


ENTERING RECORDS USING A FORM

Records can be entered into a table using a form or in datasheet view. A form displays one record at a time, while a datasheet displays all the records at one time. This section assumes that you have just created a table using the Table Wizard. Therefore, this is a continuation of that section.

- ❖ If the **Address List Form** is not displayed:
 - Click the **Form** link in the **Objects Bar**.
 - Double-click on the **Address List** form.
- ❖ The cursor should be blinking in the box for the **Address ID** with the **AutoNumber** option.
 - This is an **AutoNumber** field, and is the **Primary Key** for the database.
 - When information is keyed into the **Record**, the record is automatically numbered.
 - This number cannot be changed.
- ❖ Click in the **First Name** field.
- ❖ Enter the following information into the fields, pressing the **Tab** or **Enter** key to move to the next field in each record.
- ❖ Type **Bill** into the **First Name** field name box.
- ❖ Type **Gaither** into the **Last Name** field.
- ❖ Type **Gloria** in the **Spouse Name** field.
- ❖ Type **12 Gospel Street**.
 - Press **Ctrl+Enter** to move to the second line of the **Address** box.
 - Type **Apt. 2B**.
 - Move to the next field by pressing **Tab** or **Enter**.
- ❖ Type **Fort Wayne** in the **City** field.
- ❖ Type **IN** in the **State/Province** field.
- ❖ Type **45688** in the **Postal Code** field.
- ❖ Type **USA** in the **Country** field.
- ❖ Type **bgaither@gaithermusic.com** in the **Email Address** field.
- ❖ Type **203-556-6997** in the **HomePhone** field.
- ❖ Input **203-556-7885** in the **WorkPhone** field.
- ❖ Type **122535** in the **Birthdate** field.
 - DO NOT key in any slashes. The slashes will appear automatically.
 - The date will be properly formatted with the slashes between the numbers.
 - This field has an Input Mask applied to it. That is why you don't have to input the slashes.
- ❖ Input **Yes** in the **Send Card** field.
- ❖ Click the **New Record** button (bottom left-hand corner, last button) or press the **Tab** key  (see illustration at right).



The screenshot shows a window titled "Address List" with a list of input fields. The fields are: Address ID (with "(AutoNumber)" next to it), First Name, Last Name, Spouse Name, Address, City, State/Province, Postal Code, Country/Region, Email Address, Home Phone, Work Phone, Birthdate, and Send Card. At the bottom, there is a "Record:" label followed by navigation icons and the text "1 of 1".

❖ Enter the following information into the database.

- First Name: **Jake**
- Last Name: **Hess**
- Spouse: **Miriam**
- Address: **23 Southwest Terrace**
- City: **Anderson**
- State/Province: **IN**
- Postal Code: **45699**
- Country: **USA**
- Email: **jhess@gaithermusic.com**
- Home Phone: **203-556-7958**
- Work Phone: **203-555-6772**

❖ Click the **Close** button in the upper-right corner of the **Address List** window to close the form.

❖ A message will appear asking if you want to save the Form.

❖ Click **Yes**.

❖ The **Save As** box will appear.

❖ Name the Form **Address List**.

➤ It is not necessary to use a Database Form to enter records into a database.

➤ You may also use **Datasheet View** to enter records.

➤ To enter a record in Datasheet View, complete the following steps:

➤ Click the **Tables** tab, if necessary.

➤ Double-click the **Address List** table to open it.

➤ The **Table** will appear in **Datasheet View**.

➤ Click the **Last Blank Line** in the **Table**, with the **Insertion Point** in the **First Name** field.

➤ Enter the following record, pressing **Tab** or **Enter** to move from field to field.

- First Name: **Josh**
- Last Name: **Speer**
- Spouse Name: **Mary**
- Address: **27 Singer Street**
- City: **Christmas**
- State/Province: **OK**
- Postal Code: **49532**
- Country: **USA**
- Email Address: **jspeer@gaithermusic.com**
- Home Phone: **609-558-9097**
- Work Phone: **609-558-2255**

❖ Click the **Close** button to close the **Address List** table datasheet.

❖ Access automatically saves the new record.

