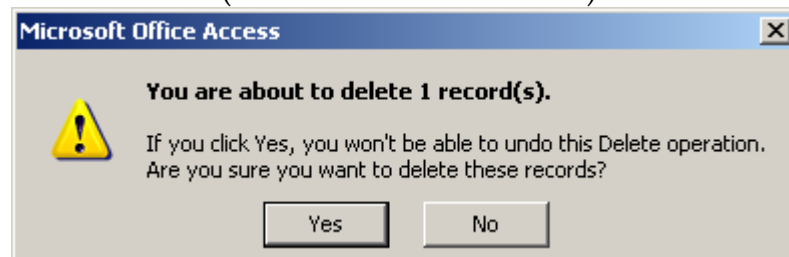


Deleting a Record in Datasheet View

At times it may be necessary to remove a record from a table. When records are removed from an Access table, the record is removed permanently. The record cannot be restored. A warning message will appear when the delete option is chosen, warning that the record will be permanently removed from the database.

- † Open the **Final Sales Merchandise** table in the **Gaither Addresses** database in **Datasheet View**.
- † This can be accomplished by double-clicking the name of the table.
- † A new blank record will be added at the end of the table.
- † Input some information for this record.
- † Examine the Table window to be sure the record has been added to the Table.
- † Close the Table.
- † Reopen the **Final Sales Merchandise** table.
- † Check to make sure the record has been added to the Table.
- † Click the selection area on the left side of the record that was added.
- † Click the **Home Tab**.
- † In the **Records Group**, click the **Delete** button (see illustration below left).



- † A dialog box will appear saying you are about to delete 1 record (see illustration above right).
- † Click **Yes** to permanently delete the record.
- † 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.