

Periodic Table Database

1. Go to Microsoft Access.
2. Click on “Blank Database” and “OK.”
3. Click on the down arrow beside “My Documents” and save your file for your new database in the location indicated by your teacher.
Click on “Create.”
4. Click on Tables.
 - New
 - Design View and OK
5. Type in the nine field names listed on this sheet and the accompanying sheet.

<u>Field Name</u>	<u>Data Type</u>
Name of Element	Text
Element Symbol	Text
Atomic Number	Number (Field size= single)
Atomic Mass	Number (Decimal Places=5)
Number of Electrons	Number
Number of Protons	Number
Number of Neutrons	Number
State of Matter	Text
Metallic Group	Text

6. Go to the top of the toolbar and click on View - Datasheet View.
Save Table now - Click on Yes.
Table Name - Periodic Table and OK.
Primary Key - No.

7. Close table when you finish typing for today. Do you want to save changes - Yes.

*** You will type a record for each element listed on the accompanying sheet.

Record = whole entry

Field = individual category

- You may use the Tab Key to go from one field to the next.
- Turn to a Periodic Table in your textbook. Type in the requested information for the indicated element numbers.
- No. of electrons = atomic number
- No. of protons = atomic number
- No. of neutrons = Atomic Mass rounded off to the nearest whole number Minus the Atomic Number (Example: Hydrogen $1-1=0$)