



Mastering & Using Access 2002

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Entering and Editing Data into Tables

Objectives

- Enter records using a datasheet
- Navigate through records
- Modify records
- Delete a record from a table
- Find records that match criteria



Entering and Editing Data into Tables

Objectives

- Sort records in a datasheet
- Filter records
- Print a table
- Add pictures to records

Entering and Editing Data into Tables

- 3.a Entering Records Using a Datasheet
 - Records contain values in cells
 - Open the table in Datasheet view
 - Tab to move between fields and records
 - Click in any cell to move there

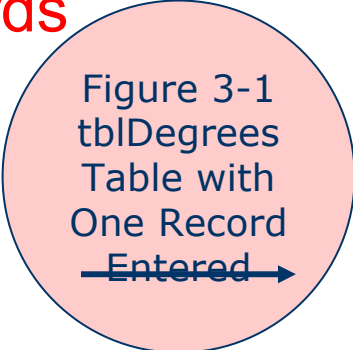


Figure 3-1
tblDegrees
Table with
One Record
Entered →

Entering and Editing Data into Tables

- 3.b Navigating through records
 - Tab key and mouse clicks
 - Shortcut navigation keys

Table 3-1
Shortcut
Navigation
Keys



Entering and Editing Data into Tables

3.c Modifying Records

- **Correcting data**
 - Replace data by rekeying
 - Edit a cell's contents (F2)
- **Copying data**
 - Copy cell contents to Clipboard
- **Undo**

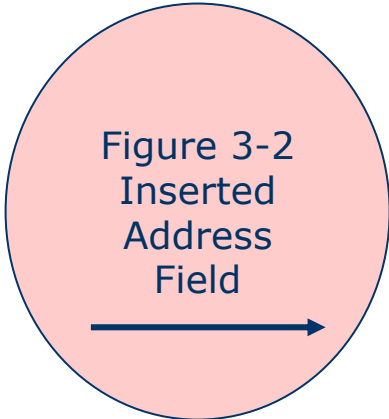


Figure 3-2
Inserted
Address
Field



Entering and Editing Data into Tables

- 3.d Deleting a Record from a Table
 - Remove part of a record
 - Select text
 - Use Delete command on Edit menu
 - Remove a record
 - Select record
 - Use Delete Record command on Edit menu
 - Dialog box confirms

Entering and Editing Data into Tables

- 3.e Finding Records That Match Criteria
 - Find and Replace dialog box
 - Options
 - Requirements
 - Limits
 - Replacing text

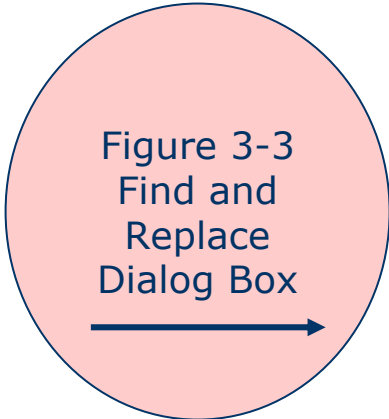


Figure 3-3
Find and
Replace
Dialog Box

Entering and Editing Data into Tables

- 3.f Sorting Records in a Datasheet
 - Original order is based on primary key
 - Ascending and Descending Order
 - Sort on single field
 - Sort on multiple fields

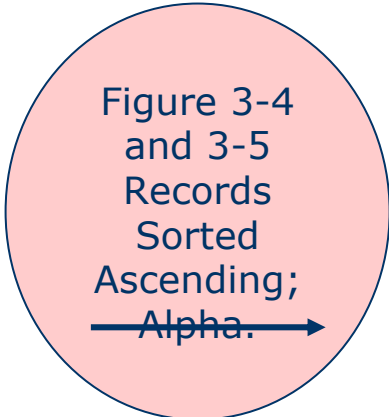


Figure 3-4
and 3-5
Records
Sorted
Ascending;
→ Alpha. →

Entering and Editing Data into Tables

3.g Filtering Records

- Temporarily narrows number of records displayed
- Filter by Selection
 - Find all records that include value
- Filter by Form
 - Specify multiple criteria
- Removing Filters

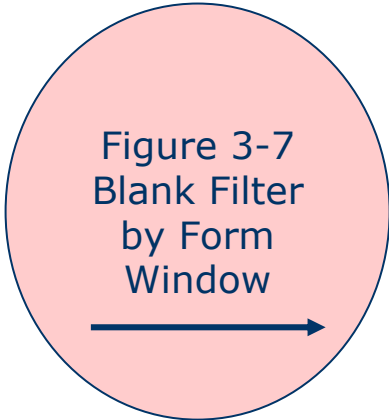


Figure 3-7
Blank Filter
by Form
Window

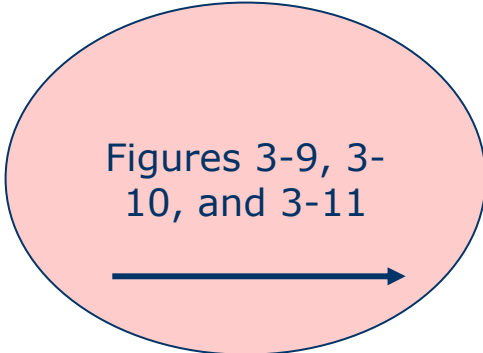


Entering and Editing Data into Tables

- 3.h Printing a Table
 - Open table
 - Print preview
 - Print

Entering and Editing Data into Tables

- 3.i Adding Pictures to Records
 - OLE Object
 - Linked
 - Embedded
 - Save photos as bitmap images
 - Use OLE Object for Data Type
 - Insert Object dialog box
 - View photo in Form view



Figures 3-9, 3-10, and 3-11

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Entering and Editing Data into Tables

○ Summary

- Cells are intersections between rows and columns
- Navigate with the TAB key, the mouse, or other special keys
- Rekey information for corrections
- You can copy a field, including attributes, and paste to create a new field



Entering and Editing Data into Tables

○ Summary

- Delete command deletes the item
- Delete Record command deletes the entire record
- Use the Find command for simple searches
- Replace text if needed
- Sort on a single field or with multiple criteria
- Access saves the sort order

Entering and Editing Data into Tables

○ Summary

- Filter data to view specified records
- Access saves a filter for future application
- Use Print Preview to view a table datasheet before printing
- Use the Object command on the Insert menu to insert a picture in a table
- Use Form view to see the picture on screen