


## ADDING AND DELETING A RECORD IN DATASHEET VIEW

New records can be added to an Access table using a form or datasheet view. For this exercise, you need to open the **Final Sales Merchandise** table in **Datasheet View**.


### Adding a Record in Datasheet View

- ❖ Double-click on the **Final Sales Merchandise** table.
- ❖ This will open the table in **Datasheet View**.
- ❖ Do one of the following:
  - Click the **Add Record** button at the bottom of the window to add a new record (see the illustration at the right). 
  - Click in the last row of the datasheet to add the record.
- ❖ Input some information for this record.
- ❖ Examine the Table window to be sure the record has been added to the Table.
- ❖ Close the Table.

### Deleting a Record

- ❖ Reopen the **Final Sales Merchandise** table.
- ❖ Check to make sure the record has been added to the Table.
- ❖ Click the **Record Selector** button for the record you just input.
  - This is the gray area to the left of the record.
  - The mouse pointer will change to a left pointing black arrow (see illustration below).

Final Sales Merchandise : Table								
Stock Number	Description	Vendor	Category	Unit Cost	Quantity on Hand	Date of Last Order	No on Order	
13021	Homecoming	Gaither Music	Video	\$29.95	12	15-Aug-02		<input checked="" type="checkbox"/>
13034	By This Fire	Firebook	Book	\$9.95	7	22-Aug-02		<input type="checkbox"/>
13037	Because He Lives	Gaither Music	Video	\$29.95	3	11-Sep-02		<input checked="" type="checkbox"/>
➔ 13066	Homecoming Hymns	Zondervan	CD	\$17.95	0	30-Sep-02		<input checked="" type="checkbox"/>
20239	My Father's Angels	Baker Books	Book/CD	\$14.95	3	02-Oct-02		<input checked="" type="checkbox"/>
20241	Harmony in the Heartland	Gaither Music	Video/CD	\$29.95	10	10-Oct-02		<input type="checkbox"/>
20256	Let Freedom Ring	Gaither Music	CD	\$19.95	3	11-Sep-02		<input type="checkbox"/>
*				\$0.00	0			<input checked="" type="checkbox"/>

- Click with the left mouse button to select the record (see illustration above).
- ❖ To delete a record, do one of the following:
  - Press the **Delete** key on the keyboard.
  - Choose **Edit** on the **Menu Bar** and select **Delete Record**.
  - Click the **Delete Record** button on the toolbar (see illustration at right). 
- ❖ A dialog box will appear saying you are about to delete 1 record.
- ❖ Click **Yes** to permanently delete the record.
  - When a record is deleted from a table in Access, it cannot be restored.
  - The deletion of a record is permanent.
- ❖ To check to see if this is an irreversible action, click the **Undo** button.
- ❖ The **Undo** button should not be accessible, because there isn't any action to perform.

