

## Adding, Editing and Deleting Records

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. In this lesson you’ll learn how to add, edit, and delete a table’s records.

### Add a record

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 column.

**Other Ways to Add a New Record:**

If the New record row is in view, simply click in that row.

2. Click a field in the new record and enter data as desired.

As 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.

**Tip:** Press <Tab> or <Shift> + <Tab> keys to quickly move between fields in a record.

### Edit a record

You can also make changes to the records in a table at any time.

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

### Delete a record

You can permanently delete records that you no longer need from a table.

1. Click the record selector next to the record you want to delete.
2. Click the **Home** tab on the Ribbon, click the **Delete** button in the Records group and click the **Yes** button.

**Other Ways to Delete a Record:**

Click the record selector next to the record you want to delete. Press the <Delete> key. Click the **Yes** button.

### Exercise

- **Exercise File:** Employees.accdb
- **Exercise:** Open the Employees table in Datasheet View. Go to the New record at the bottom of the table and enter your last name in the LastName field. Complete the rest of the fields in the record with your own information (enter today’s date for the hire date). Then edit the Title field for your record and change it to “Inside Sales Coordinator”. Delete the record you just created. Close the table.

ID	LastName	FirstName	Title	HireDate	Address
1	Leverling	Janet	Sales Represent	4/1/1992	722 Moss Bay B
2	Peacock	Margaret	Sales Represent	5/3/1993	4110 Old Redm
3	Callahan	Laura	Inside Sales Coc	3/5/1994	4726 - 11th Ave
4	Davolio	Nancy	Sales Represent	5/1/1992	507 - 20th Ave.
5	Fuller	Andrew	Vice President, S	8/14/1992	908 W. Capital V
6	Suyama	Michael	Sales Represent	10/17/1993	Coventry House
7	King	Robert	Sales Represent	1/2/1994	Edgeham Hollow
8	Buchanan	Steven	Sales Manager	10/17/1993	14 Garrett Hill
9	Dodsworth	Anne	Sales Represent	11/15/1994	7 Houndstooth I
10	Miller	Ro			

Figure 2-5: Entering data in a table.



Figure 2-6: Deleting a record by clicking the Delete button in the Records group on the Home tab.