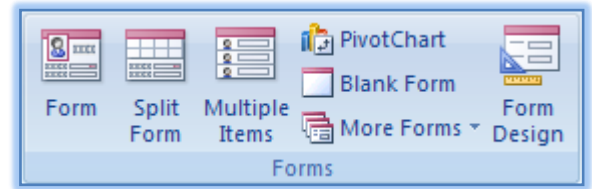


## ENTERING RECORDS USING A FORM

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 lesson uses the Gaither Addresses database and the Address List table that was created for the Creating Tables in Datasheet View lesson.

- ✦ Click the **Create Tab**.
- ✦ In the **Forms Group**, click the **Form** button (see illustration at right).
- ✦ The **Form** will appear in the window (see illustration below).
- ✦ If records have been added to the table previously, the first record will appear in the form window.



Address ID:	1	Postal Code:	45688
Last Name:	Gaither	Country/Region:	USA
First Name:	Bill	Email Address:	<a href="mailto:bgaither@gaithermusic.com">bgaither@gaithermusic.com</a>
Spouse Name:	Gloria	Home Phone:	203-556-6997
Street Address:	12 Gospel Street Apt. 2B	Work Phone:	203-556-7885
City:	Fort Wayne	Birth Date:	25-Dec-35
State or Province:	IN	Send Card:	<input checked="" type="checkbox"/>

- ✦ Click the **New (Blank) Record** button at the bottom of the window. It is the button with the black arrow and a yellow star shape (see illustration above).
- ✦ Enter the following record, pressing **Tab** or clicking the mouse 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**
- ✦ Right-click the **Addresses Tab** for the form.
  - ✦ A form icon appears on the tab.

- ✦ This should be the second tab at the top of the database window.
- ✦ Click the **Save** button.
- ✦ Accept the name of **Addresses** for the **Form Name**.
- ✦ Right-click the **Addresses Form Tab** again.
- ✦ Click the **Close** option.
- ✦ Access automatically saves the new record.
- ✦ To display the new records in **Datasheet View**:
  - ✦ Click the **Home Tab**.
  - ✦ Click the **Refresh All** button in the **Records Group** (see illustration at right).
- ✦ To close the form, click the **Close** button in the upper-right corner of the window.

