


13.11: Adding Values and Records in Datasheets

Learning Objectives


- Add values in datasheets
- Add records in datasheets

Adding Values in Datasheets

Adding and replacing values in Access is very straightforward.

2	Supplier 2	Leticia	Merriwether	lmerri@supplier2.com	800-222-5566	Sales Manager
7	Supplier7	David	Rittler	ritdavid@supplier7.com	800-444-7654	Marketing Manager
3	Supplier 3	Mandy	Smith	msmith@supplier3.com	800-900-6543	Sales Representative
	12 Sup					
*	(New)					
	Total	11				

In this example, a new record is being added to the Supplier table. The asterisk and “New” designation are automatically moved down one row as soon as a value has begun to be entered. The “pencil” icon appears in the far left field to indicate that data is being entered in to that record.

9	Supplier 9	Demitri	Koenig	dkenig@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	Supplier7	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	Manag
*	(New)					
	Total	12				

In this example, the value entered of job title in the Supplier table is being modified. Clicking on the field causes the “pencil” icon to appear and the prior entry can be deleted and the new data entered and saved.

Practice Question

<https://assessments.lumenlearning.co...essments/18770>

Adding Records in Datasheets

As we see in the above example, adding new data into an empty field is as simple as positioning your cursor in the field and beginning typing. Adding data into a field already containing data is not much more difficult. If using the keyboard, tabbing to the field will highlight the entire field and the prior data will be replaced upon entering the first character of new data. If using the mouse, clicking on the field will place the cursor where the prior data can be deleted one character at a time or left-click and hold down the mouse to highlight the original data so it can be replaced.

Practice Question

<https://assessments.lumenlearning.co...essments/18771>

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