- 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	Darren	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.

<u>Working with Records and Fields</u>

- 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 Box find the Insert.
- Notice where the column went relative to the first name field.
- From the same location, select the Delete Column option. Click Yes.
- You can also change the order of fields by selecting the 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.

Microsoft Access Practice Exercises

R Bogdan

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