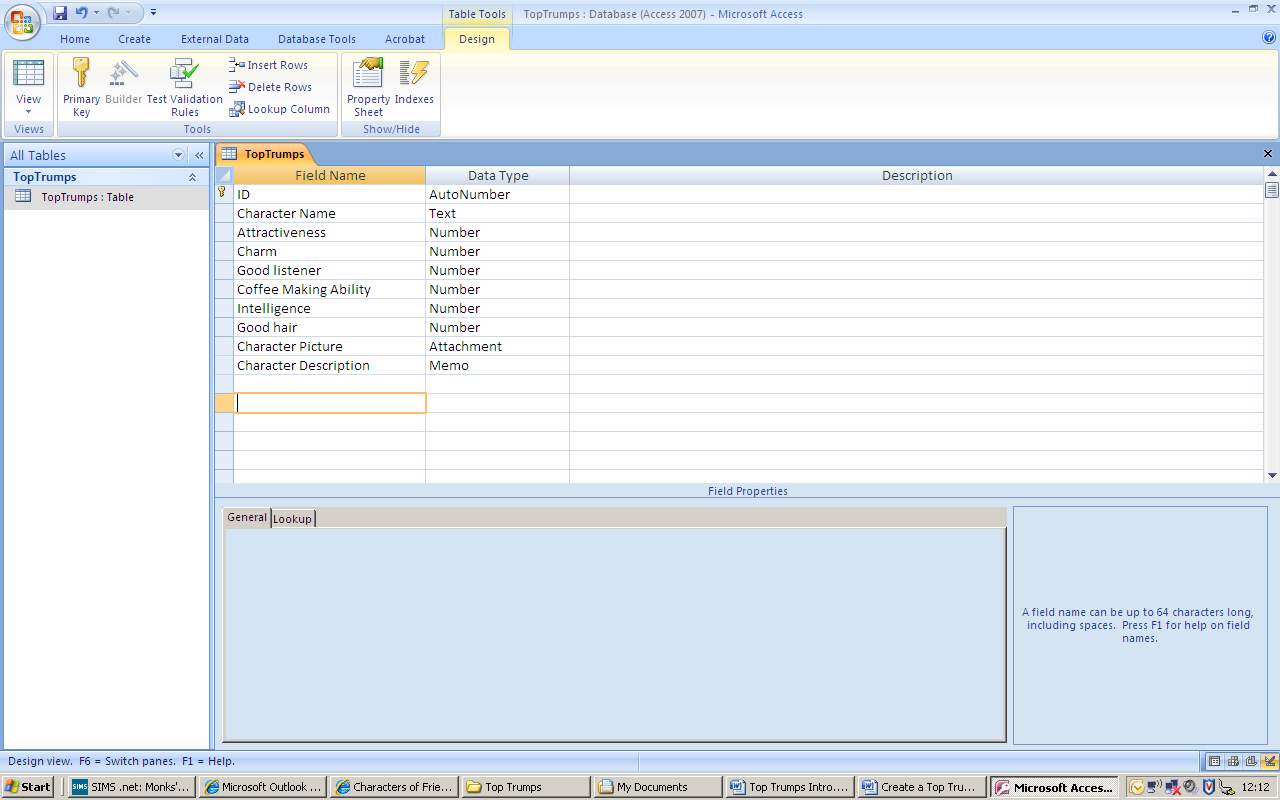
7. Save Table As “Top Trumps”

8. Create fields

You must have:

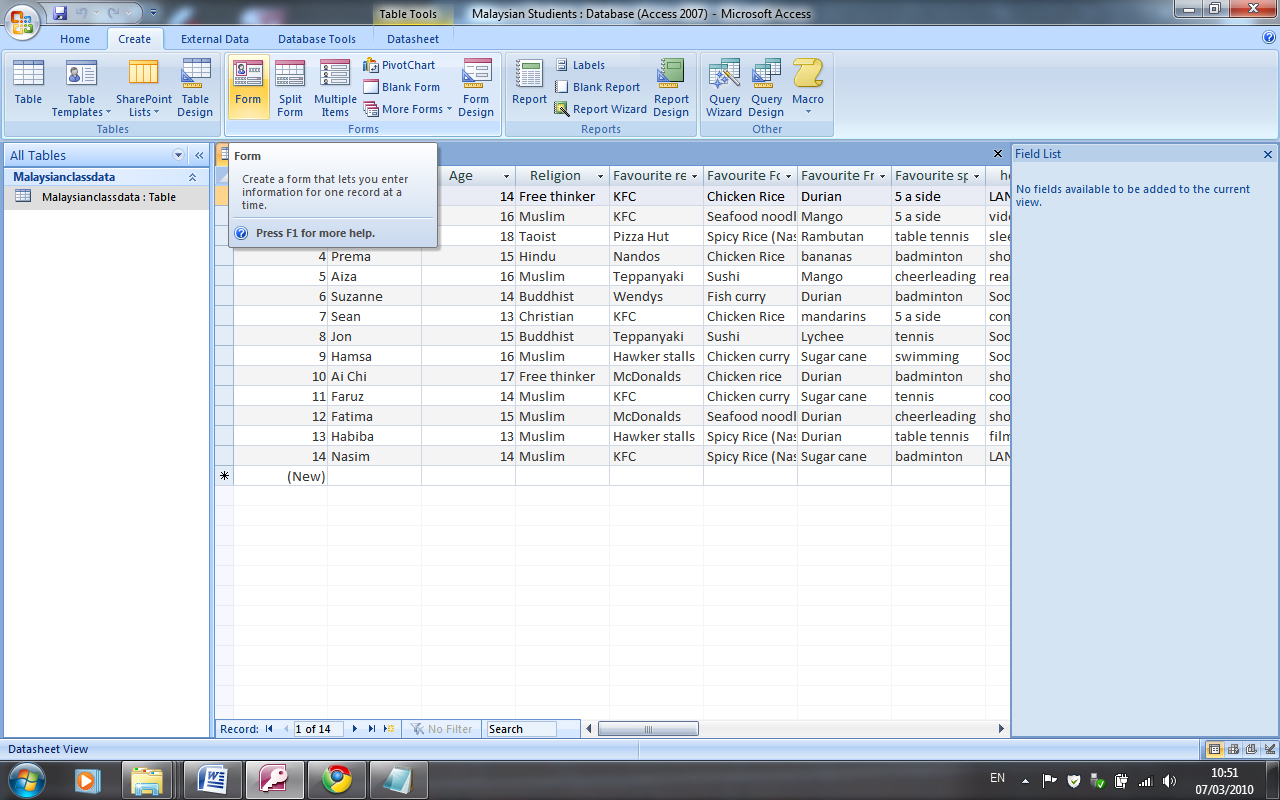
* ID (Created for you)
* Character Name (Text)
* Character Picture (Attachment)
* Character Description (Memo)

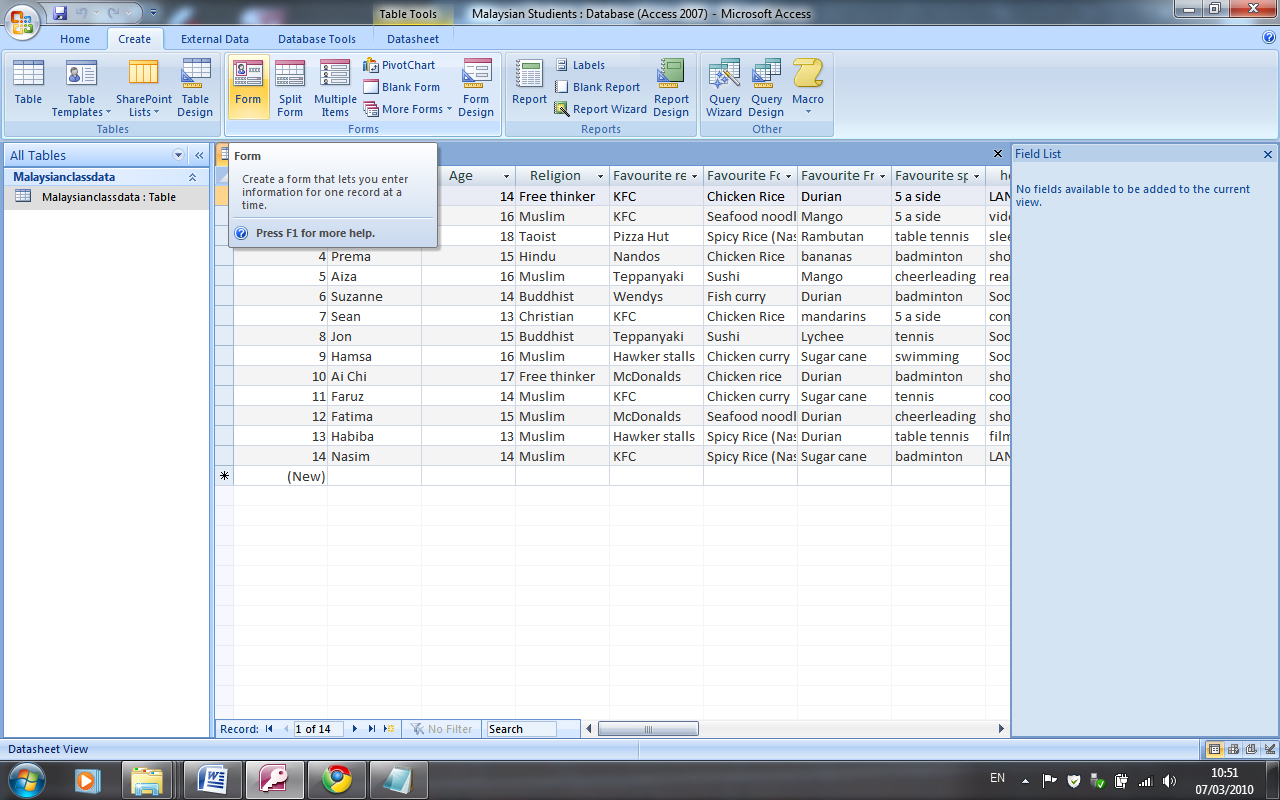
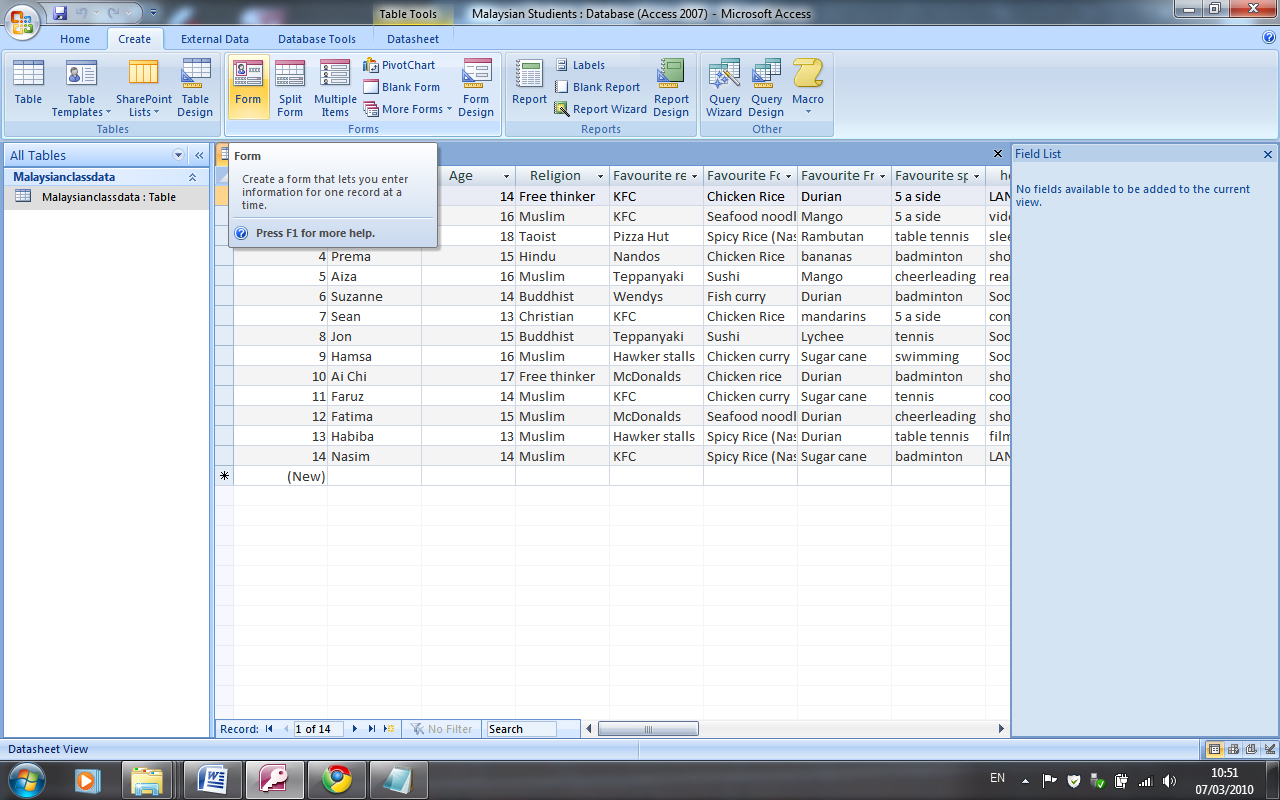
The rest of the Top Trumps fields should be numbers

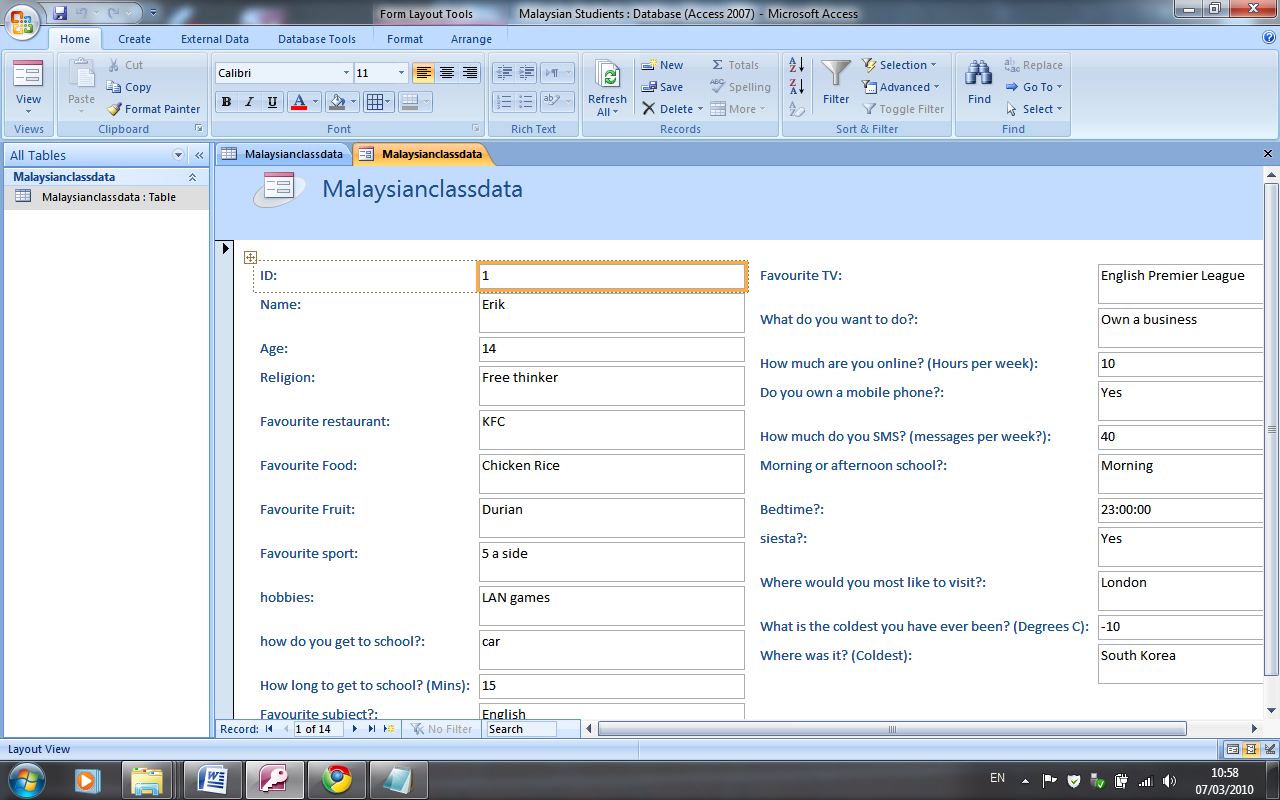


**B. Create a Form**

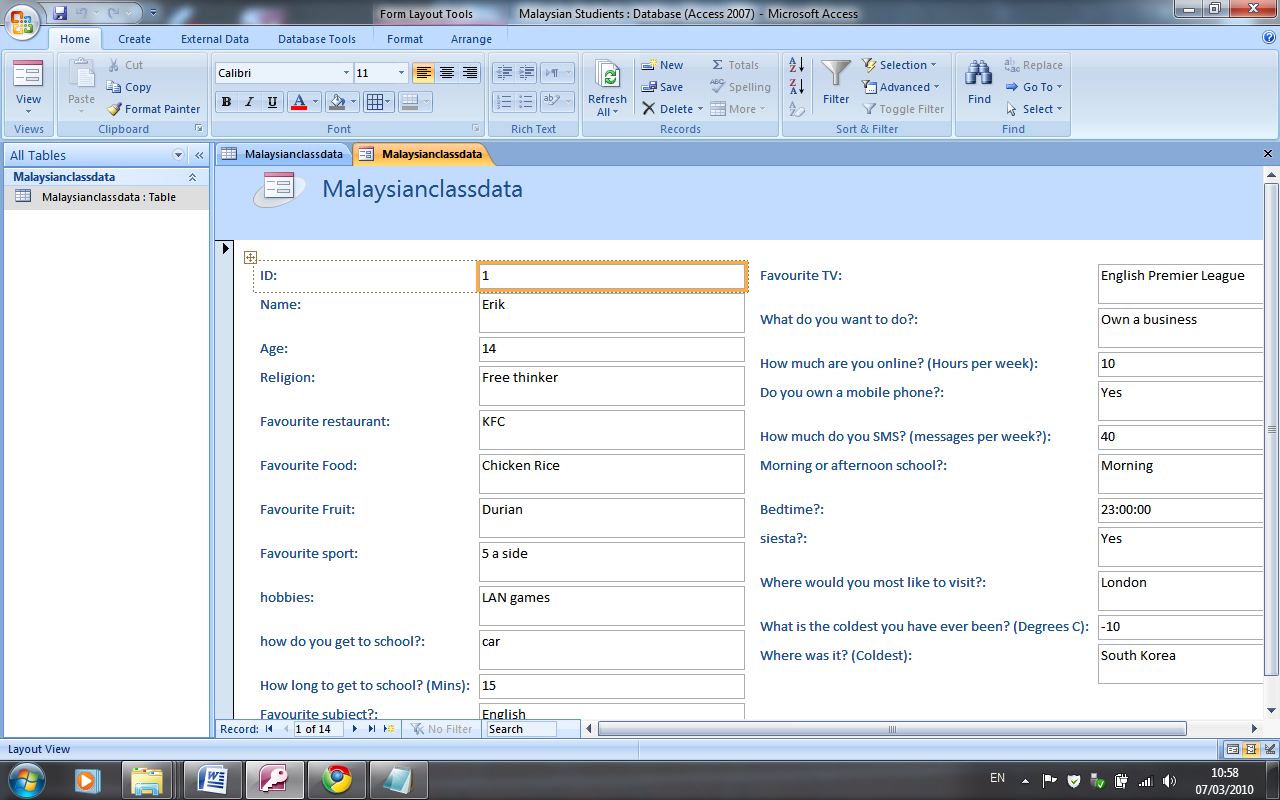
Forms are very useful, because they make it easier to look at, edit and create individual records.

1. Click on  Form.



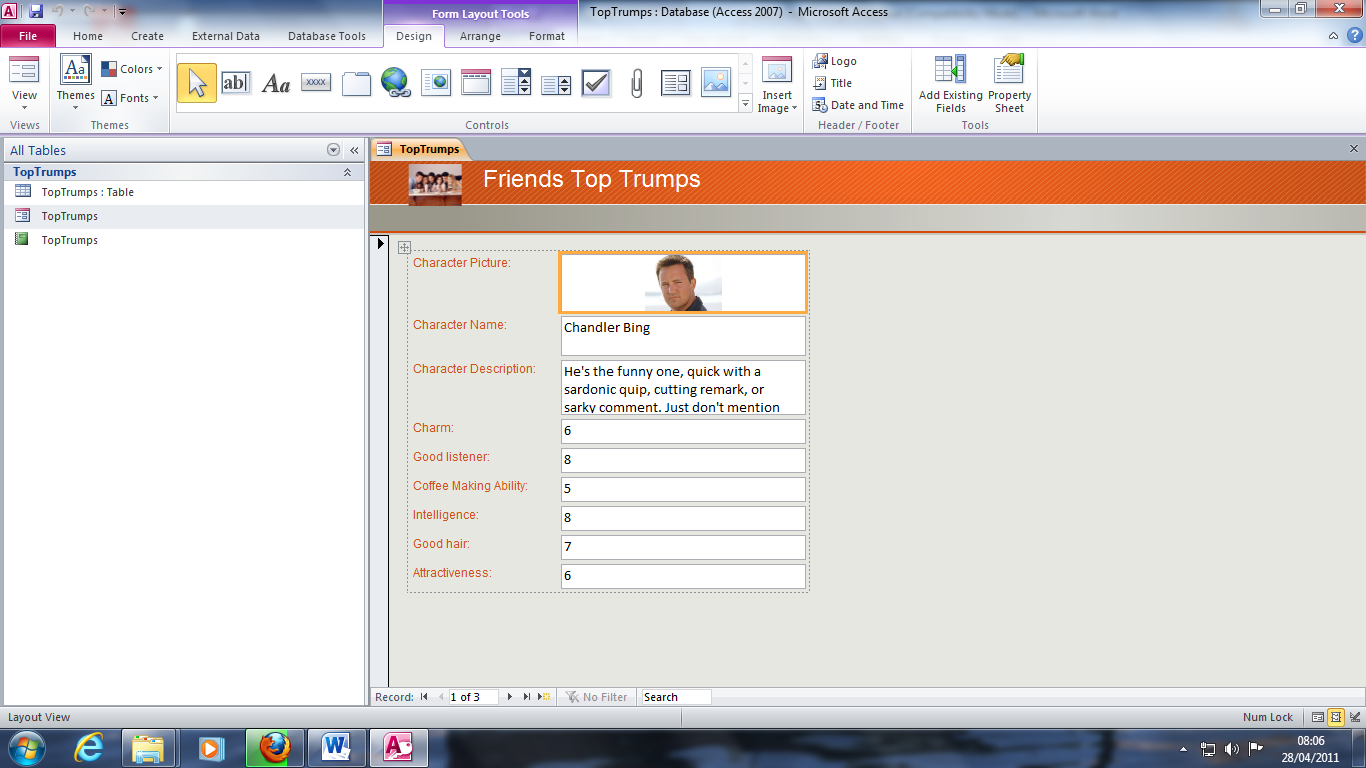
It will create a form with all of the fields in it.

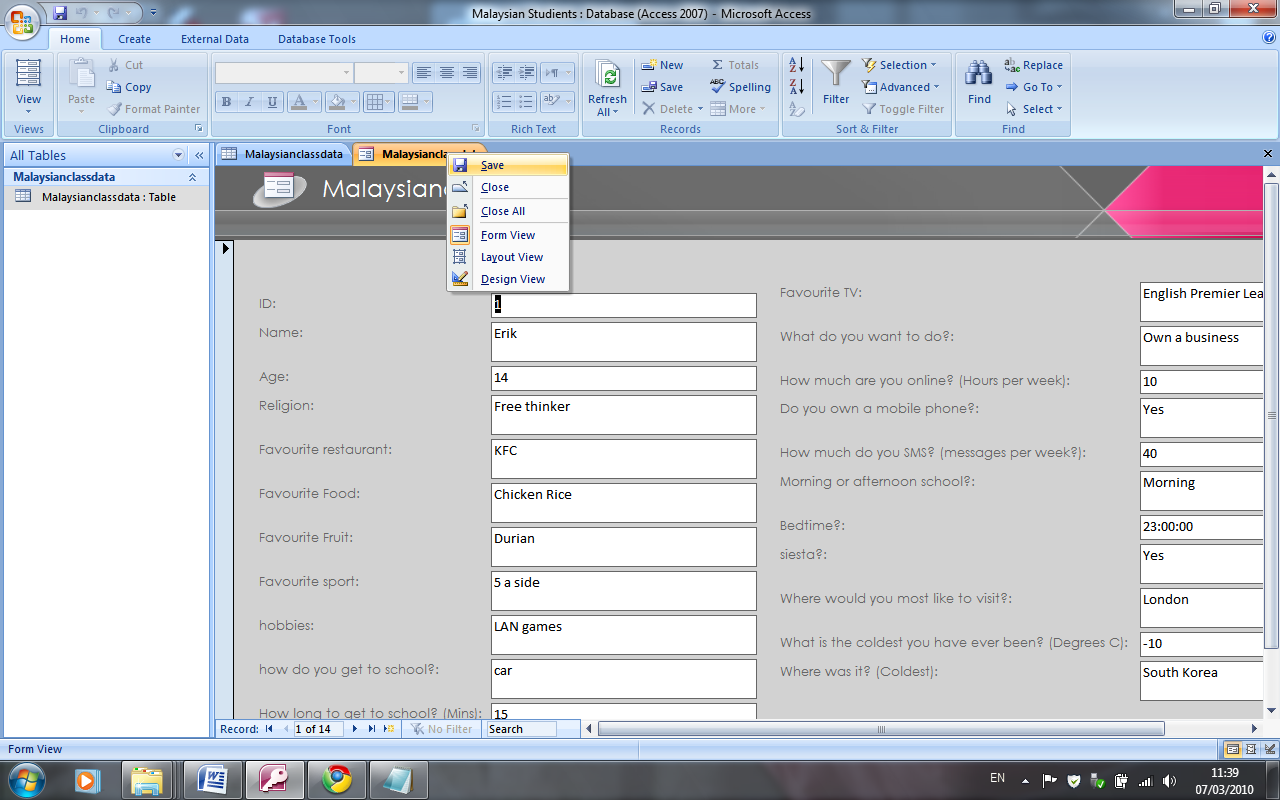
2. Click on Form Layout Tools



3. You can now change the layout and text on the form.

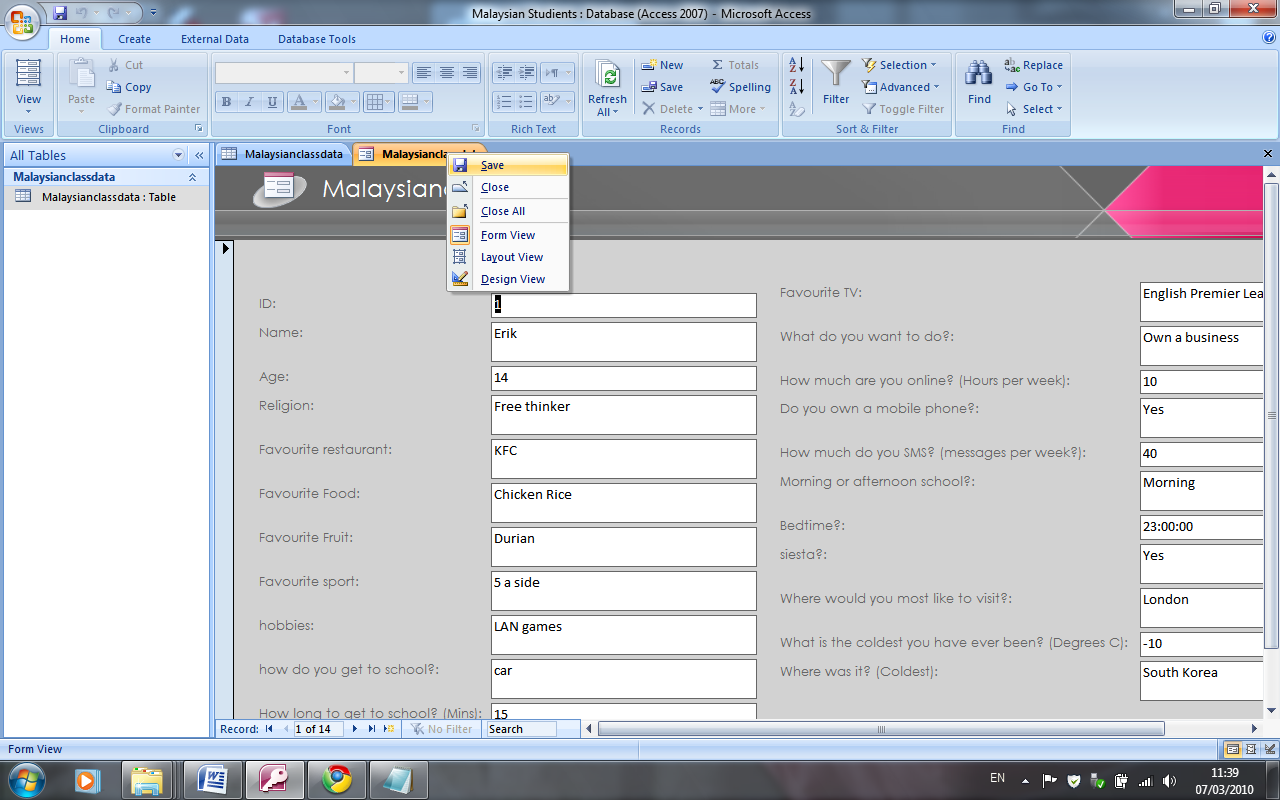
Click on Themes to choose a design.

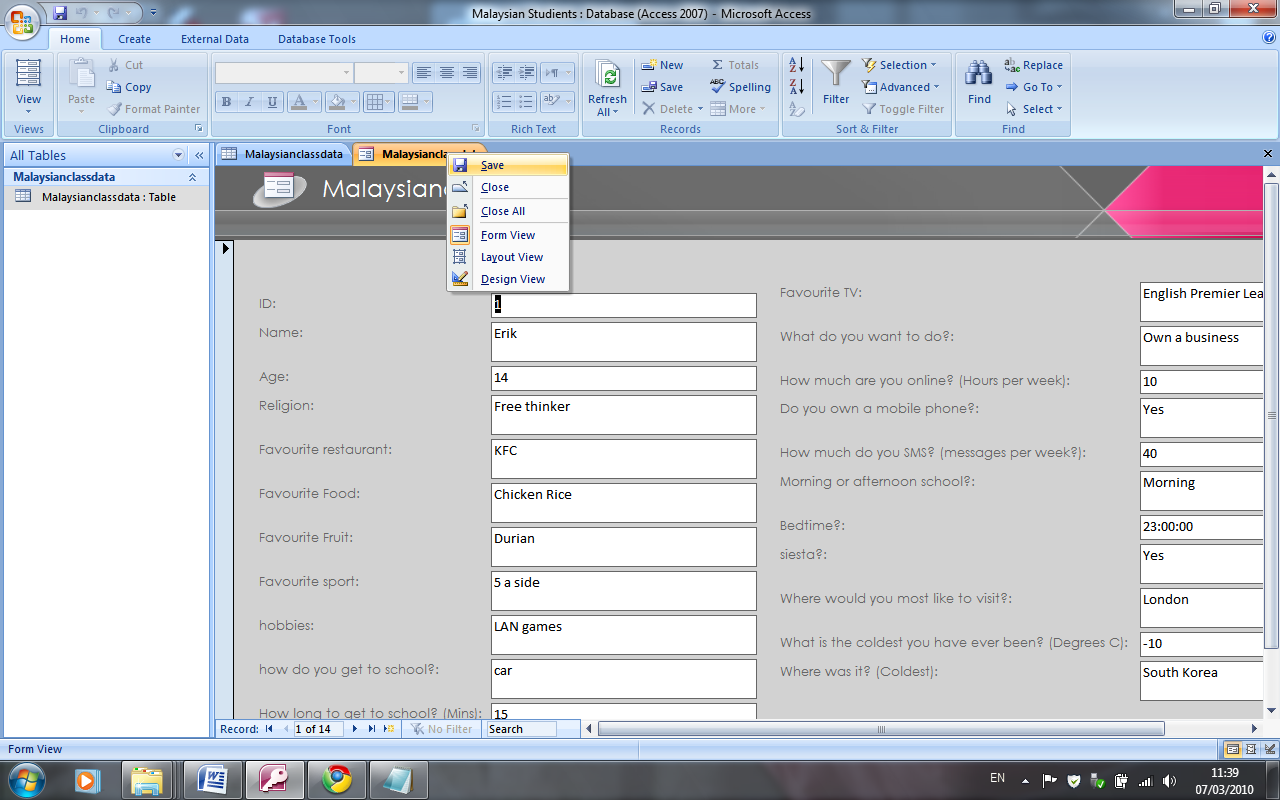


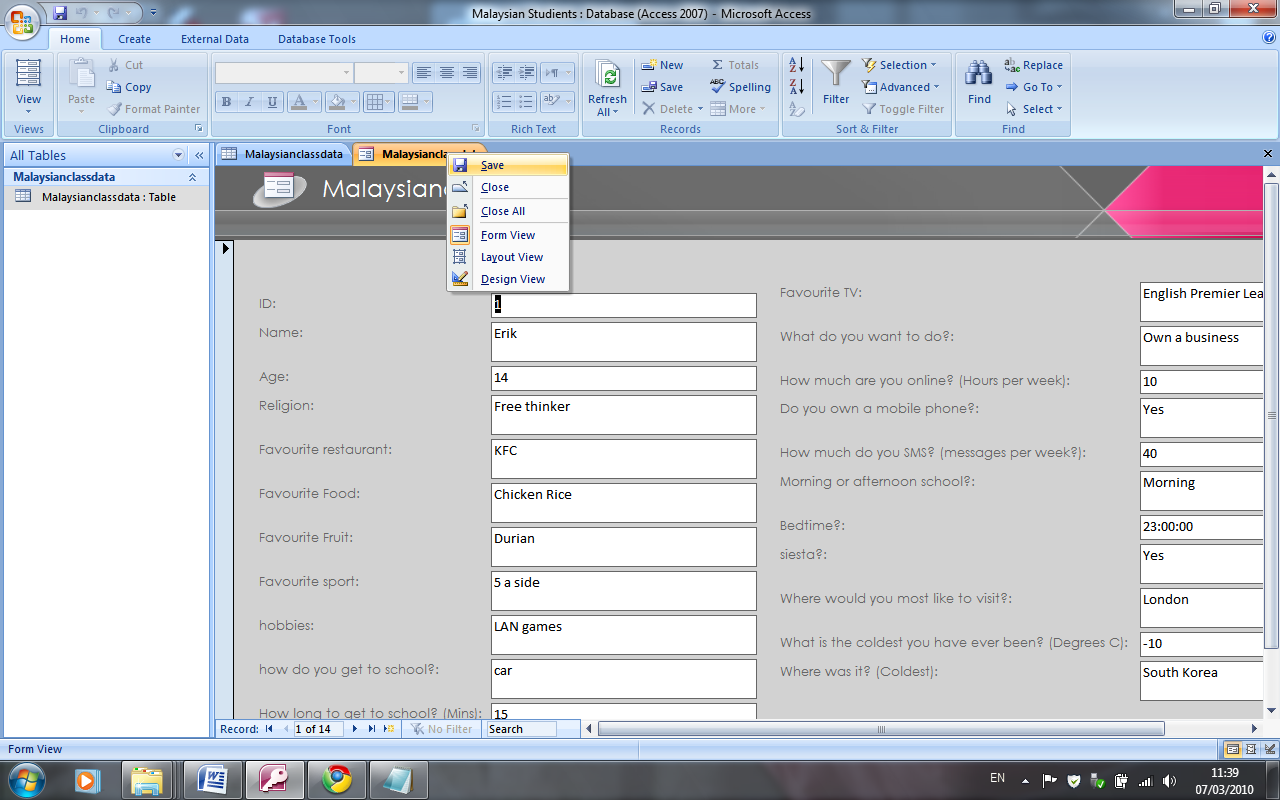
4. To improve your layout click on layout view

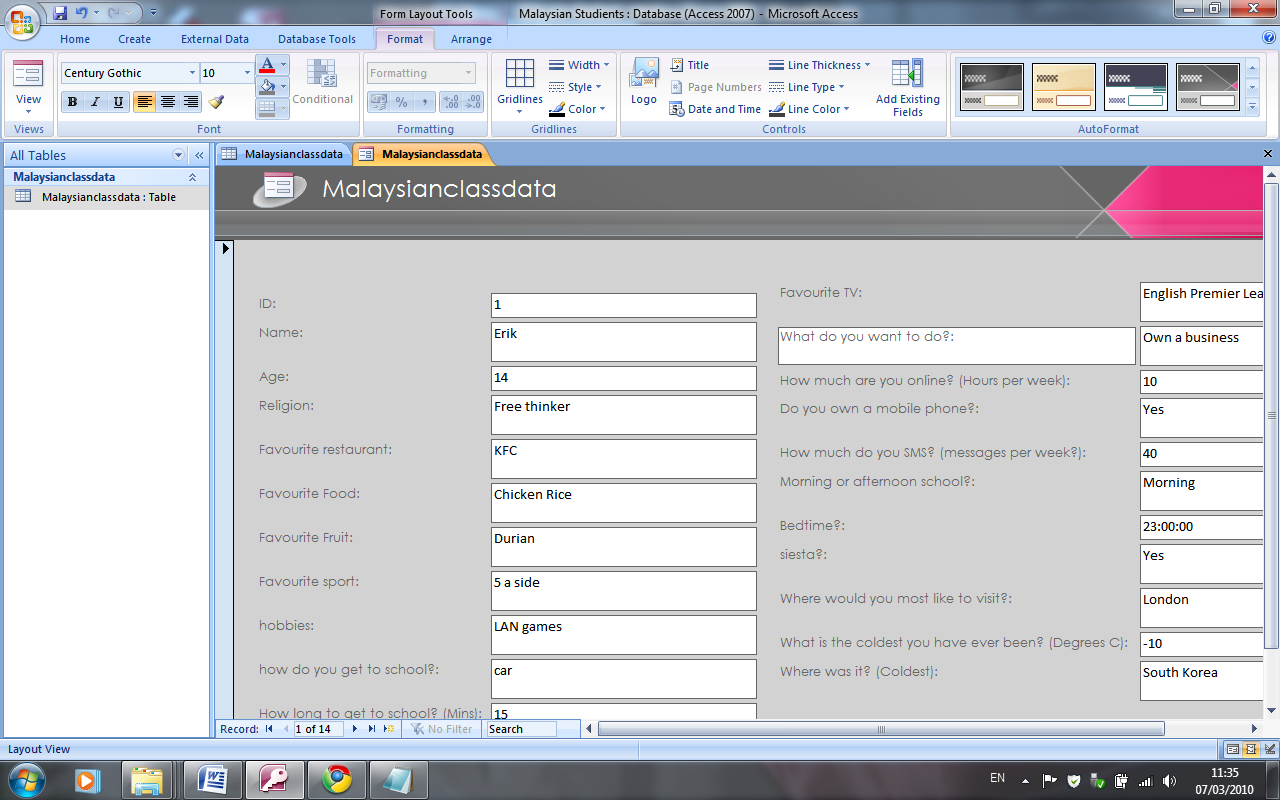
Right click here to show different views

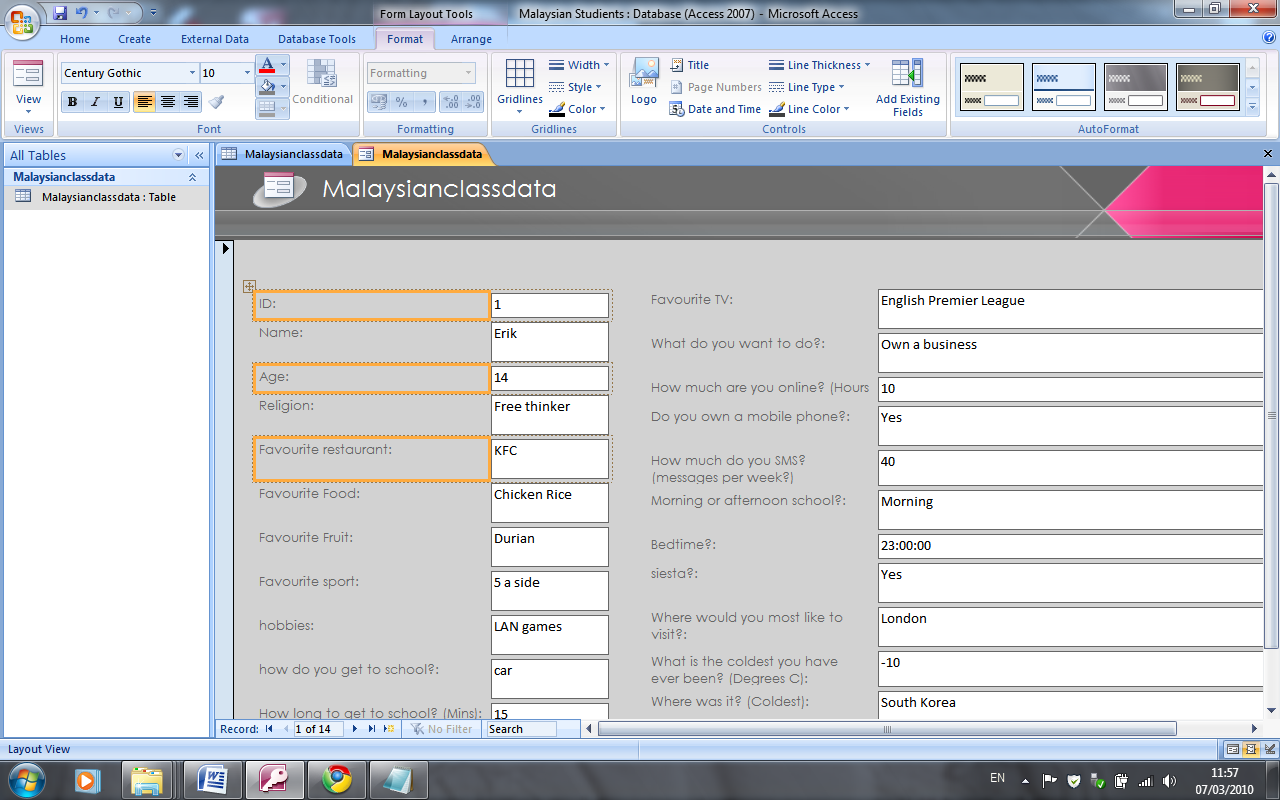
(In some views you can right click from different places)

 Allows you to enter and edit data easily.

 Allows you to layout and format the form easily.

 Allows you to change the fields and design of the form.

7. To edit text double click on the box. 

8. Click on  and select text to change fonts and sizes