- 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.	2.3	12.80
Bames	Jim	10	10.50
Haines	Mary	40	19.95
Mills	Ellen	3.5	19.95
Filint	Kerry	32	15.50
Coll	John	08	10.50
Frayne	Sara	15	10.50
Vait:	George	42	19.95
Hertle	Bill	37	19.95
Scott	Sally	07	10.50
Smith	Jeff	12	10.50
Jones	Damen	3-8	19.95
Reed	Scott	40	19.95
Carp	Ryan	07	10.50
Simms	Karen	41	19.95
Frasor	Doug	12	12.80
Shore	Susan	15	10.50
Janes	Вш	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.

Add Existing Lookup

Druggert.

- Click on the cell containing the first name Dan.
- From the Fields & Columns Dialogue
- Notice where the column went
- From the same location, select the Click Yes.



Box find the Insert relative to the first name

Delete Column option.

fields by selecting the

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