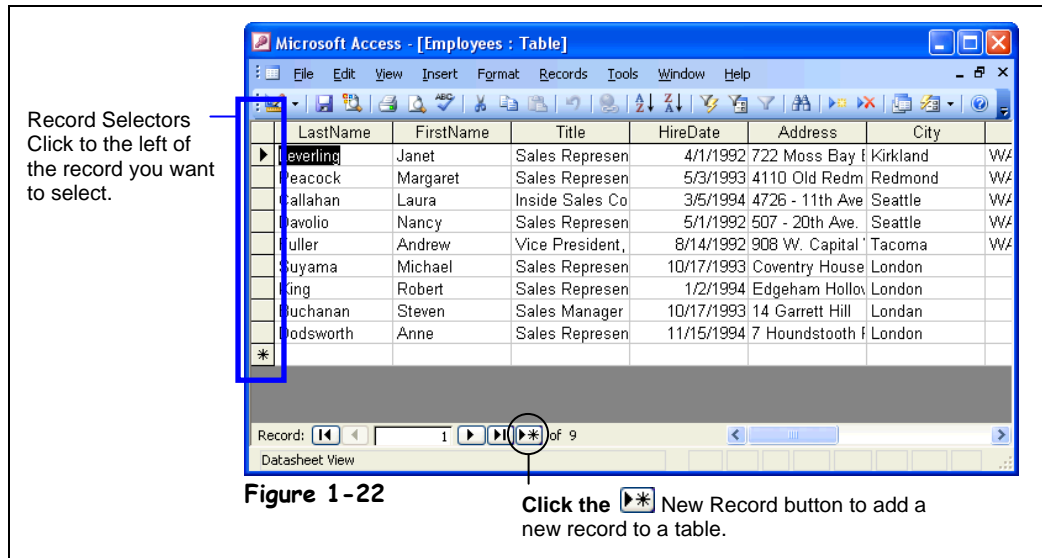


Lesson 1-12: Adding, Editing, and Deleting Records


Figure 1-22

Adding a new record to a table.



New Record button

Other Ways to Add a New Record:

- Click the  **New Record button** on the datasheet toolbar.
- Press **<Ctrl> + <+>**.

When you have finished adding or editing a record, move to any other record to save your changes.


You can easily add, change, or delete the records in your table. For example, you might want to add a record to store information about a new employee, change an existing record when an employee's address changes, or delete a record for an employee who no longer works for the company. This lesson explains how to do all three of these tasks.

First, here's how to add a record to a table:

1. **Click the **New Record button** on the Record Navigation bar.**
The record selector jumps to the blank row at the end of the table and the blinking insertion point (|) appears in the first LastName field.
2. **Enter your last name in the **LastName** field.**
If you make a mistake you can press the Backspace key to correct it.
Once you have finished entering data into a field you can press <Tab> or <Enter> to move to the next field or <Shift> + <Tab> to move to the previous field.
3. **Press <Tab> to move to the next field and enter your first name.**
Getting the hang of this data entry stuff? Move on to the next step and finish entering the new record.
4. **Complete the record by entering your own information into each respective field (enter today's date for the hire date). Remember to press <Tab> to move to the next field.**

Finish entering all that information? Super! When you enter data, you don't have to click a Save button to save the information—Access automatically saves the information as you enter it. Neat, huh?

You can also make changes to the records in a table at any time. To edit a record, simply click the field you want to edit and make the changes. Let's try it!

5. Position the mouse over the left edge of the **Title cell in your record (the pointer changes to a ) and then click to select the cell.**

When a cell has been selected, anything you type will replace the original contents.

6. Type **Inside Sales Coordinator.**

The text "Inside Sales Coordinator" replaces the original contents of the Title field in your record. You might want to glance at Table 1-9: *Helpful Editing Keys*, which lists several keys that are very important for editing and changing the contents of a field.

7. When you have finished making the change, press **<Tab>.**


You can permanently delete records that you no longer need from a table. Here's how:

8. Place the insertion point anywhere in the record you just added and click the **Delete Record button on the toolbar.**

The record disappears and a warning dialog box appears, asking you to confirm the deletion.

9. Click **Yes to confirm the deletion and then close the table.**

Congratulations! While it may not seem like you have gone over very much, you have just learned the ins and outs of data entry with Access—the most important (and boring) database task of all!

Sales Representative
 Mechanic

Select a cell by clicking the left edge of the cell.



Delete Record button

Other Ways to Delete a Record:

- Right-click the row selector of the record you want to delete and select **Delete Rows** from the shortcut menu.
- Click the row selector for the record you want to delete and press **<Delete>**.

Table 1-9: Helpful Editing Keys

Key(s)	Description
<Tab> or <Enter>	Moves to the next field in the table. If you're at the last field or cell in a table, pressing <Tab> or <Enter> will save your changes and move to the first field in the next record.
<Esc>	The <Esc> or Escape key is the "Wait, I've changed my mind" key. Press <Esc> to cancel any changes you've made to a record.
<↑>, <↓>, <←>, or <→>	Use the arrow keys to move between fields and records. If you are editing a field, pressing the left and right arrow keys will move the insertion point one character to the left or right.
<Delete>	Nothing surprising here. The <Delete> key deletes or erases whatever is selected—text, cell contents, even entire records. If you're working with text, the <Delete> key erases characters to the right of the insertion point.
<Backspace>	Use the <Backspace> key to fix your typing mistakes—it erases characters to the left of the insertion point.

 **Quick Reference**

To Add a New Record:

1. Click the **New Record navigation button**.
Or...
Click the **New Record button** on the toolbar.
Or...
Press **<Ctrl> + <+>**.
2. Enter the record information for the field, pressing **<Tab>** to move to the next field and **<Shift> + <Tab>** to move to the previous field.

To Edit a Record:

- Click the field you want to edit and make the changes.

To Delete a Record:

- Place the insertion point anywhere in the record and click the **Delete Record button** on the toolbar.