

ENTERING RECORDS USING DATASHEET VIEW

Records can be added to a database table by using Datasheet View or a Form. For this lesson, records will be added using Datasheet View. This lesson is a continuation of the **Creating a Table in Datasheet View** lesson. You will be using the **Gaither Address** database and the **Address List** table for this lesson.

- † Enter the following information into the fields, pressing the **Tab** key to move to the next field in each record.
- † Type **Bill** into the **First Name** box.
- † Type **Gaither** in the **Last Name** field.
- † Type **Gloria** in the **Spouse Name** field.
- † Type **12 Gospel Street, Apt. 2B** in the **Street Address** field.
- † 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 **Home Phone** field.
- † Input **203-556-7885** in the **Work Phone** field
- † Type **12-25-35** in the **Birthday** field.
- † In the **Send Card** field press the space bar on the keyboard. A check mark will appear in the field.
- † Press the **Tab Key** to move to the next record.
- † 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**