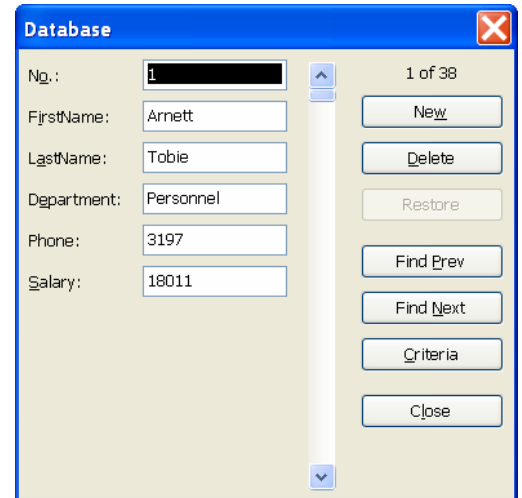


USING THE DATA FORM

This feature is used to display the records in the database one at a time. In this area, it is possible to enter records, move from record to record, delete records, and search for specific records in the database. When working with a worksheet that contains a database, it is important that the insertion point is always located somewhere within the data in the database. If the insertion point is not located in the database, most of the commands will not work.

Viewing Records with the Data Form

- ❖ Select any cell in the list, **Database Exercise**.
- ❖ Choose **Form** from the **Data** menu.
- ❖ The **Data Form** should appear displaying the first record.
- ❖ Scroll the records using the **Find Next** and the **Find Previous** buttons.
- ❖ Locate the **Position Indicator** in the top right corner.
 - This option tells how many records are in the database.
 - It also tells which record is currently displayed.



Adding Records with Data Form

- ❖ In the **Data Form** dialog box, click the **New** Button.
- ❖ In the field box for the **No.** field, key **39**.
- ❖ Press **Tab** to move to the **Last Name** field box.
- ❖ Fill in the record as follows:
 - Last Name (Your Name)
 - First Name (Your Name)
 - Dept Production
 - Phone (Your Extension)
 - Salary 35,000
- ❖ Press **Enter** to add the record to the database.
- ❖ A new blank data form will be displayed.
- ❖ **Close** the **Data Form** dialog box.
- ❖ The new record should be entered at the end of the database.
- ❖ Scroll down to see if the record has been added.

Deleting a Record Using the Data Form

When a record is deleted using this method, the record is permanently deleted from the database.

- ❖ While still in the **Data Form**, look for the record of **Melissa Black** by clicking the **Criteria** button and inputting **Black** in the **Last Name** box.
- ❖ Click the **Delete** button.
- ❖ A message will appear saying that the record will be permanently deleted.
- ❖ Click the **OK** button.
 - Records may also be deleted by selecting a row and then choosing **Edit, Delete** from the Menu Bar.
 - When a record is deleted this way, clicking the Undo button can restore the record.
- ❖ Click the **Close** button to exit the dialog box and return to the database.