

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**. This exercise will use the **Final Sales Merchandise** table in the **Gaither Addresses** database.

INPUTTING INFORMATION INTO THE NEW TABLE

Once a table has been created, data can be added. Data can be added using Datasheet View or by using a form. For this table, a form has not been created. Therefore, the data will be entered using Datasheet View.

- ✚ Click the **View** button in the **Views Group** to return to **Datasheet** view.
- ✚ The table field names should be displayed in the first row of this view.
- ✚ This view is where the data for the table will be entered.
- ✚ The first record for the table should be input as follows:
 - ✦ Under **Stock Number** input **13021**.
 - ✦ Under **Description** input **Homecoming**.
 - ✦ Under **Vendor** input **Gaither Music**.
 - ✦ Under **Category** input **Video** from the list.
- ✚ Under **Unit Cost** input **29.95**
- ✚ Under **Quantity on Hand** input **12**.
- ✚ Under **Date of Last Order** input **091507**.
 - ✦ Since an input mask was created, it is not necessary to input the slashes when inputting the date.
 - ✦ 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 **Now on Order**.
 - ✦ This is a **Yes/No** field that displays as a check box.
 - ✦ Tab past this field to indicate that this item is on order.
 - ✦ The check mark in the box means that the item is on order. It meets the Yes condition.
 - ✦ Pressing the **Space Bar** would remove the check mark.
 - ✦ Input the rest of the records from the table below.
 - ✦ When all the records have been inserted, close the Table.

Stock Number	Description	Vendor	Category	Unit Cost	Quantity on Hand	Date of Last Order	Now on Order
13034	By This Fire	Firebook	Book	9.95	7	8/22/07	No
13037	Because He Lives	Gaither Music	Video	29.95	3	9/11/07	Yes
13066	Homecoming Hymns	Zondervan	CD	17.95	0	9/30/07	Yes
20239	My Father's Angels	Baker Books	Book-CD	14.95	3	10/02/07	Yes
20241	Harmony in the Heartland	Gaither Music	Video-CD	29.95	10	10/10/07	No