

13.12: Deleting Records in Datasheets

Learning Outcomes

- Delete records in datasheets

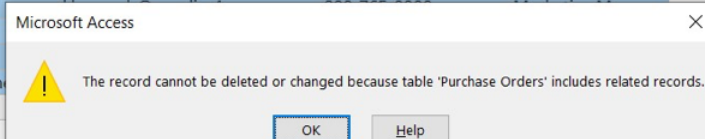
Deleting a record is as easy as selecting the far left field of the row and selecting “Delete.” Deleting multiple contiguous records is also simple: start by selecting the first record in the list and hold down the “Shift” key while you click on the last record in the group to highlight multiple records, then hit “Delete.”

Here is an example of a multi-record selection.

Supplier List						
New Supplier Collect Data via E-mail Add From Outlook E-mail List						
ID	Company	First Name	Last Name	E-mail Address	Business Phone	Job Title
11	Supplier 11	Stan	Bellis	sbellis@supplier 11.com	866-111-6789	Marketing Manager
6	Supplier 6	Maria	Chan	mchan@supplier6.com	800-999-0987	Marketing Assistant
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
10	Supplier 10	Luis	Jones	ljones@supplier10.com	866-800-9999	Inside Sales
4	Supplier 4	Pasha	Khan	khanpash@supplier4.com	800-765-9900	Marketing Manager
9	Supplier 9	Demitri	Koenig	dkoenig@supplier9.com	800-413-7878	Sales Manager
5	Supplier 5	Amanda	Lee	leeamand@supplier5.com	866-542-3388	Sales Manager
2	Supplier 2	Leticia	Merriwether	lmerri@supplier2.com	800-222-5566	Sales Manager
7	Supplier 7	David	Rittler	ritdavid@supplier7.com	800-444-7654	Marketing Manager
3	Supplier 3	Mandy	Smith	msmith@supplier3.com	800-900-6543	Sales Representative
12	Supplier 12	Caitlin	Andrews	candrews@supplier12.com	866-222-7890	Sales Director
✱	(New)					
Total		12				

If the records to be deleted are connected to other tables and records through a parent/child relationship, etc. then Access will prevent the deletion with the following error message.

Supplier List						
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ID	Company	First Name	Last Name	E-mail Address	Business Phone	Job Title
11	Supplier 11	Stan	Bellis	sbellis@supplier 11.com	866-111-6789	Marketing Manager
6	Supplier 6	Maria	Chan	mchan@supplier6.com	800-999-0987	Marketing Assistant
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
10	Supplier 10	Luis	Jones	ljones@supplier10.com	866-800-9999	Inside Sales
4	Supplier 4	Pasha	Khan			
9	Supplier 9	Demitri	Koenig			
5	Supplier 5	Amanda	Lee			
2	Supplier 2	Leticia	Merriwether			
7	Supplier 7	David	Rittler			
3	Supplier 3	Mandy	Smith			
12	Supplier 12	Caitlin	Andrews	candrews@supplier12.com	866-222-7890	Sales Director
✱	(New)					
Total		12				



Practice Question

<https://assessments.lumenlearning.co...essments/18772>

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