

Practicals 2022-2023



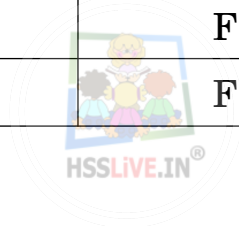
LibreOffice Base

**PRACTICAL - 17**

Creation of Table in Design view

From the following details, prepare a table in design view by using LibreOffice Base

EMP ID	EMP NAME	EMP SEX	EMP BASICPAY
1531	Ravikumar	M	70000
1532	Fahad	M	55200
1533	Rajan Thomas	M	81000
1534	Mothimol	F	83000
1535	Veena	F	79000



AIM

To prepare a table containing details of employees by using LibreOffice Base (in design view)

PROCEDURE

Step 1 : Open LibreOffice Base

Applications → Office → LibreOffice Base

Step 2 : Create new Database

Database Wizard → Create a new database → Next → Finish

Save the new database with File name 'Emp details' and by selecting Desktop as

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LibreOffice Base

location.

Step 3 : Create Table

From the Database panel, select the object Tables and from the Tasks window, select Create Table in Design view.

Create the following Field Name with appropriate Field Type

	Field Name	Field Type
	EMP ID	Number [NUMERIC]
	EMP NAME	Text [VARCHAR]
	EMP SEX	Text [VARCHAR]
	EMP BASICPAY	Number [NUMERIC]

Select and set **EMP_ID** field as primary key

Save the Table design with a name “**Table Employee**”. Close the Table creation window.

Step 4 : Open the Table for Data entry

Double click to open the created table named “**Table Employee**” for data entry.

Enter the details of all employees in respective fields and close the window.

OUTPUT

	EMP ID	EMP NAME	EMP SEX	EMP BASICPAY
	1531	Ravikumar	M	70000
	1532	Fahad	M	55200
	1533	Rajan Thomas	M	81000
	1534	Mothimol	F	83000
	1535	Veena	F	79000

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