

Lesson 2-4: Inserting a New Record

Figure 2-6

The Client List database with a new, blank record inserted.

Figure 2-7

The Client List database displayed in List mode.

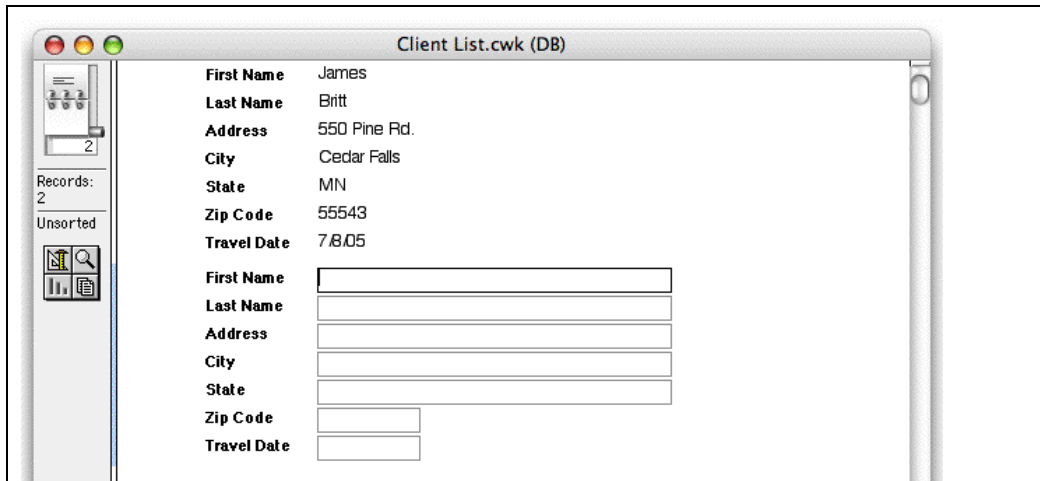


Figure 2-6

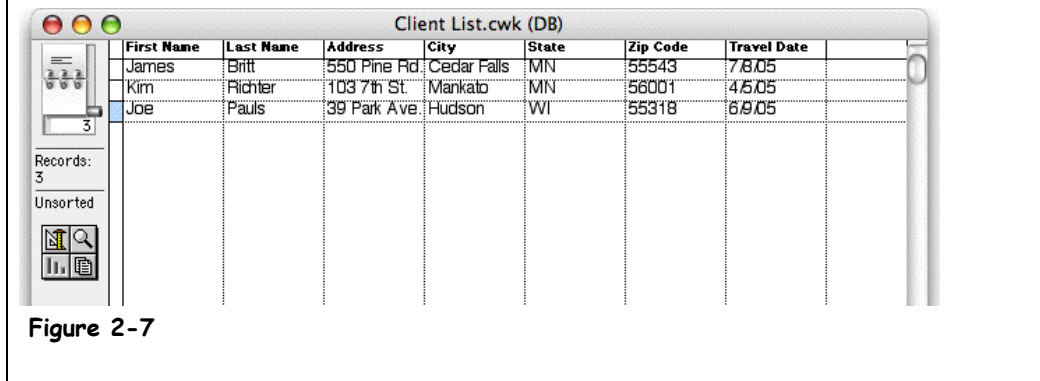


Figure 2-7

A *record* is a set of fields that relate to a single thing or person. For example, a single record might include information in various fields about a person's first and last name, address, phone number, and date of birth.

A *record* is a collection of data regarding a single subject. In the Client List database, for example, you will create a separate record for each client. Every record in a database consists of several fields, and the information entered in each field is specific to each record.

You can easily add, modify, or delete the records in a database. 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 will show you how to perform all three of these tasks

1. Select **Edit** → **New Record** from the menu.

AppleWorks inserts a new, blank record into the database, as shown in Figure 2-6.



New Record button

Other Ways to Insert a New Record:

- Click the **New Record button** on the Button Bar.
- Press **<⌘> + <R>**.

2. Enter the following information into the new record:

First Name Kim
Last Name Richter
Address 103 7th St.
City Mankato
State MN
Zip Code 56001
Travel Date 4/5/05

Let's insert another new record into the database, but this time we'll use a shortcut keystroke instead of the menu bar.

3. Press <F6> + <R> and enter the following information into the record:

First Name Joe
Last Name Pauls
Address 39 Park Ave.
City Hudson
State WI
Zip Code 55318
Travel Date 6/9/05

To change the way information appears onscreen, you can view database documents in different layout modes. Let's switch to List mode.

4. Select **Layout → **List** from the menu.**

The database is displayed in List mode, as shown in Figure 2-7.

We're finished working with the Client List database, so let's close it.

5. Select **File → **Close** from the menu and click the **Save button** to save your changes.**

The database document closes and you return to the Starting Points window.



List Mode button

Other Ways to Switch to List Mode:

- Click the **List Mode button** on the Button Bar.

 **Quick Reference**

To Insert a New Record:

- Select **Edit** → **New Record** from the menu.

Or...

- Click the **New Record button** on the Button Bar.

Or...

- Press <F6> + <R>.

To Change Modes:

- Click **Layout** on the menu bar and select a layout mode from the menu.

Or...

- Click one of the layout buttons on the Button Bar.