

## **Ch 8. Database - An Introduction - Online class 21 (10.12.20)**

### **1. To open LibreOffice Base**

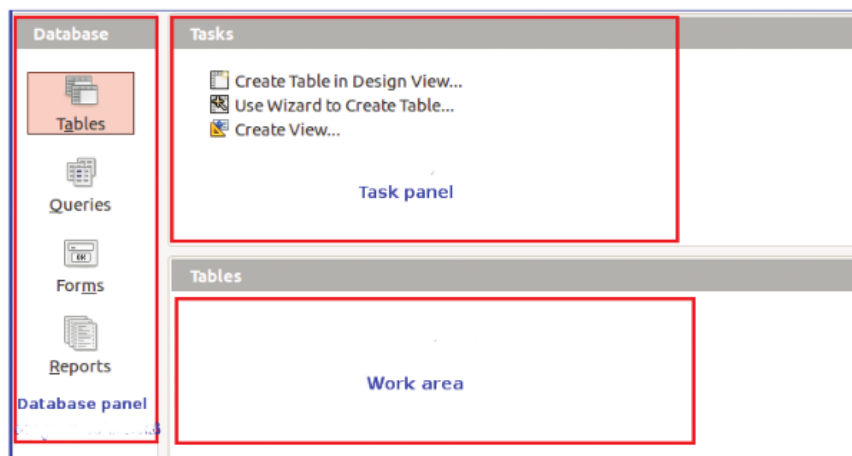
Application ---> Office ---> LibreOffice Base

### **2. Building the database file**

- ◆ Open Libre Office Base
- ◆ Click the Select Database option
- ◆ Select Create a new database and click the Next button
- ◆ Then click the Finish button. The window to save file will appear
- ◆ Save the file with a proper name

### **3. Three panels in the window that appear when you open the database file**

Database panel, Task panel, Work area



### **4. Include the table in Database.**

- ◆ Open the saved Database file
- ◆ Select **Tables** from the Database panel
- ◆ Select **Create Table in Design View** from the Task panel
- ◆ A window will open where you can define the fields (table design)
- ◆ Add necessary fields such as Field name, Field type.
- ◆ Define one field as primary key.
- ◆ Save it

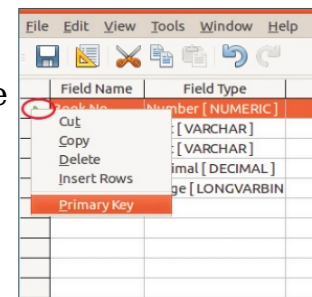
Field Name	Field Type
Book_No	Number [ NUMERIC ]
Book_Name	Text [ VARCHAR ]
Author	Text [ VARCHAR ]
Book_Price	Decimal [ DECIMAL ]
Date_of_Purchase	Date [ DATE ]
Category	Text [ VARCHAR ]

5. Table that shows Field types in the database

Fields	Data Type	Field Type to choose
Book_No	Numeric	Number [NUMERIC]
Book_name	Text	Text [VARCHAR]
Author	<b>Text</b>	<b>Text [VARCHAR]</b>
Book_Price	Currency	Decimal [DECIMAL]
Date_of_Purchase	Date	<b>Date/Time [TIMESTAMP]</b>
Category	<b>Text</b>	Text [VARCHAR]
Cover_image	Image	<b>Image [LONGVARBINARY]</b>

6. Defining the primary key for the field

Right click on the left hand side of the field where you want to provide the primary key and select the primary key.



7. Adding Data to the LibreOffice Base

- ◆ Open the saved Database file.
- ◆ Click on **Forms** in the Database panel
- ◆ Select **Use Wizard to create Form** from the Task panel.
- ◆ Select the table that has been created from the Tables or queries combo box
- ◆ We can see under **Available fields** the fields we have selected.
- ◆ Use the arrow button to include the required fields under **Fields in the form** in the form that we are creating
- ◆ Move to the next stages using the **Next** button.
- ◆ Select a suitable layout from **Arrange controls**
- ◆ Select a suitable style from **Apply styles**.
- ◆ Give a suitable name for the form from **Set name** and click the Finish button.



### 8. Including images in the form.

Images can be added to the database by double-clicking on the image field or by right-clicking it to open the same



### 9. Setting up queries in the Libre Office base

The query is set up to get any information in the field in a relevant tabular form. Eg. To get a table of books by Charles Dickens only

- ◆ Click **Queries** in the database panel.
- ◆ Select **Use Wizard to Create Query** from the Task panel.
- ◆ In the window that appears, select the fields to be included in the query and specify the order in which the records are to be sorted
- ◆ In the next window, specify the search conditions to obtain the data we require and save
- ◆ When you open the new query from the Work area, LibreOffice Base will display a table that we requested

### 10. Preparing Reports in Libre Office Base

- ◆ Click on the **Report** in the Database panel.
- ◆ Select **Use Wizard to Create Report** from the Task panel.
- ◆ In the window that opens, select table or query from the combo box depending on what you would like the report to be based upon.
- ◆ Include the fields you want in the report in **Fields in report**
- ◆ Go to succeeding windows by clicking **Next** button.
- ◆ Select suitable layout
- ◆ Give a name in Title of Report and click Finish button.
- ◆ We can see the newly created report from the Work area



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