


13.9: Changing Values

Learning Outcomes

- Change values in datasheets

Changing values in datasheets is very straightforward. In this example, the phone number of Supplier 11 is being changed. The pencil icon appears to the far left of the record being edited.

There is an “Undo” in the toolbar that will roll back changes made to a record. However, after a second record is modified, Access will not allow changes to be undone to the prior saved record.

Supplier List						
New Supplier Collect Data via E-mail Add From Outlook Email List						
ID	Company	First Name	Last Name	E-mail Address	Business Phone	Job Title
1	Supplier 1	Marcia	Chapman	mchapman@supplier1.com	800-123-4567	Customer Service
8	Supplier 8	John	Goodenow	jgoodenow@supplier8.com	866-321-8765	Marketing Director
7	Supplier 7	David	Rittler	ritdavid@supplier7.com	800-444-7654	Marketing Manager
6	Supplier 6	Maria	Chan	mchan@supplier6.com	800-999-0987	Marketing Assistant
5	Supplier 5	Amanda	Lee	leeamand@supplier5.com	866-542-3388	Sales Manager
3	Supplier 3	Mandy	Smith	msmith@supplier3.com	800-900-6543	Sales Representative
9	Supplier 9	Demitri	Koenig	dkoenig@supplier9.com	800-413-7878	Sales Manager
4	Supplier 4	Pasha	Khan	khanpash@supplier4.com	800-765-9900	Marketing Manager
10	Supplier 10	Luis	Jones	ljones@supplier10.com	866-800-9999	Inside Sales
2	Supplier 2	Leticia	Merriwether	lmerri@supplier2.com	800-222-5566	Sales Manager
	11 Supplier 11	Stan	Bellis	sbellis@supplier 11.com	866	Marketing Manager
* (New)						
Total		11				

Practice Question

<https://assessments.lumenlearning.co...essments/18769>

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