

# ClarisWorks Individual Student Database Final Project: Designing Your Own Database File

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**Purpose:** To create, design and implement a database file of your favorite things that you save. This assignment is worth 300 points!!! Examples of a database can be:

Telephone Tree	Dogs
Baseball cards	Smurfs
Football cards	Colorado Counties
Basketball cards	Countries of Europe
Endangered species	States and Capitals of U.S.A.
Horses	Baseball Team(s)
Cats	Football Team(s)
Snakes	Turtles of the World
Weapons	Planets
The N.F.L.	G.I. Joe
Reptiles	Computer Software (Games)
Dirt Bikes	Cats
Colorado Colleges	Movies
Automobiles	Missiles
Books by Author	T.V. Show
Helicopters	Jets
Free Style Bikes	Animals of the Amazon
Dinosaurs	Raptors
Inventions	Skate Boards

Please start gathering your materials so that you can enter the data in your newly created database on October and April for three days of instruction. If you don't bring the information with you to class, you will be unable to complete this project in class next week while we are working on computer spreadsheets. For example, a telephone tree will require that you get your friend's names, addresses, phone numbers, birth dates, hobbies, etc. before next week!

## Instructions for Designing/Creating a Database

**Prerequisite:** Must have enough data entry material for 25 records. Each record must have at least 8 fields or categories of information.

1. After booting up ClarisWorks, there will be a menu that asks you what kind of a file to open. Select a new document.
2. Hit the continue icon.
3. The next menu asks what kind of a document to create. Select the database file.
4. Hit the Enter icon to proceed.
5. Now type in the name of the field you wish to create. In addition, select whether it is going to be a text or number field. You will need to create at least 8 different fields. For each field, be sure to identify the field type: text, number, date, time, calculation, summary, etc.

The text pertains to anything to any data field that deals with text. Numbers would pertain to zip codes, phone numbers and/or age. These different kinds of data fields makes it easier to search your database.

6. Select the Done box when you have finished defining your database with at least 8 different fields.
  - A. Decide how to arrange or divide the information you wish to store in your file.
  - B. Choose names that best describe each section of information. We normally call these items or fields. There should be at least 8 fields per database record.
  - C. Determine approximately how much space you should leave for each section of information (item or field).
  - D. Leave plenty of space of each item so you can enter the data in its entirety for each item or field.
  - E. Make the first time (field) in your form the one you will look for most frequently..
  - F. When FILE prints out information from your fields, it prints items in the order in which they appear on the form. Design your form with this in mind.
  - G. A page can hold a maximum of 100 items (fields).
  - H. A form can have a maximum of 32 pages.
  - I. Leave plenty of space for each item before entering the next field.
7. Here's an example of a telephone address database for your friends. Each item listed below is a field.
8. Here are some hints on how to design your database file.

Last name	Business phone number
First name	Age
Street Address	Hobbies
City	Birth date
State	Nick name
Zip Code	Pager number
Home phone number	E-mail address

9. Be sure to save your newly created database file to your folder on the file server.
10. Next, you must add records for your newly created database file. To the Edit pull-down menu and select "New Record" or "Control R."
11. Enter the data in the appropriate fields. To move downward in the different fields, hit the TAB key. To move upwards in the database base record, hit the TAB and the Shift keys together.
12. After imputing all the different data for a given new record, hit the "Control" and the "R" keys simultaneously to go to another new record. You must have at least 25 new records to successfully complete this assignment.
13. When finished entering the 25 different new records, be sure to save your file again by going to the file pull-down menu and select "Save" or "Save As."
14. To printout the entire database file, go to "File" pull-down menu and select print.
15. If you decide to alter your database after creating it, simply go to Layout pull-down menu and select "Defining" fields. There you can add additional fields or change their structure (text to number, number to text), or delete individual fields.
16. To see the entire database, simply to the Organize pull-down menu and select: see all records.
17. To creatively make your database more attractive, go to the Layout pull-down menu and select "Layout" and you can literally drag your fields to different locations on the screen to make the form easier too read on the computer screen. Must drag the fields in pairs.
18. When finished with the data entry, please type up 15 worksheet questions in the word processing module of ClarisWorks.
19. When finished with the questions, please demonstrate that you can answer the questions by browsing your data with either Dr. Data or the student assistant checking your work. Your database must work!!!!

Good luck!!