

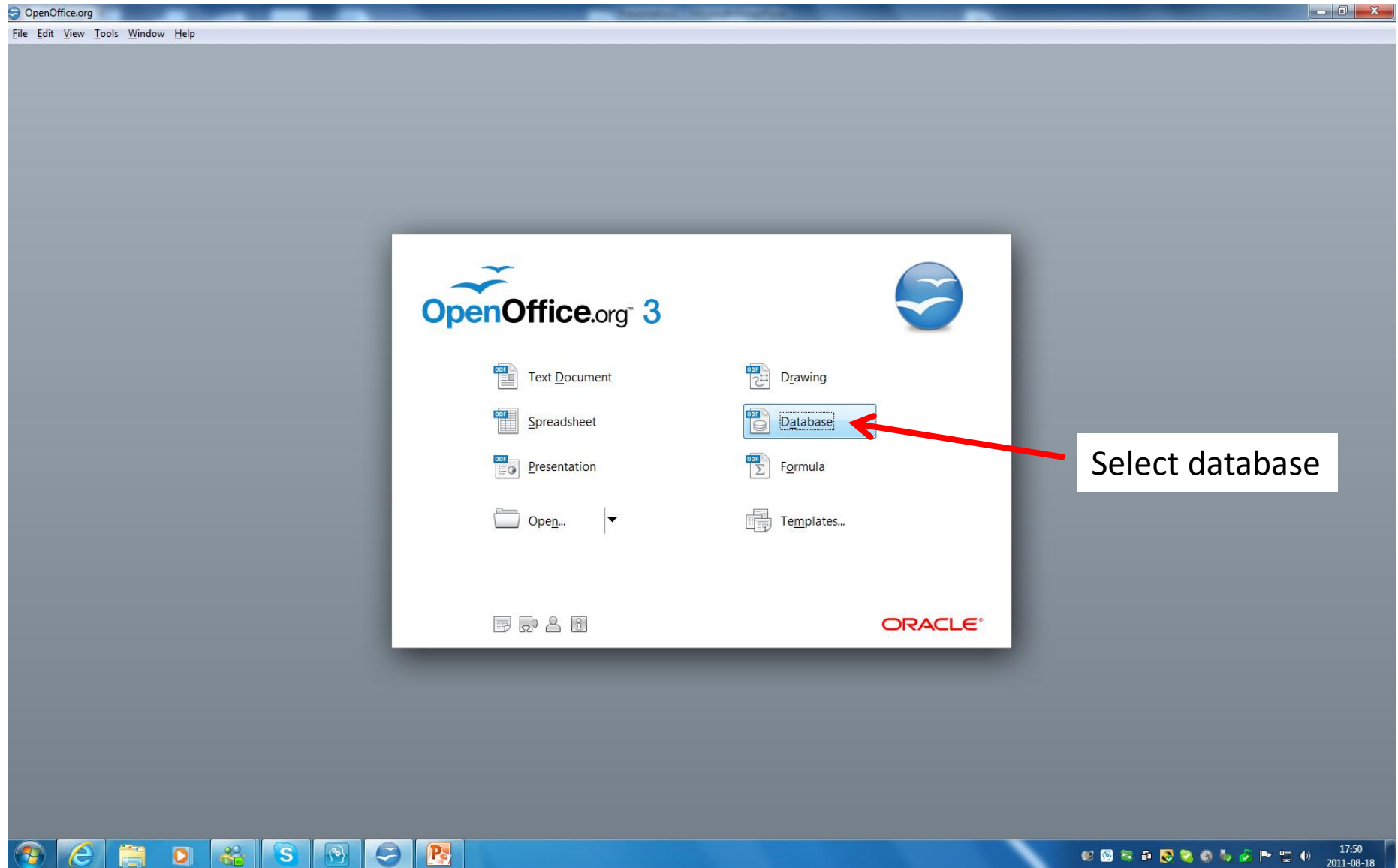
# Database in Open Office

by

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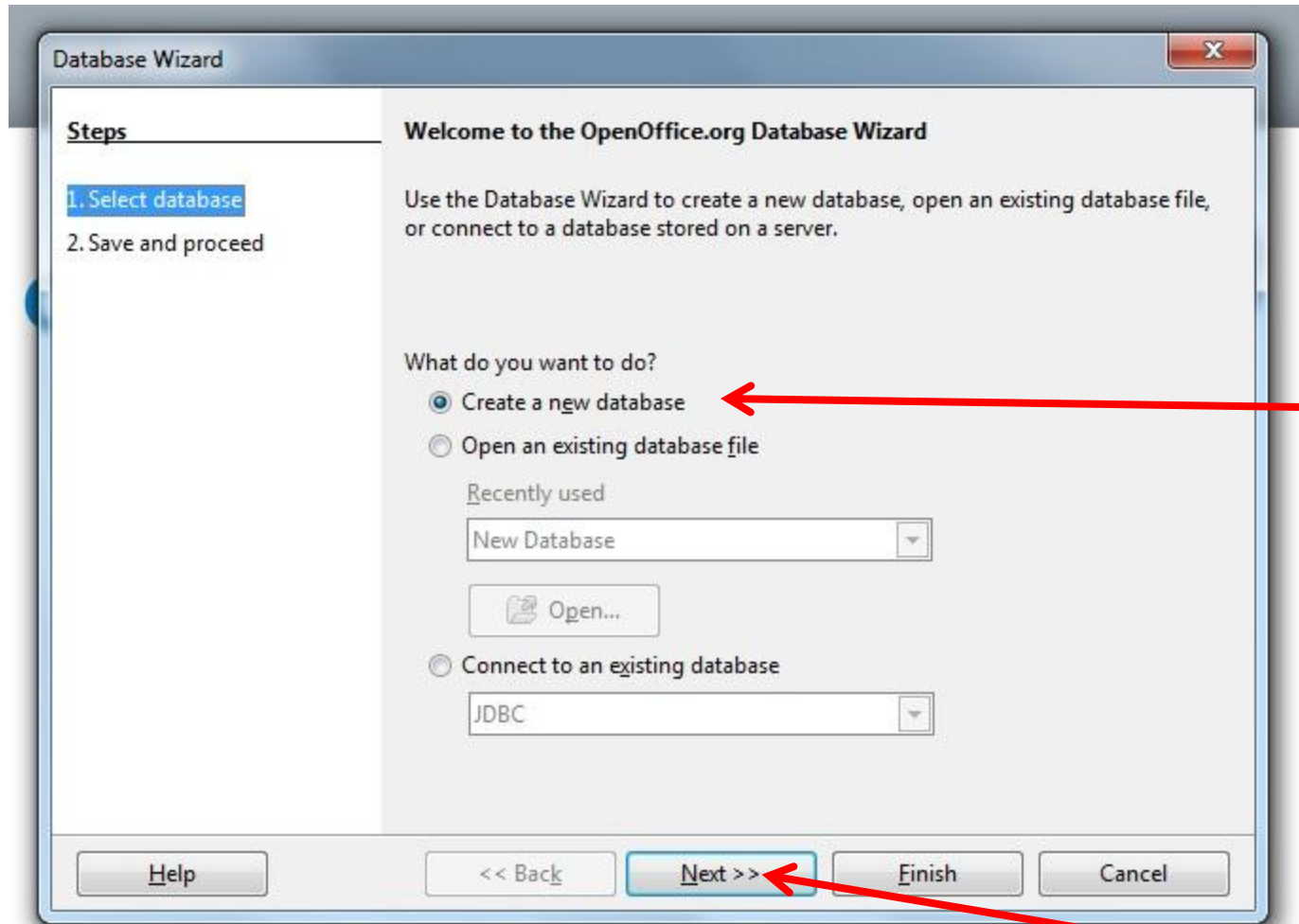
This presentation is parallel to the one for Microsoft Access

# Database in OpenOffice



Select database

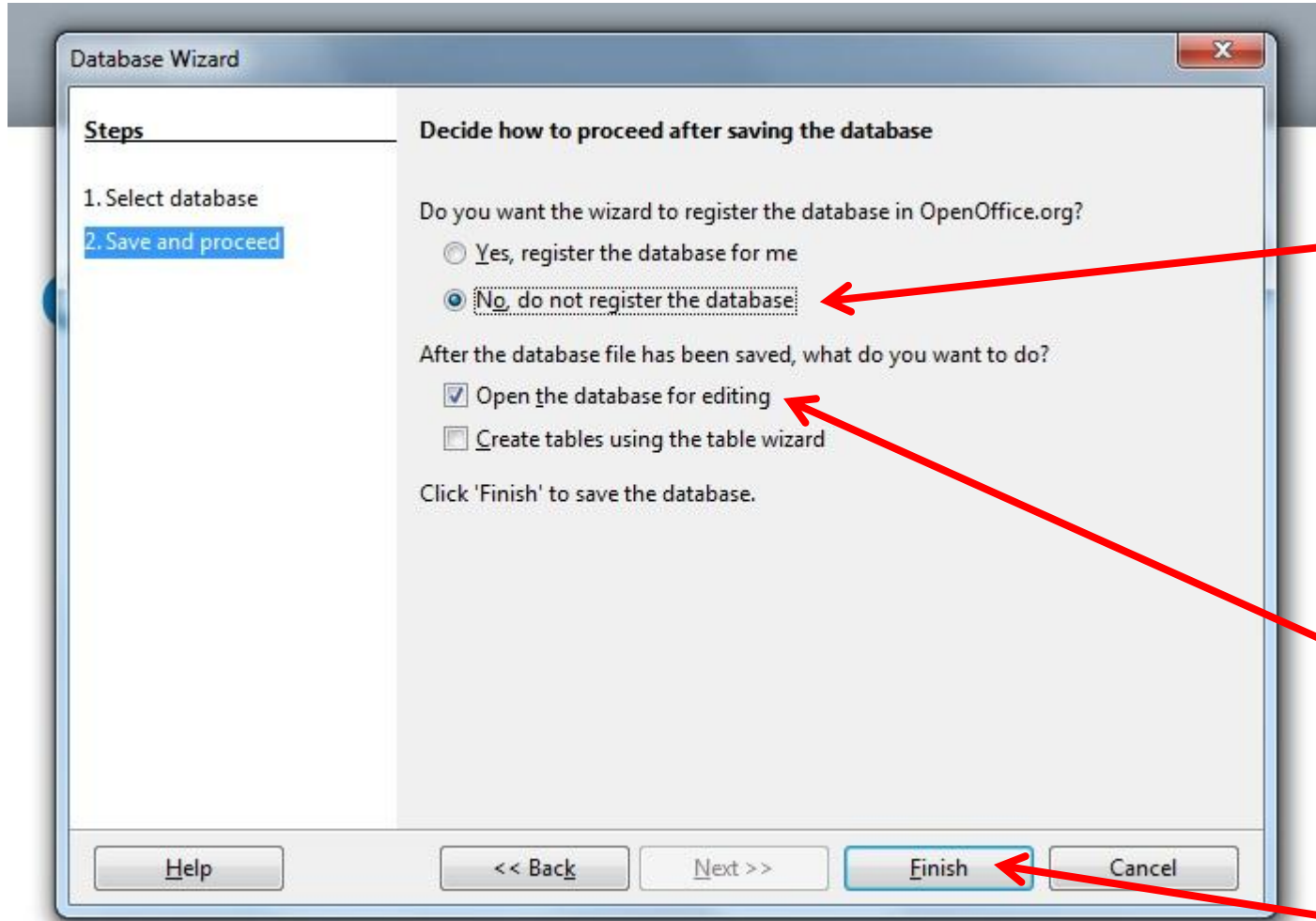
# Create a new database



Create a new database

Go on

# Save Database

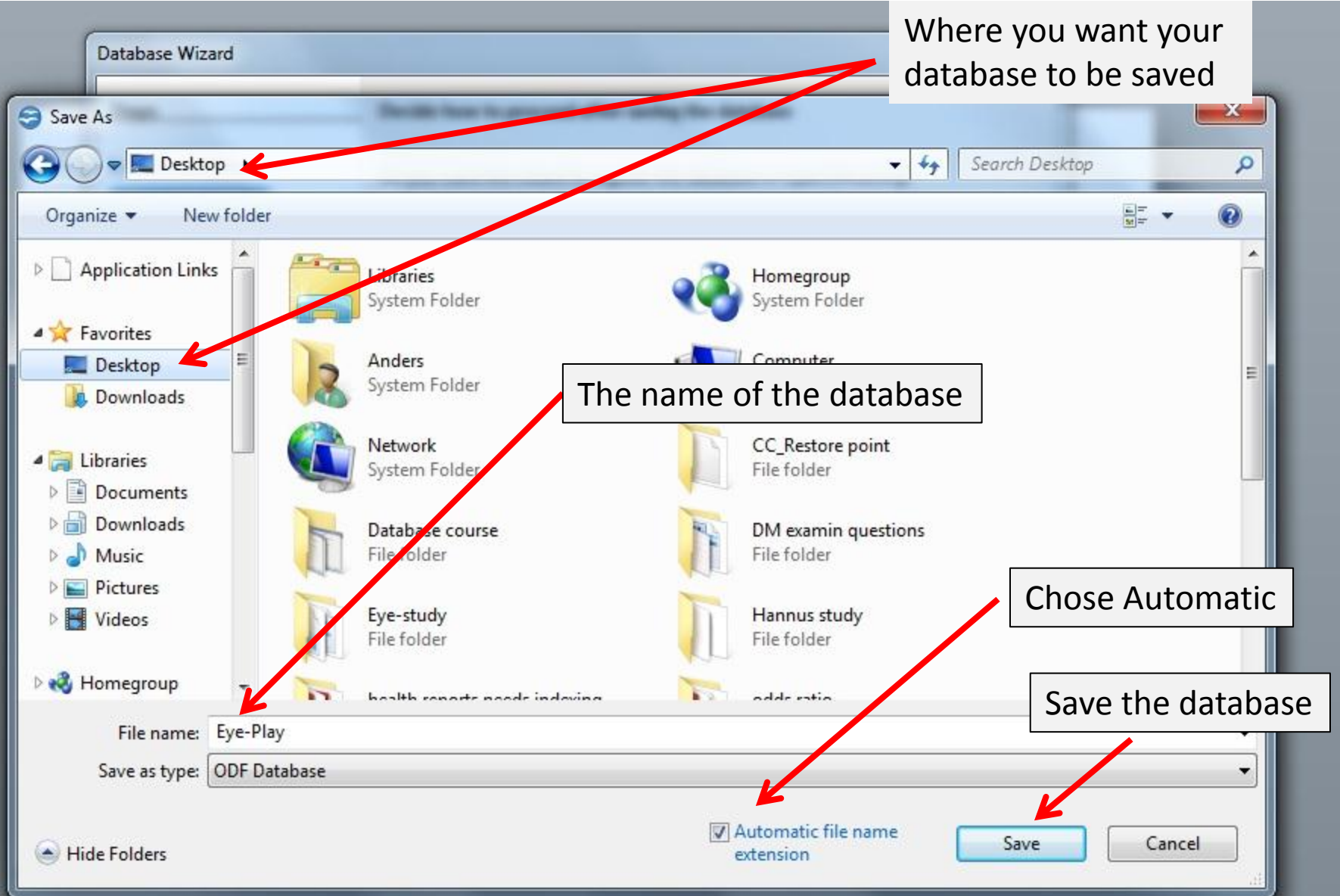


You do not want to make your database public

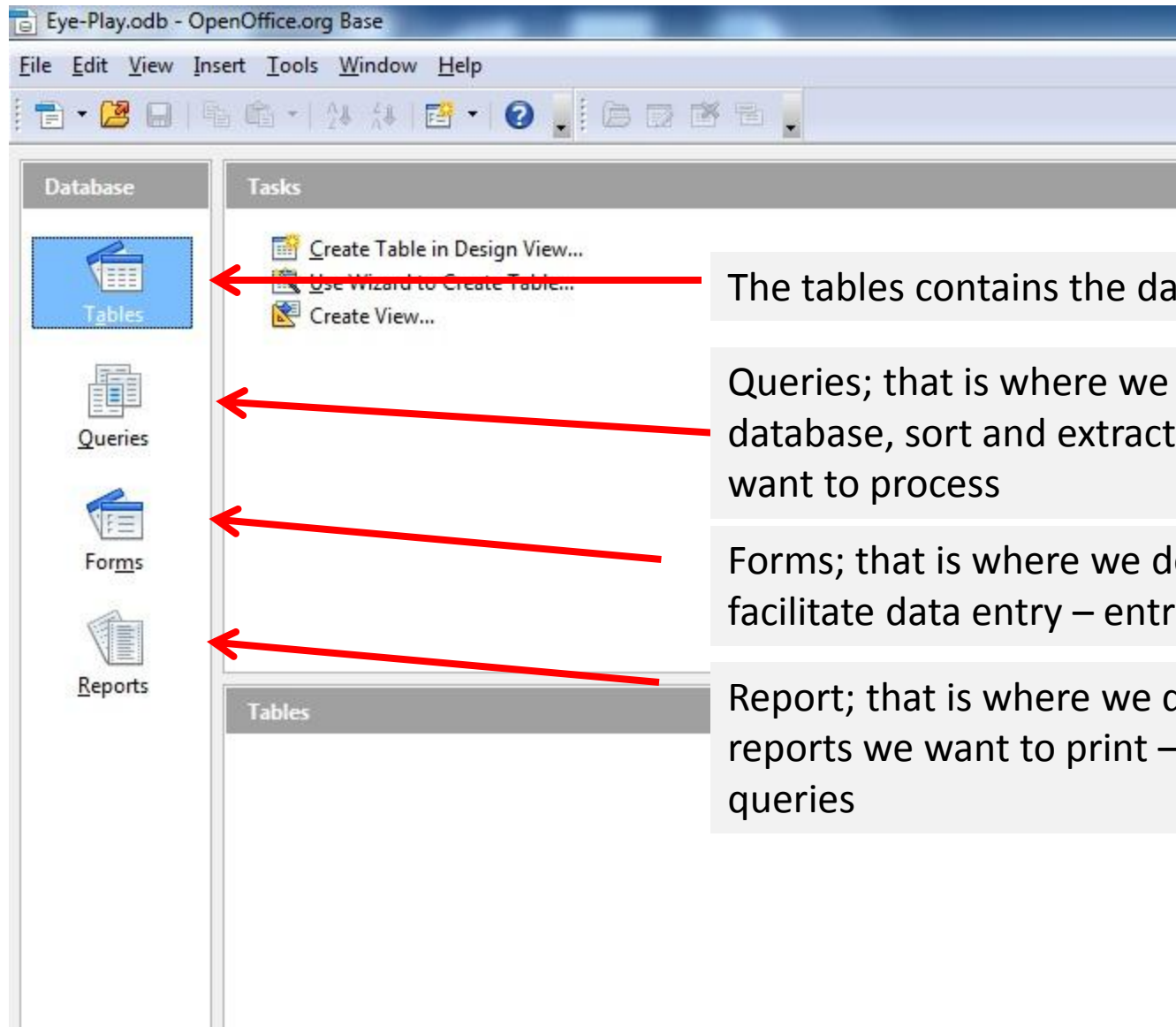
And you want to use the database when you have defined your first table

Go on

# Chose where to save the database



# Main database menu



The tables contains the data

Queries; that is where we search the database, sort and extract the data we want to process

Forms; that is where we design forms that facilitate data entry – entry forms

Report; that is where we design the reports we want to print – often based on queries

# Create a table



It of cause easier to use the Wizard-  
But sooner or later you will need to work in 'design view'

# Enter first fields

The screenshot shows the 'Table Design' window for 'Eye-Play.odb : Table1'. The 'Field Name' column has 'Pat-ID' entered. The 'Field Type' dropdown is open, showing various data types. 'Integer [ INTEGER ]' is selected. Below the table design, the 'Properties' section shows 'Entry required' set to 'Yes', 'Length' set to '4', 'Decimal places' set to '0', and 'Format example' set to '0'.

Field Name	Field Type
Pat-ID	Integer [ INTEGER ]

Properties:

- Entry required: Yes
- Length: 4
- Decimal places: 0
- Default value:
- Format example: 0

We need to give all patients an unique ID-number in the database

It will be an integer

A number is needed for all records

4 digits is sufficient we can enter 9999 patients

Of cause it is en integer so no need for decimals



# Language/format

Field Name	Field Type	Description
Pat-ID	Number [ NUMERIC ]	Reserach flie number

This a important item  
It affects several format  
like – date time etc.

Entry required: Yes

Length: 4

Decimal places: 0

Default value:

Format example: 0

Field Format dialog box:

Format tab selected.

Category: Number

Format: General

Language: English (USA)

Options:

- Decimal places: 0
- Leading zeroes: 1
- Negative numbers red: ☐
- Thousands separator: ☐

Format code: General

Buttons: OK, Cancel, Help, Reset

Activate this button – a new window pops up

# Field note

[illegible]

You can enter a note explaining what data is supposed to be entered in this field and an short instruction

# Enter a Date Field

Recommend to use the format year-month-date it makes sorting easier if data needs to be exported to other programs.

Eye-Play.odt : Table1 - OpenOffice.org Base: Table Design

File Edit View Tools Window Help



Field Name	Field Type	
Pat-ID	Number [ NUMERIC ]	Reserach flie number
Forname	Text [ VARCHAR ]	
Surname	Text [ VARCHAR ]	
Birth date	Date [ DATE ]	

Chose date type

Entry required: No

Default value:

Format example: 01/01/00

Activate – a new window popup

Field Format

Format Alignment

Category: All, User-defined, Number, Percent, Currency, **Date**, Time, Scientific

Format: Fri, December 31, 1999, Friday, December 31, 1999, 12-31, 99-12-31, **1999-12-31**, 12/99, Dec 31, December, 4th quarter 99

Language: English (USA)

Options: Decimal places: 0, Negative numbers red: ☐, Leading zeroes: 0, Thousands separator: ☐

Format code: YYYY-MM-DD, ISO 8601

OK Cancel Help Reset

To continue

# Enter more Fields

The screenshot shows the OpenOffice.org Base application window. At the top, the title bar reads "Eye-Play.odt : Table1 - OpenOffice.org Base: Table Design". The menu bar includes "File", "Edit", "View", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area displays a table named "Table1" with the following fields:

Field Name	Field Type	
Pat-ID	Number [ NUMERIC ]	Research file number
Forname	Text [ VARCHAR ]	
Surname	Text [ VARCHAR ]	
Birth date	Date [ DATE ]	
Sex	Text [ VARCHAR ]	f=female; m=male
Measure 1	Number [ NUMERIC ]	
Measure 2	Number [ NUMERIC ]	
Measure 2	Number [ NUMERIC ]	
Married	Yes/No [ BOOLEAN ]	yes=married, no=single etc
Comment	Text [ VARCHAR ]	

The "Sex" field is highlighted with a green selection bar. A red arrow points from the "Sex" field in the table to the "Entry required" dropdown menu in the "Table Design" view, which is currently set to "No".

Below the table, the "Table Design" view shows the following properties for the selected field:

- Entry required: No
- Length: 1
- Default value:
- Format example: @

At the bottom of the image, the text "@lassen-nielsen.com" is visible.

The green arrow head shows which field you are working on and its format is defined below

# Enter more Fields

Eye-Play.odt : Table1 - OpenOffice.org Base: Table Design

File Edit View Tools Window Help

Field Name	Field Type	
Pat-ID	Number [ NUMERIC ]	Research file number
Forname	Text [ VARCHAR ]	
Surname	Text [ VARCHAR ]	
Birth date	Date [ DATE ]	
Sex	Text [ VARCHAR ]	f=female; m=male
Measure 1	Number [ NUMERIC ]	
Measure 2	Number [ NUMERIC ]	
Measure 2	Number [ NUMERIC ]	
Married	Yes/No [ BOOLEAN ]	yes=married, no=single etc
Comment	Text [ VARCHAR ]	

Entry required:

Length:

Default value:

Format example:

Click 'OK' and

@lassen-nielsen.com

The field for gender only  
needs one character

For the Field 'Married' select the option 'Yes/No'

Click <SAVE> when finished  
creating Fields



Save As

Table Name Patient

OK Cancel Help

Give the table a relevant name

Click 'OK' and the first table is finished

# Fields must have a unique name

The screenshot shows the OpenOffice.org Base application window. A table is displayed with the following fields:

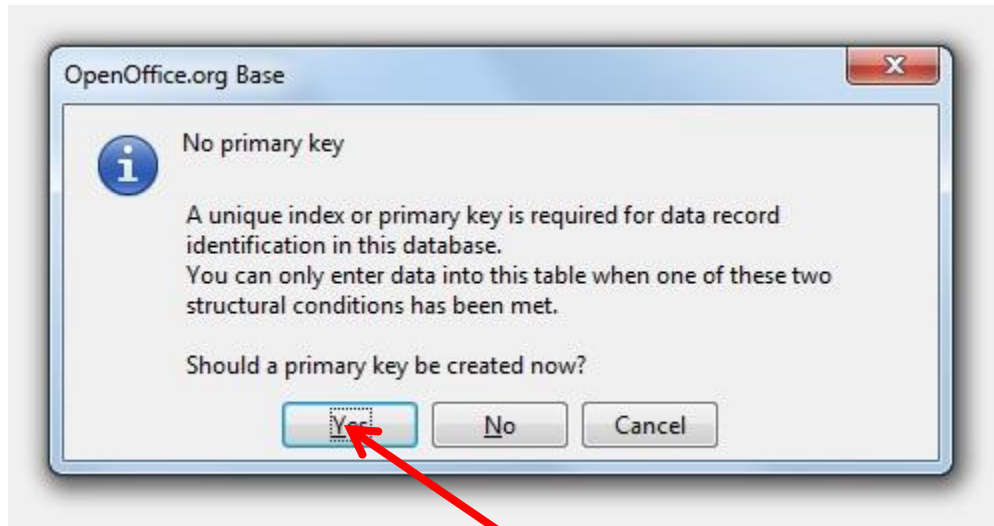
Field Name	Field Type	
Pat-ID	Number [ NUMERIC ]	Research file number
Forname	Text [ VARCHAR ]	
Surname	Text [ VARCHAR ]	
Birth date	Date [ DATE ]	
Sex	Text [ VARCHAR ]	f=female; m=male
Measure 1	Number [ NUMERIC ]	
Measure 2	Number [ NUMERIC ]	
Measure 2	Number [ NUMERIC ]	
Married	Yes/No [ BOOLEAN ]	yes=married, no=single etc
Comment	Text [ VARCHAR ]	

A warning dialog box is open, titled "OpenOffice.org Base". It contains a yellow warning icon and the text: "Warning! The table cannot be saved because column name 'Measure 2' was assigned twice." The "OK" button is highlighted with a red arrow.

Correct the name:  
Change to *Measure 3*  
And then click <SAVE>

Field names must be unique  
Click <OK>

# Primary Key



Each record will be assigned a unique id-number (= Primary key)

Database technique but as we shall see later we can use it to our advantage -



# Primary key

Eye-Play.odt : Patient - OpenOffice.org Base: Table Design

File Edit View Tools Window Help

	Field Name	Field Type	
	ID	Integer [ INTEGER ]	
	Pat-ID	Number [ NUMERIC ]	Research file number
	Forname	Text [ VARCHAR ]	
	Surname	Text [ VARCHAR ]	
	Birth date	Date [ DATE ]	
	Sex	Text [ VARCHAR ]	f=female; m=male
	Measure 1	Number [ NUMERIC ]	
	Measure 2	Number [ NUMERIC ]	
	Measure 3	Number [ NUMERIC ]	
	Married	Yes/No [ BOOLEAN ]	yes=married, no=single etc
	Comment	Text [ VARCHAR ]	

AutoValue

Length

Format example

0

ID field is added  
ID is a reserved word. As a  
rule never use it alone  
always use it with a prefix  
or a postfix.  
*(But leave ID as is for now)*

Chose Yes

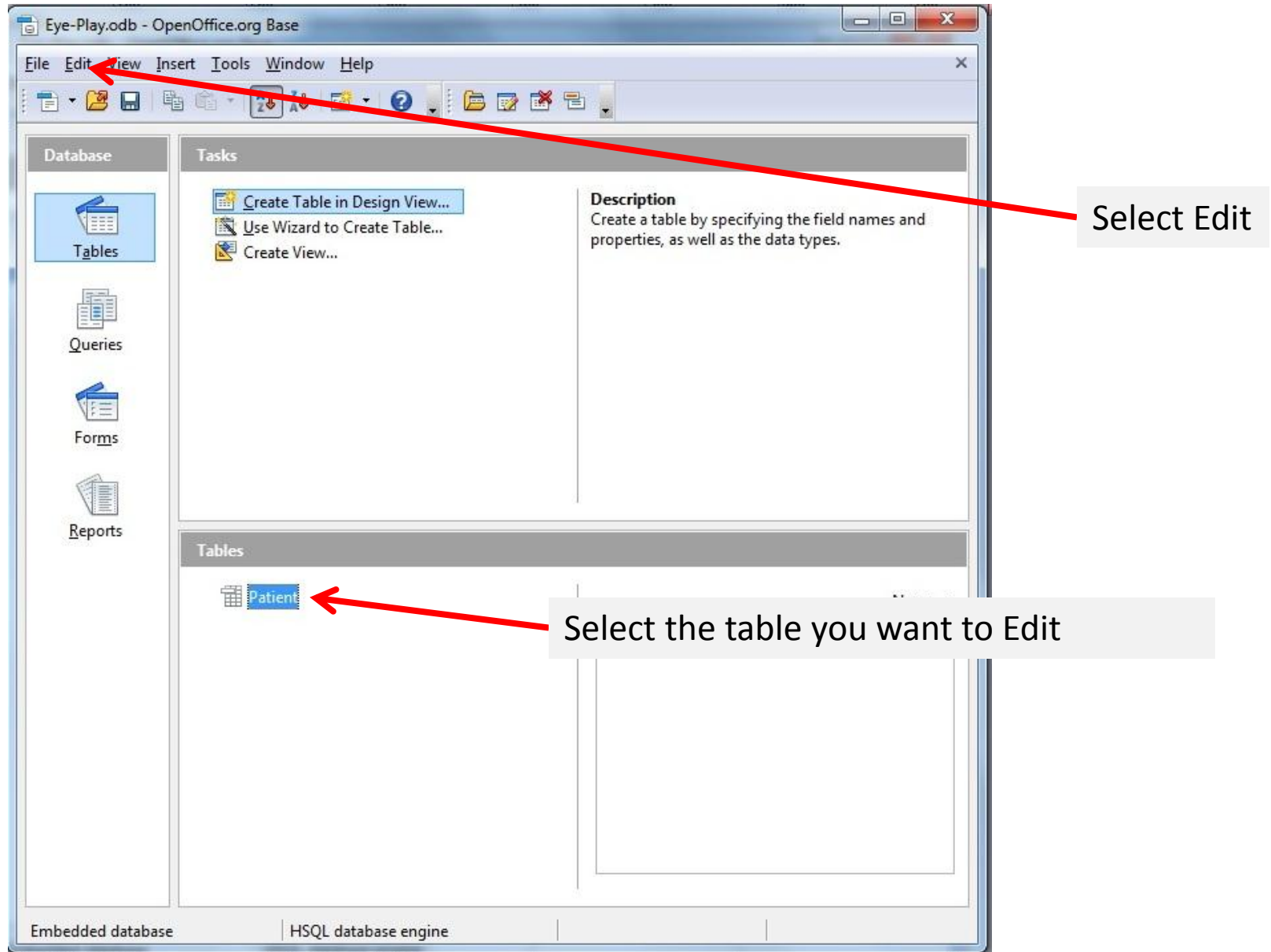
Choose if this field should contain AutoIncrement values.

You can not enter data in fields of this type. An intrinsic value will be assigned to each new record automatically (resulting from the increment of the previous record).

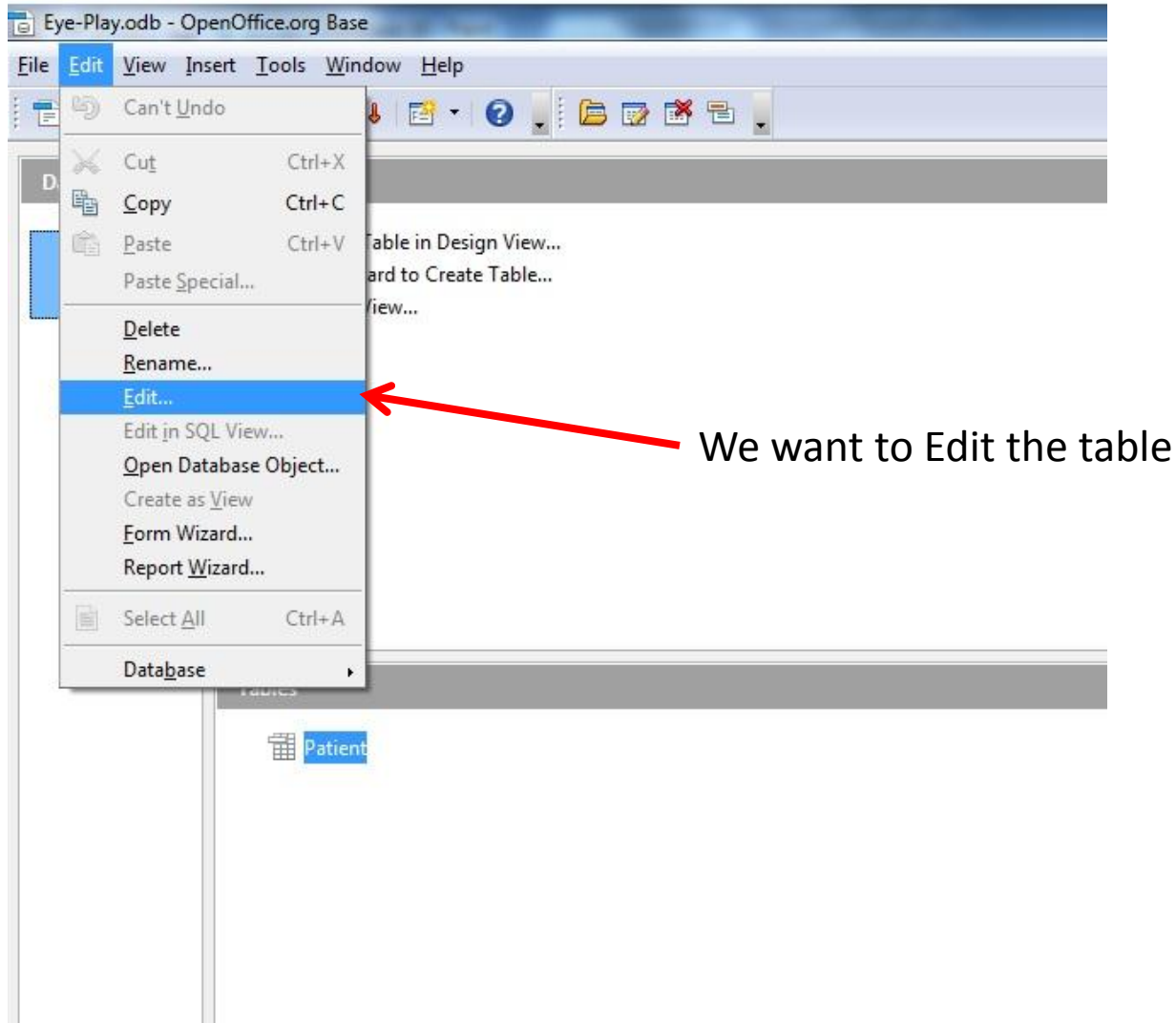
Note the help text to the far right



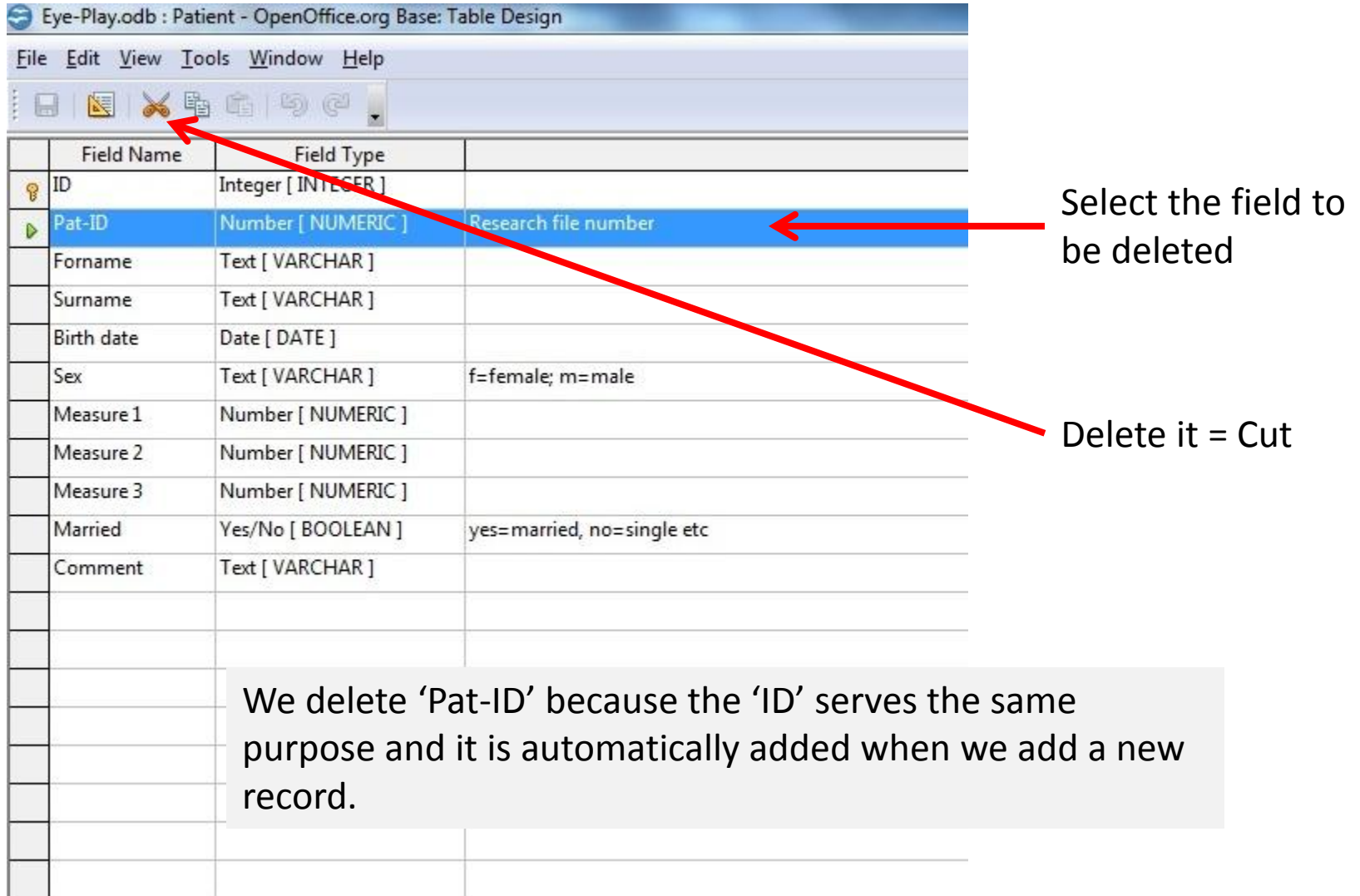
# Edit a Table



# Edit a Table



# Delete a Field



# Add a Field to the Table

The screenshot shows the OpenOffice Base application with a table named 'Patient' in the 'Eye-Play.odt' database. The table has the following fields:

Field Name	Field Type
ID	Integer [ INTEGER ]
Forname	Text [ VARCHAR ]
Surname	Text [ VARCHAR ]
Birth date	Date [ DATE ]
Sex	Text [ VARCHAR ]
Measure 1	Number [ NUMERIC ]
Measure 2	Number [ NUMERIC ]
Measure 3	Number [ NUMERIC ]
Married	Yes/No [ BOOLEAN ]
Comment	Text [ VARCHAR ]
Date entered	Date/Time [ <b>TIMESTAMP</b> ]

The 'Field Format' dialog box is open, showing the 'Format' tab. The 'Category' list on the left has 'User-defined' selected. The 'Format' field contains 'YYYY/MM/DD HH:MM:SS'. The 'Language' dropdown is set to 'English (USA)'. The 'Options' section shows 'Decimal places' set to 0 and 'Leading zeroes' set to 0. The 'Format code' field is empty. The 'User-defined' checkbox is checked. The 'OK' button is highlighted.

Annotations with red arrows:

- 'Chose User-defined' points to the 'User-defined' option in the 'Category' list.
- 'You can enter date/time format manually' points to the 'Format code' field.

Below the table, there is a section for 'Entry required' (set to 'No'), 'Decimal places' (set to 0), 'Default value' (empty), and 'Format example' (01/01/00 12:00 AM).

# Add a Field to the Table

Eye-Play.odb : Patient - OpenOffice.org Base: Table Design

File Edit View Tools Window Help

	Field Name	Field Type	
🔑	ID	Integer [ INTEGER ]	
	Forname	Text [ VARCHAR ]	
	Surname	Text [ VARCHAR ]	
	Birth date	Date [ DATE ]	
	Sex	Text [ VARCHAR ]	f=female; m=male
	Measure 1	Number [ NUMERIC ]	
	Measure 2	Number [ NUMERIC ]	
	Measure 3	Number [ NUMERIC ]	
	Married	Yes/No [ BOOLEAN ]	yes=married, no=single etc
	Comment	Text [ VARCHAR ]	
▶	Date entered	Date/Time [ <b>TIMESTAMP</b> ]	

Entry required

Decimal places

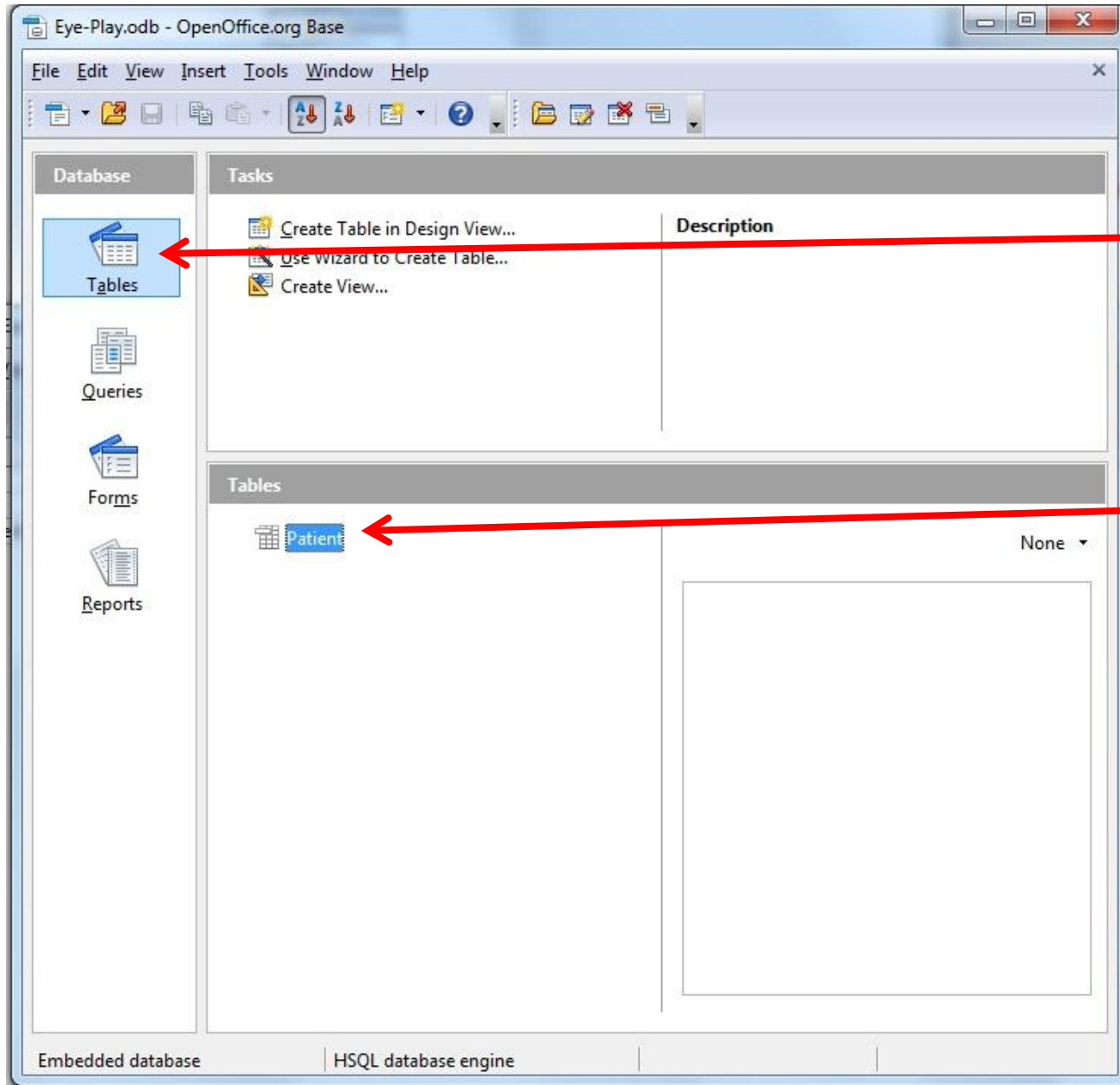
Default value

Format example

If you want to force the person that enters date to enter a date and a time set the box as 'Yes'

Click <SAVE> and our first table is finished

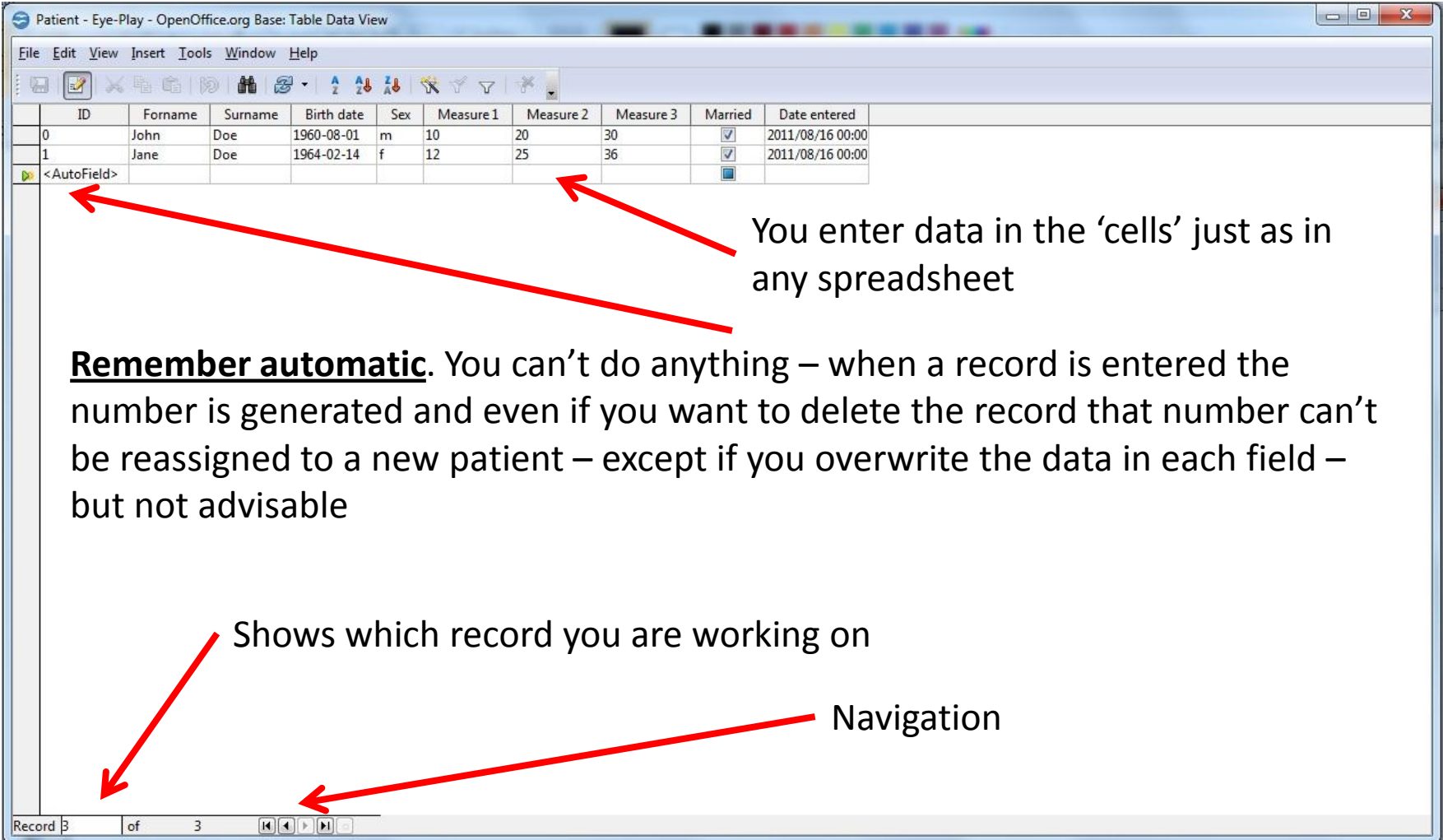
# Ready to enter Data



Select Tables  
- You want to work with tables (in this case enter data)

Select which Table  
You want to work with.

# Enter Records(Data)



The screenshot shows the 'Patient - Eye-Play - OpenOffice.org Base: Table Data View' window. The table has the following columns: ID, Forname, Surname, Birth date, Sex, Measure 1, Measure 2, Measure 3, Married, and Date entered. The data is as follows:

ID	Forname	Surname	Birth date	Sex	Measure 1	Measure 2	Measure 3	Married	Date entered
0	John	Doe	1960-08-01	m	10	20	30	<input checked="" type="checkbox"/>	2011/08/16 00:00
1	Jane	Doe	1964-02-14	f	12	25	36	<input checked="" type="checkbox"/>	2011/08/16 00:00
<AutoField>								<input type="checkbox"/>	

Annotations with red arrows:

- Two arrows point to the data rows, with the text: "You enter data in the 'cells' just as in any spreadsheet".
- An arrow points to the left sidebar, with the text: "Shows which record you are working on".
- An arrow points to the bottom status bar, with the text: "Navigation".

The status bar at the bottom shows "Record 3 of 3" and navigation icons.

**Remember automatic.** You can't do anything – when a record is entered the number is generated and even if you want to delete the record that number can't be reassigned to a new patient – except if you overwrite the data in each field – but not advisable



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