


## INPUTTING INFORMATION INTO THE NEW TABLE

Information can be added to a table using a form or in Datasheet View. For this exercise, data will be entered using Datasheet View.

- ❖ Do one of the following:
  - While in the database window, open the **Final Sales Merchandise** table in **Design View** by double-clicking on the table name.
  - While in **Design View**, click the **Datasheet View** button (see illustration at right) 
- ❖ This will display the table in Datasheet view (see illustration below).

Sales Merchandise : Table							
StockNumber	Description	Vendor	Category	UnitCost	QuantityOnHand	DateOfLastOrder	NowonOrder
				\$0.00	0		<input type="checkbox"/>

- The table field names should be displayed in the first row of this view.
- This view is where you will enter the data for this table.
- ❖ The first record for the table should be input as follows:
  - Under **StockNumber** input **13021-52**.
  - Under **Description** input **Homecoming**.
  - Under **Vendor** input **Gaither Music**.
  - Under **Category** input **Film**.
- ❖ Press the **Tab** key. What happened?
  - This value will not be accepted, because of the **Validation Rule**.
  - **Film** is not in the list of options.
- ❖ Read the message and then press **OK**.
- ❖ Input **Video** for this field.
- ❖ Under **UnitCost** input **29.95**
- ❖ Under **QuantityOnHand** input **12**.
- ❖ Under **DateOfLastOrder** input **09/15/04**.
  - Because you chose **Medium Date** as the definition for this field, the date will not appear as input.
  - It will appear in the **DD-Mon-YY** format.
- ❖ Move to the field **NowOnOrder**.
  - This is a **Yes/No** field that displays as a check box.
  - Tab past this field to indicate that this item is on order.
  - Pressing the **Space Bar** would remove the check mark.
- ❖ Input the rest of the records from the table below.

Stock Number	Description	Vendor	Category	Unit Cost	Quantity OnHand	DateOf LastOrder	NowOn Order
13034-55	By This Fire	Firebook	Book	9.95	7	8/22/02	No
13037-56	Because He Lives	Gaither Music	Video	29.95	3	9/11/02	Yes
13066-57	Homecoming Hymns	Zondervan	CD	17.95	0	9/30/02	Yes
20239-58	My Father's Angels	Baker Books	Book/CD	14.95	3	10/02/02	Yes
20241-59	Harmony in the Heartland	Gaither Music	Video/CD	29.95	10	10/10/02	No

- ❖ Once all the records have been entered, close the Table.
- ❖ The records will automatically be saved as each record is entered into the table.