Unit 3: Database Management System using LibreOffice Base
Chapter 9: Starting with LibreOffice Base

1. Data Types in LibreOffice Base

Data Type	Description
Text	Used to store letters, numbers, and special characters. Example: names, addresses.
Numeric	Stores numbers that can be used for mathematical calculations. Example: age, marks.
Date	Stores date values. Example: 12-05-2025
Currency	Stores financial values with currency symbols. Example: ₹500.00
Boolean	Stores only two values – TRUE or FALSE (Yes/No)
Binary	Stores binary data like images or documents

2. Starting LibreOffice Base

2.1 Create New Database

Steps:

1. Open **LibreOffice Base**.
2. Select **"Create a new database"**.
3. Click **Next**.
4. Choose **"Yes, register the database"** (optional).
5. Click **Finish** and **Save the file**.

2.2 Various Components of LibreOffice Base Interface

Component	Description
Tables	Store data in structured format.
Queries	Used to search and retrieve specific data.
Forms	User-friendly interface for entering data.
Reports	Generate printed outputs of data.
Tasks Pane	Located on the left, contains main components like Tables, Queries etc.
Workspace Area	Middle section where selected component is opened.
Toolbar and Menus	Used to access commands and formatting options.

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3. Closing the Database and Quitting LibreOffice Base

Steps:

1. Click on **File > Close** to close the database.
2. To exit the application, click **File > Exit** or simply click the **Close (X)** button.

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4. Opening an Existing Database

Steps:

1. Launch **LibreOffice Base**.
2. Select **"Open an existing database file"**.
3. Browse and select your saved .odb file.
4. Click **Open**.

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5. Creating a Table

5.1 Create Table in Design View

Steps:

1. Go to **Tables > Create Table in Design View**.
2. Define **Field Name**, **Field Type**, and **Description**.
3. Set **Primary Key** (Right-click field > Primary Key).
4. Save the table with a proper name.

5.2 Create Table Using Wizard

Steps:

1. Go to **Tables > Use Wizard to Create Table**.
2. Select category (Business or Personal).
3. Choose fields from sample tables.
4. Set field types and primary key.
5. Set table name and click **Finish**.

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6. Inserting Data in a Table

Steps:

1. Double-click the table name from the **Tables** section.
2. Enter data in each row and press **Tab** to move to the next field.

6.1 Navigating Through the Table

- Use **Arrow keys** to move through rows and columns.
- Use **Tab** key to jump to the next field.

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7. Editing Data in a Table

7.1 Updating Data

- Open the table, click on the cell to be updated, modify the value.

7.2 Deleting Data

- Select the row header > Right-click > Click **Delete Rows**.

7.3 Sorting Data

Sort Records by Applying Multiple Sort Criteria

Steps:

1. Open the table.
2. Go to **Data > Sort**.
3. Choose the **first field** to sort by.
4. Add **secondary field** for multi-level sort.
5. Click **OK**.