

Sut i greu Bas Data

How to create a Database



Mewngofnodwch i HWB. Agorwch J2E (Just2Easy). Ewch i J2Data ac yna agorwch Database.

Log into HWB. Open J2E (Just2Easy). Go to J2Data and open Database.

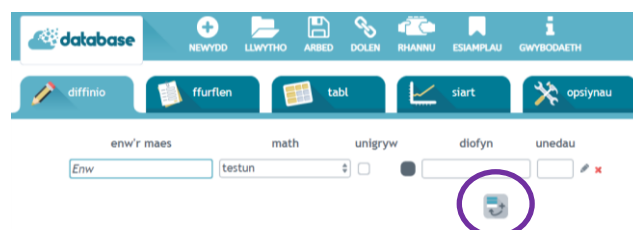


Yn gyntaf bydd angen creu'r Bas Data. Dydydych chi ddim am roi eich gwybodaeth mewn eto, dim ond creu'r teitlau (neu MAES). Bydd angen teipio ENW'R MAES a dewis y MATH o ateb ar gyfer pob cwestiwn.



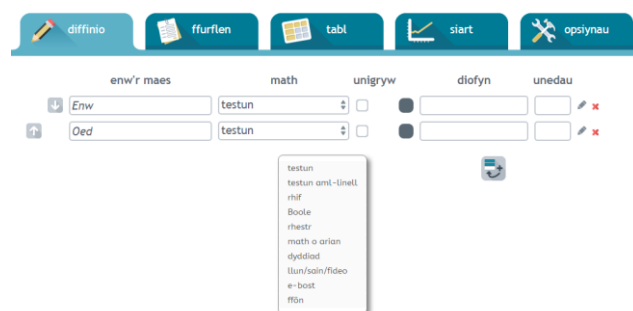
First you will need to create your Database. You don't need to add your data yet, we are just creating the titles (or FIELDS). You will need to type in the FIELD NAME and the TYPE of answer for each question.

Yn y bas data yma, enw'r person yw'r maes cyntaf. Testun bydd y math o ateb. Er mwyn ychwanegu maes newydd, cliciwch Ychwanegu Maes.



In this Database, the first field is the name of the person. The answer will be in text form (testun). To add a new field, click on the ADD FIELD icon.

Y maes nesaf bydd Oed. Tro yma, bydd angen yr ateb i fod yn rhif. Cliciwch ar y gair testun a bydd y fwydlen yma yn ymddangos. Dewiswch RHIF.



The next field will be Age. This time, you'll want to add a number as the answer. Click on the word text and a drop down menu will appear. Choose NUMBER.

Wrth ofyn cwestiwn gyda nifer bychan o atebion posib e.e. Lliw llygaid, mae'n bosib creu dewislen. Cliciwch RHESTR

When asking a question that only has a small number of possible answers, such as eye colour, you can choose to make a list. Choose LIST.

Nawr, bydd angen ychwanegu'r dewisiadau i'r bocs ar y dde. Cofiwch, un dewis ar bob llinell.

Now you can add the choices in the bocs on the right. Remember you will need to put each option on its own line.

Pan ydych wedi gorffen, cliciwch FFURFLEN yn y tabiau ar dop y bas data. Bydd e'n gofyn i chi i enwi'r bas data er mwyn ei arbed.

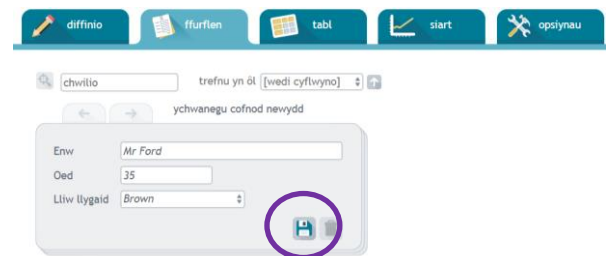
When complete, click on the FORMS button above the database. It will ask you for a name so that it will save the database.

Nawr yw'r amser i ychwanegu eich data. Dim ond testun aeth yn y bocs Enw, dim ond rhif aeth mewn i'r bocs Oed ac yna gallwch ddewis o'r rhestr ar gyfer Lliw llygaid.

Now you are ready to add your data. Only text will go into the Name box, only a number can be put into the Age box and you can choose Eye Colour from the drop down list.

I ychwanegu cofnod newydd, cliciwch CADW COFNOD.

To add another record, click the SAVE button



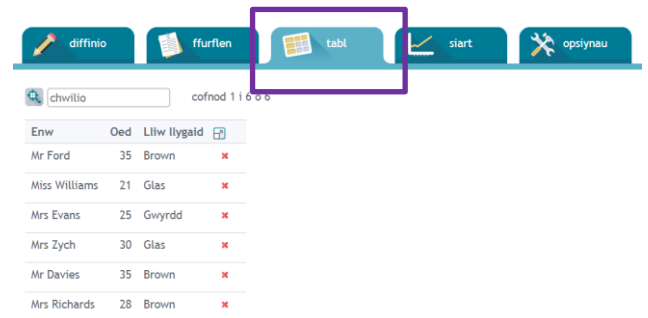
Ambell waith, bydd eicon newydd yn ymddangos i ychwanegu cofnod. Fel gallwch weld, mae 3 cofnod yn y bas data yma ar hyn o bryd. Hwn yw rhif 2 o 3.

Sometimes, a new icon will appear to add a record. As you can see, this is record 2 of 3.



Ar ôl i chi i orffen, gallwch edrych ar y data mewn tabl.

After finishing inputting, you can view the data in a table.



Enw	Oed	Lliw llygaid
Mr Ford	35	Brown
Miss Williams	21	Glas
Mrs Evans	25	Gwyrdd
Mrs Zych	30	Glas
Mr Davies	35	Brown
Mrs Richards	28	Brown

Gallwch hefyd creu siartiau i ddangos y data.

You can always make charts to show your data.

