

- Double-click the column header Field1, type Last.
- Note: It is best to use field names that are just one word.
- For Field2, type First.
- For Field3, type Hours.
- For Field4, type Rate.
- Enter the information from the table.
- Use the Arrow key to move to the next field or Enter. You can also click with your mouse.

Last	First	Hours	Rate
Smith	Dan	23	12.80
Barnes	Jim	10	10.50
Haines	Mary	40	19.95
Mills	Ellen	35	19.95
Flint	Kerry	32	15.50
Coil	John	08	10.50
Frayne	Sara	15	10.50
Vail	George	42	19.95
Hertle	Bill	37	19.95
Scott	Sally	07	10.50
Smith	Jeff	12	10.50
Jones	Damen	38	19.95
Reed	Scott	40	19.95
Carp	Ryan	07	10.50
Simms	Karen	41	19.95
Fraser	Doug	12	12.80
Shore	Susan	15	10.50
Janes	Bill	40	19.95

- Note: Access automatically saves a record when you go to another record.
- Notice there is an ID column. This is your primary key, which is a field that contains a unique value for each record in a table, such as social insurance number, employee number, or natural number. This is important if you want to combine tables.
- Last is called a Field Name, and the name Smith is called a Field Content.

Working with Records and Fields

- In Datasheet view for a table, you can select a record by clicking the area to the left of the record or a field by clicking the field name. To select all the records in a file, click the blank area to the left of the field names. Once selected, these can be cut, copied, or deleted.
- Click on the cell containing the first name Dan.
- From the Fields & Columns Dialogue
- Notice where the column went field.
- From the same location, select the Click Yes.
- You can also change the order of field you want to move, then use the mouse to grab and drag the field name to the new location. A vertical black line indicates where the new column will go.



Box find the Insert relative to the first name

Delete Column option,

fields by selecting the

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Meredith Flynn, Nita Hewitt Rutkosky



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Table of Contents Microsoft Access Practice Exercises

1. Understanding the eBook Microsoft Access Practice Exercises
 - The Rise of Digital Reading Microsoft Access Practice Exercises
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Practice Exercises
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access Practice Exercises
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Practice Exercises
 - Personalized Recommendations
 - Microsoft Access Practice Exercises User Reviews and Ratings
 - Microsoft Access Practice Exercises and Bestseller Lists
5. Accessing Microsoft Access Practice Exercises Free and Paid eBooks
 - Microsoft Access Practice Exercises Public Domain eBooks
 - Microsoft Access Practice Exercises eBook Subscription Services

- Microsoft Access Practice Exercises Budget-Friendly Options
- 6. Navigating Microsoft Access Practice Exercises eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Access Practice Exercises Compatibility with Devices
 - Microsoft Access Practice Exercises Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access Practice Exercises
 - Highlighting and Note-Taking Microsoft Access Practice Exercises
 - Interactive Elements Microsoft Access Practice Exercises
- 8. Staying Engaged with Microsoft Access Practice Exercises
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access Practice Exercises
- 9. Balancing eBooks and Physical Books Microsoft Access Practice Exercises
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access Practice Exercises
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Practice Exercises
 - Setting Reading Goals Microsoft Access Practice Exercises
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Practice Exercises
 - Fact-Checking eBook Content of Microsoft Access Practice Exercises
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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