

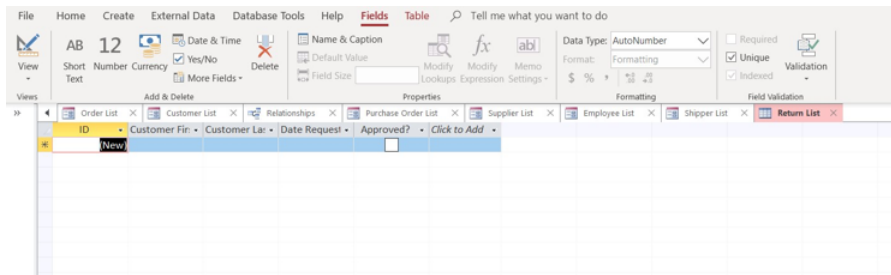
13.8: Entering Data

Learning Outcomes

- Enter data in datasheets

An empty datasheet will have an asterisk (*) in the first row indicating data can be entered as a new record. When the datasheet is already populated, the New row will appear at the bottom of the datasheet. There are three ways to prepare the datasheet for new record entry:

1. Click the “New” command in the Record group of the ribbon
2. Move the cursor to the New row by clicking “New Record” at the bottom of the datasheet
3. Click the last row containing the asterisk.



Practice Question

<https://assessments.lumenlearning.co...essments/18768>

Contributors and Attributions

CC licensed content, Original

- Entering Data. **Authored by:** Robert Danielson. **Provided by:** Lumen Learning. **License:** [CC BY: Attribution](#)

13.8: Entering Data is shared under a [CC BY](#) license and was authored, remixed, and/or curated by LibreTexts.