

- 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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**Joacim Rocklöv**



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