

- 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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SJ Ball



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Table of Contents Microsoft Access 20lab Exercises Answers

1. Understanding the eBook Microsoft Access 20lab Exercises Answers
 - The Rise of Digital Reading Microsoft Access 20lab Exercises Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 20lab Exercises Answers
 - 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 20lab Exercises Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 20lab Exercises Answers
 - Personalized Recommendations
 - Microsoft Access 20lab Exercises Answers User Reviews and Ratings
 - Microsoft Access 20lab Exercises Answers and Bestseller Lists
5. Accessing Microsoft Access 20lab Exercises Answers Free and Paid eBooks
 - Microsoft Access 20lab Exercises Answers Public Domain eBooks
 - Microsoft Access 20lab Exercises Answers eBook Subscription Services
 - Microsoft Access 20lab Exercises Answers Budget-Friendly Options
6. Navigating Microsoft Access 20lab Exercises Answers eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Access 20lab Exercises Answers Compatibility with Devices
- Microsoft Access 20lab Exercises Answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access 20lab Exercises Answers
 - Highlighting and Note-Taking Microsoft Access 20lab Exercises Answers
 - Interactive Elements Microsoft Access 20lab Exercises Answers
- 8. Staying Engaged with Microsoft Access 20lab Exercises Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access 20lab Exercises Answers
- 9. Balancing eBooks and Physical Books Microsoft Access 20lab Exercises Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access 20lab Exercises Answers
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access 20lab Exercises Answers
 - Setting Reading Goals Microsoft Access 20lab Exercises Answers
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access 20lab Exercises Answers
 - Fact-Checking eBook Content of Microsoft Access 20lab Exercises Answers
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
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 - Interactive and Gamified eBooks

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