

PARTS OF A TABLE

Record→ all the information in a table about one person or item. Each record appears in a row across the table. [Example: In a table containing customer names and addresses, a record would be all the information on one specific customer.]

Field→ each category of information in a record. [Example: In the table containing customer names and addresses, the customer name or the street address represents a field.]

DATASHEET VIEW VS. DESIGN VIEW

Datasheet View→ This view resembles a spreadsheet with rows and columns. Each record is displayed in its own row. Each field of the record is shown in its own column.



Design View→ The records in a table *do not* appear in this view; instead a grid appears listing the field names, the type of data contained in each field, and a description of the field.

EDITING RECORDS IN A TABLE

Access saves changes to a record as soon as you move the insertion point away from a record. Generally, you don't ever use a Save command. You can determine if a record was saved by the shape of the Record Selector. The Record Selector marks the current record or where the insertion point is located.

↘ a pencil	Appears when you add or edit text. This indicates that the record has NOT been saved.
➤ a triangle	Indicates the record has been saved
★ an asterisk	Appears to mark the new record as the last record in the table.

Sorting→ arrange the records in a table or form in a particular sequence.

	Sorts alphabetically from "A" to "Z" or numerically from "1" to "10"
	Sorts alphabetically from "Z" to "A" or numerically from "10" to "1"

Primary Key→ unique identifier for each record [Example: employees might be identified by their social security number. It's a number that is unique to each employee.]