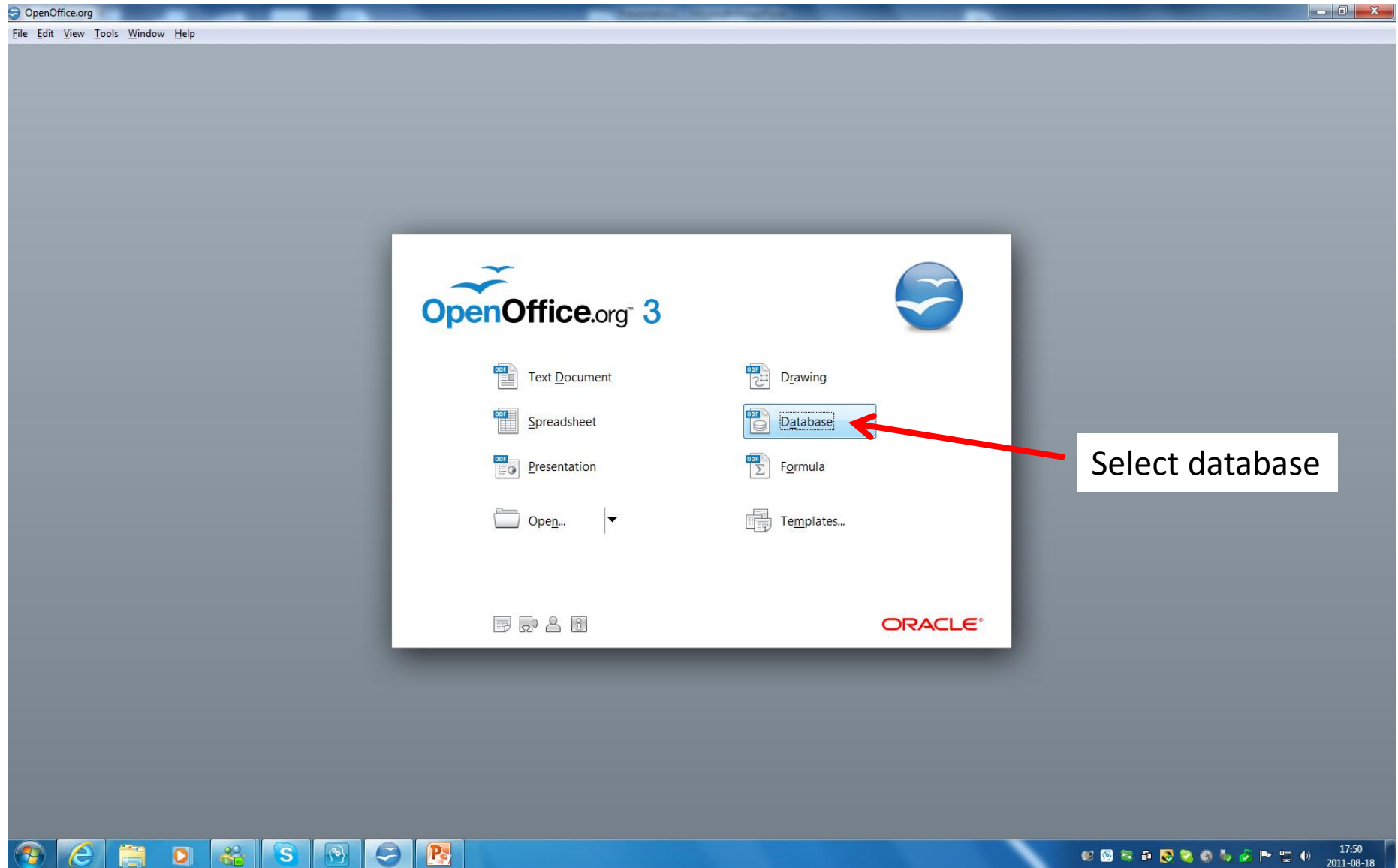# Database in Open Office

by
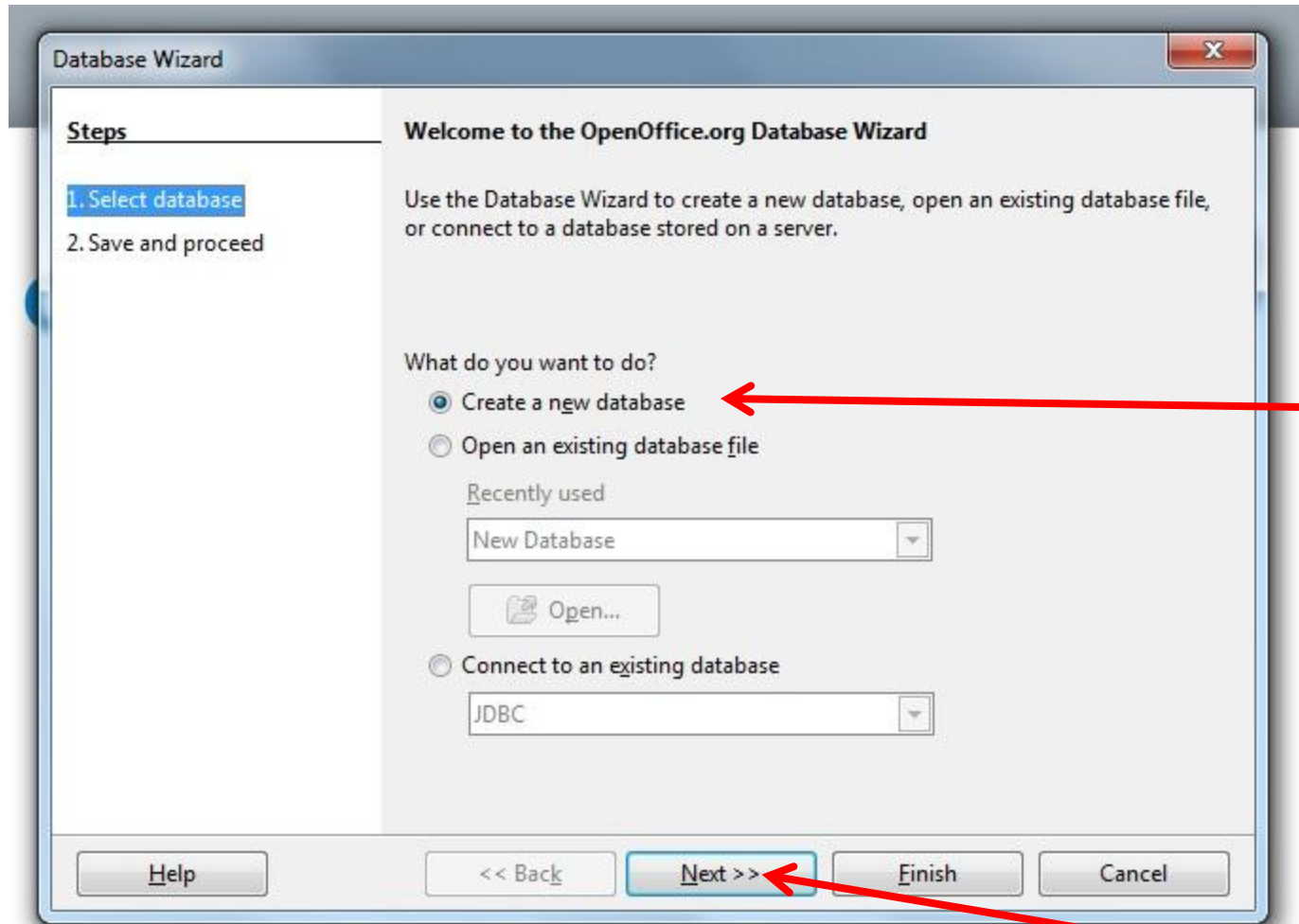
Anders L Nielsen

This presentation is parallel to the one for Microsoft Access

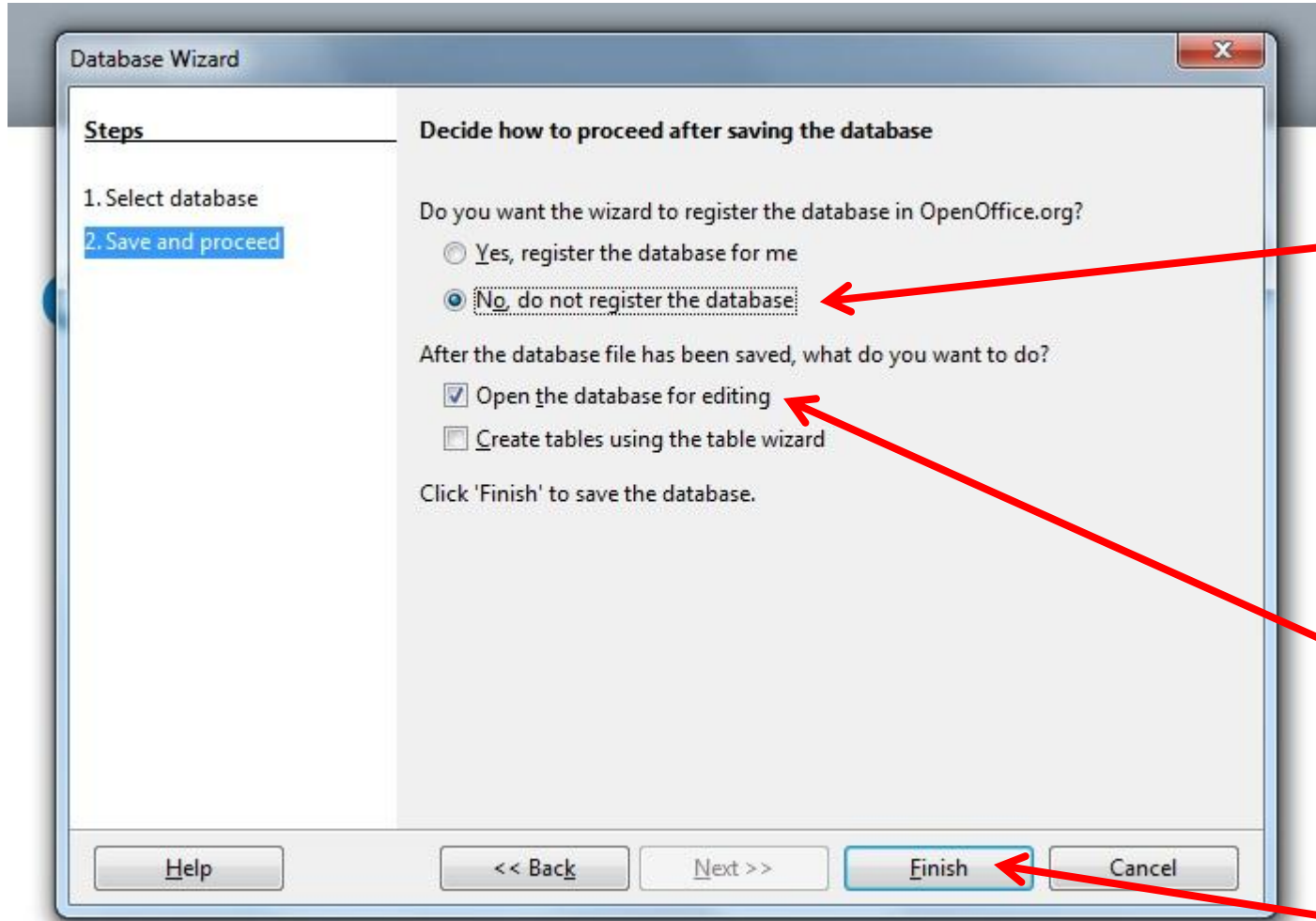# Database in OpenOffice

Select database

Create a new database

Create a new database
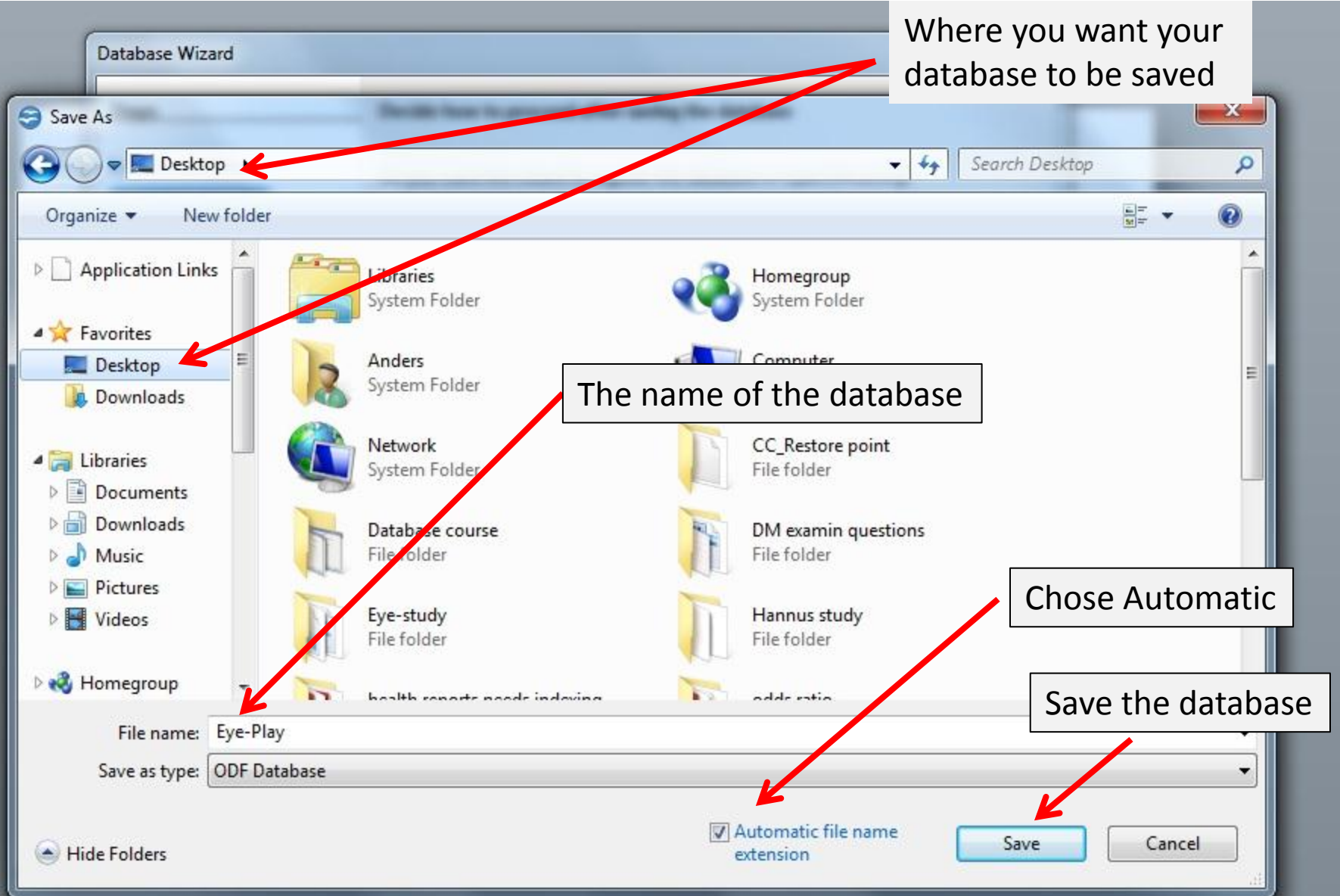
Go on

Save Database

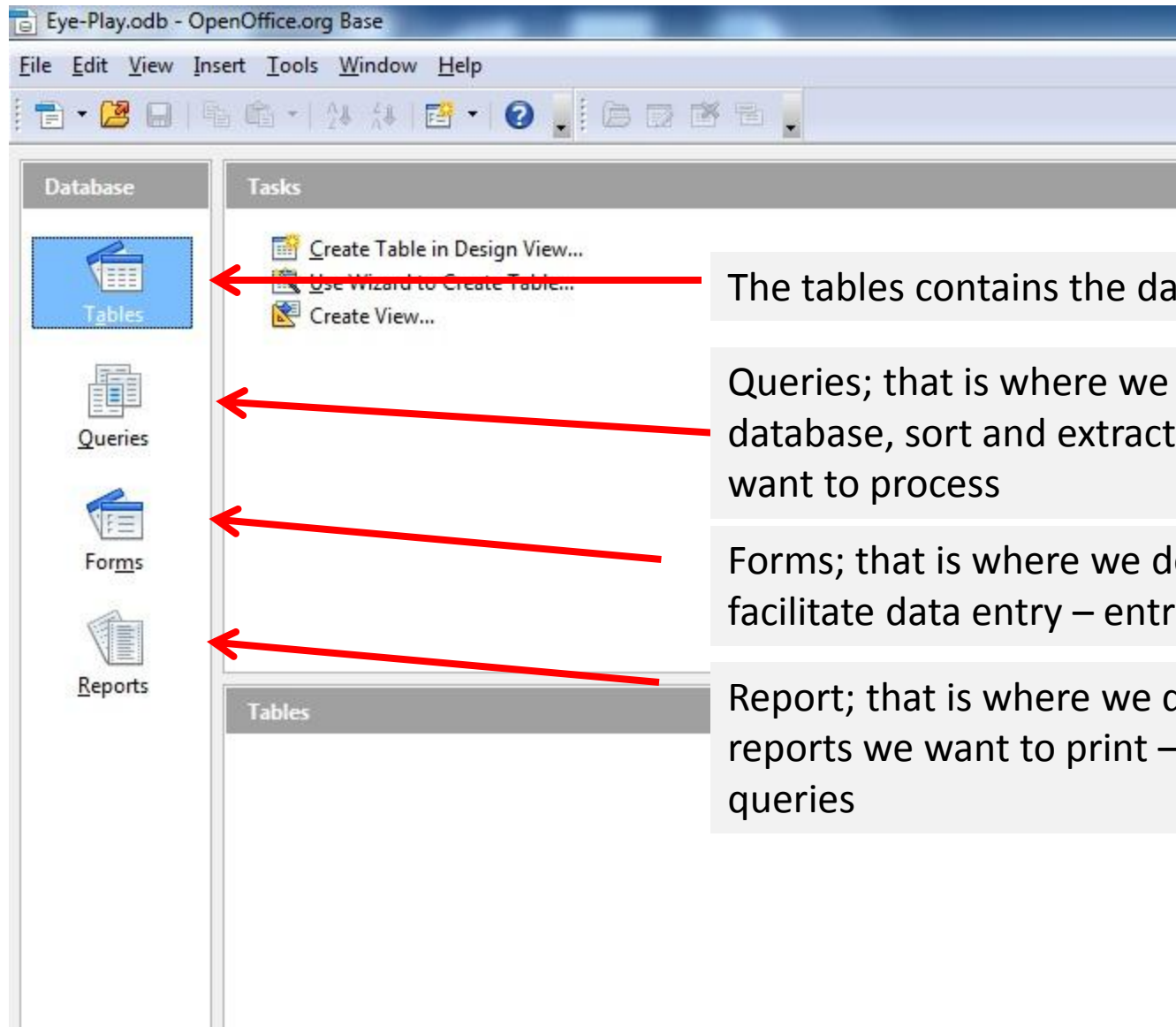You do not want to make your database public

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

Go on

Chose where to save the database

Where you want your database to be saved

The name of the database

Chose Automatic

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

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.

Field Format

Format Alignment

Category
- All
- User-defined
- Number
- Percent
- Currency
- Date
- Time
- Scientific

Format
- General
- -1234
- -1234.12
- -1,234
- -1,234.12
- -1,234.12

Language
English (USA) ▼

1234.57

Options

Decimal places   0   ▲▼   ☐ Negative numbers red

Leading zeroes   1   ▲▼   ☐ Thousands separator

Format code

General ✓ 📋 ✖

OK   Cancel   Help   Reset

Entry required	Yes ▼
Length	4
Decimal places	0
Default value	
Format example	0 ...

Activate this button – a new window popups

Field note

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.

Chose date type

Activate – a new window popup

To continue

Enter more Fields

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

Enter more Fields

Eye-Play.odb : 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]	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   No

Length   1

Default value

Format example   @

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

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]	

File Edit View Tools Window Help

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

OpenOffice.org Base

⚠ Warning!

The table cannot be saved because column name "Measure 2" was assigned twice.

OK

Field names must be unique
Click <OK>

Entry requi
Length   50
Default value
Format example   @

Primary Key

OpenOffice.org Base

No primary key

A unique index or primary key is required for data record identification in this database.
You can only enter data into this table when one of these two structural conditions has been met.

Should a primary key be created now?

[Yes] [No] [Cancel]
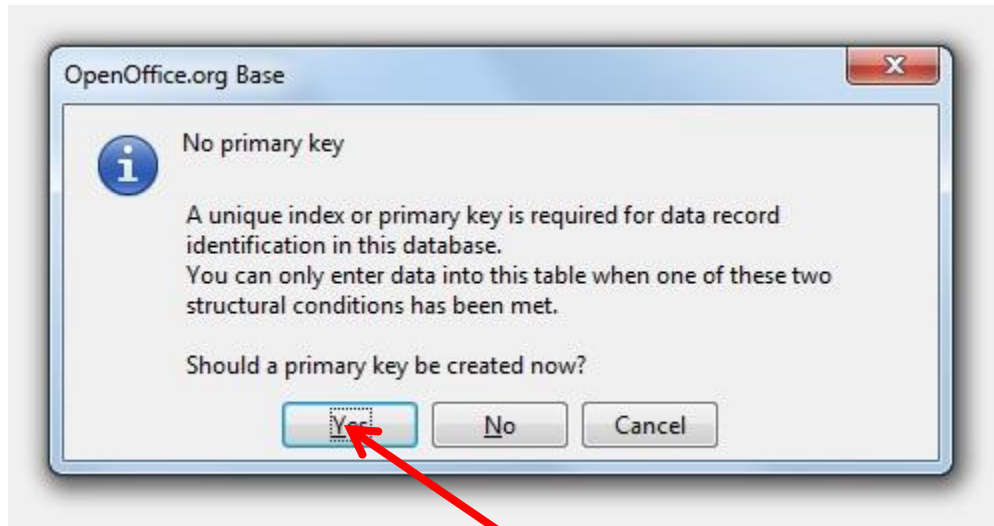
Each record will be assigned a unique id-number (= Primary key)

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

Primary key

Eye-Play.odb : 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   Yes
                 Yes
Length   No

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.
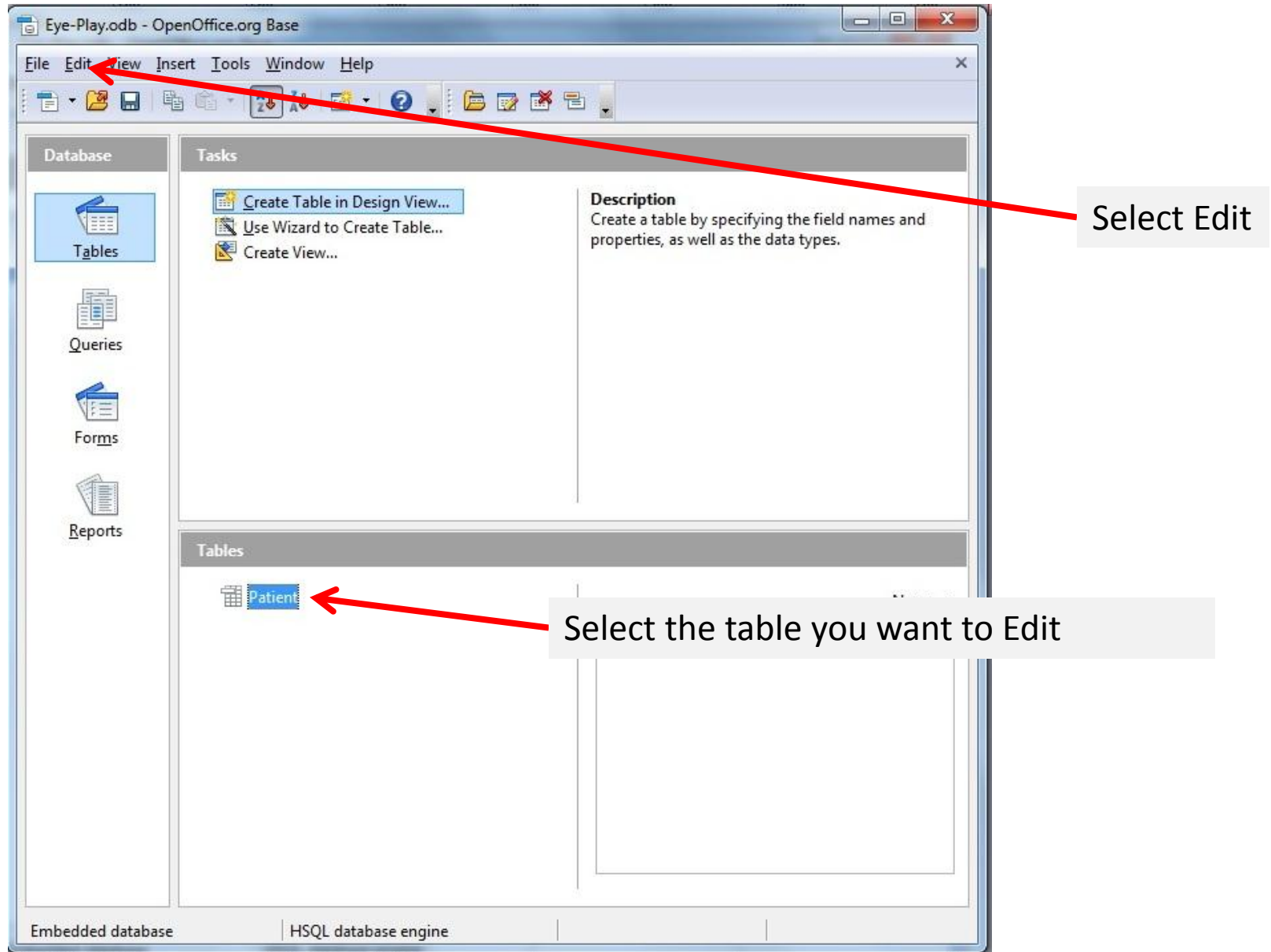(*But leave ID as is for now*)

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
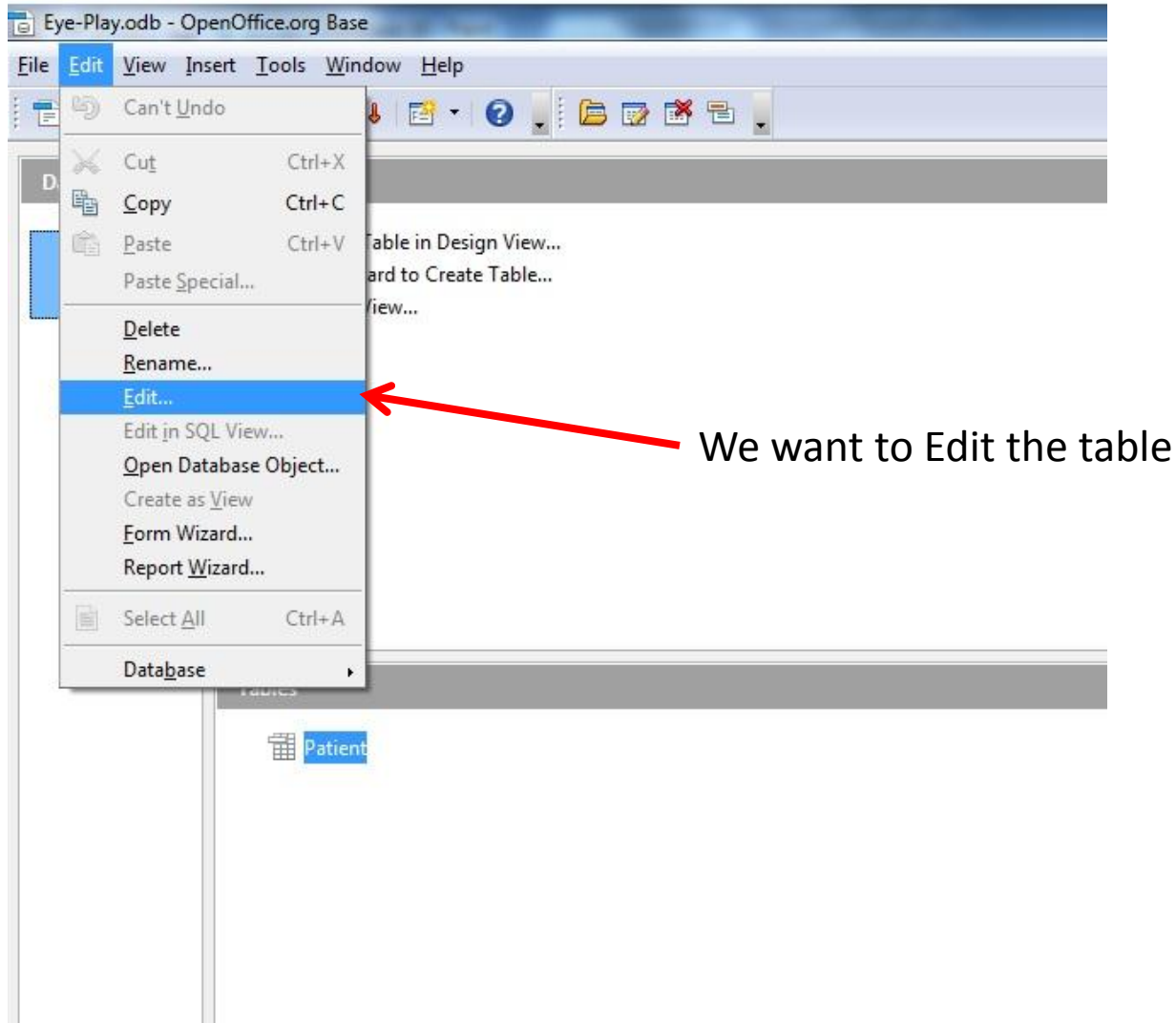(resulting from the increment
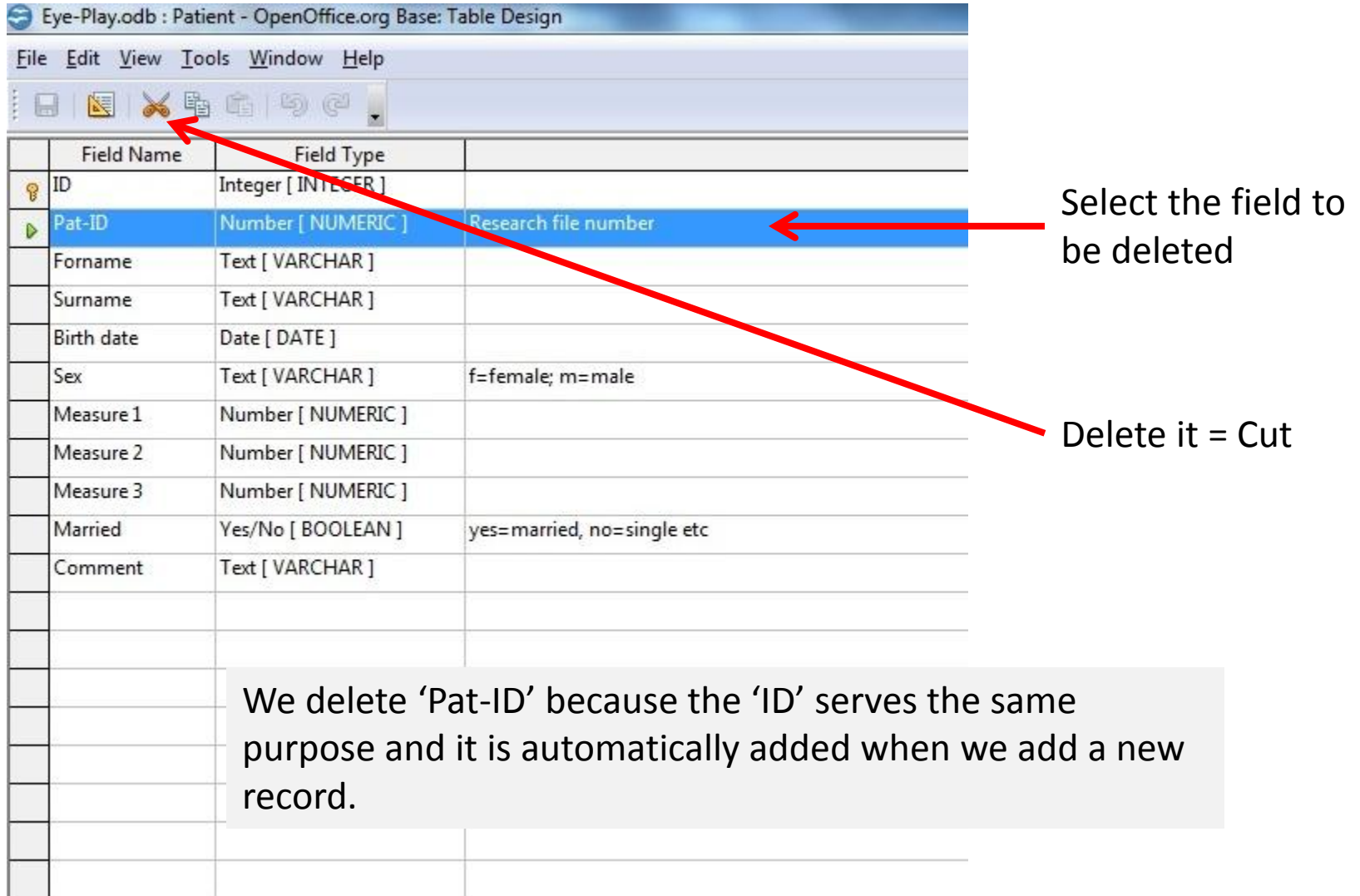of the previous record).

Note the help text to the
far right

Edit a Table

Select Edit

Select the table you want to Edit

Edit a Table

We want to Edit the table

Delete a Field

Select the field to be deleted

Delete it = Cut

We delete 'Pat-ID' because the 'ID' serves the same purpose and it is automatically added when we add a new record.

Add a Field to the Table

Chose User-defined

You can enter date/time format manually

Add a Field to the Table

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 [TIMESTAMP] ▼	

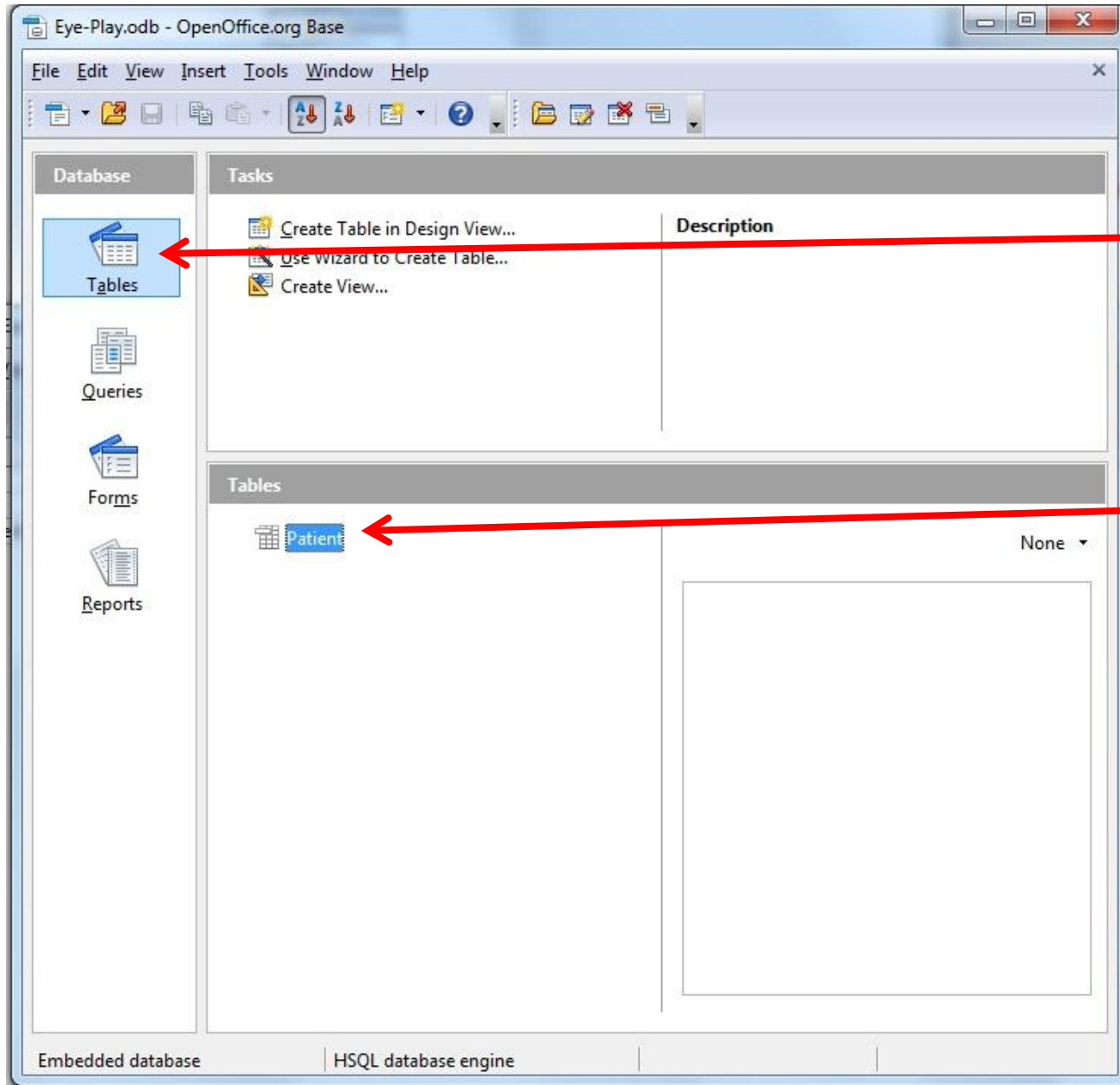|	
Entry required	No ▼
Decimal places	0
Default value	
Format example	01/01/00 12:00 AM [...]

If you want to force the person that enters date to enter a date and a time set the box as 'Yes'
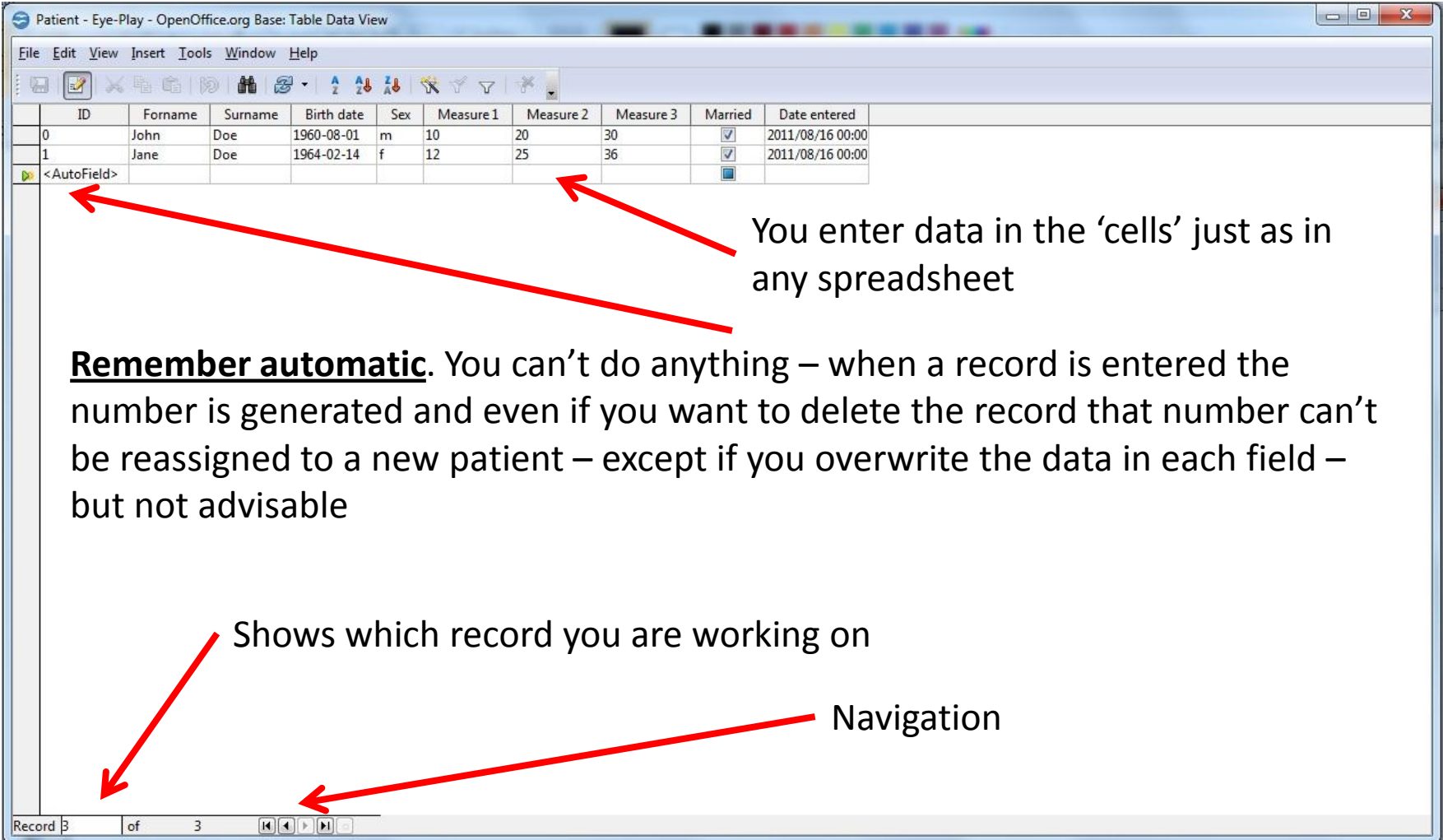
Click <SAVE> and our first table is finished

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)

You enter data in the 'cells' just as in any spreadsheet

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

Shows which record you are working on

Navigation

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