



Vidya Bhawan Balika Vidyapith

Shakti Utthan Ashram, Lakhisarai – 811311 (Bihar)

Chapter:- 2. INTRODUCTION TO MICROSOFT ACCESS 2013

CLASS- VIIITH

SUB TEACHER :- VIKASH KR. RAJAK

SUBJECT:- IT

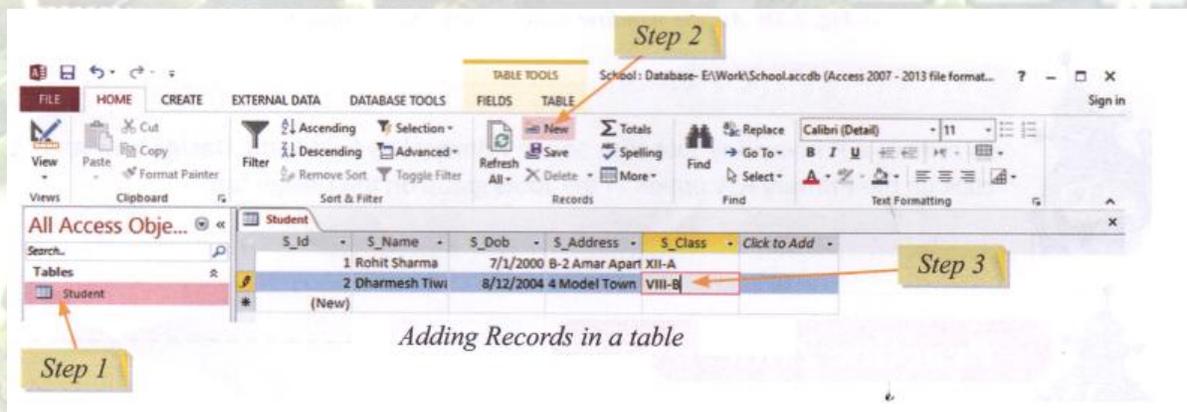
DATE :- 23/05/2020

Topic :- Adding, Deleting and Sorting Records in a table.

➤ **ADDING RECORDS OR DATA IN A TABLE:-**

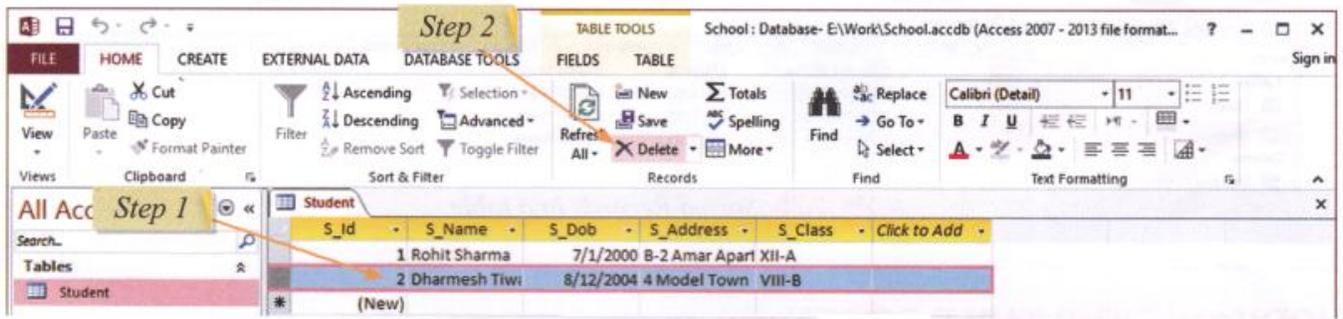
After creating the table in the Design view, we can add records to it in the Datasheet view. The steps to enter records in a table are as follows:-

- **Step 1:** Open the table in the Datasheet view. (Double-click on the table in the Navigation Pane to open it in the Datasheet view).
- **Step 2:** Click on the New option in Records group on the Home tab. A new record is inserted in the table.
- **Step 3:** Type the values for various fields in a record. When you start entering data, a new record gets inserted automatically at the end of a table.



➤ **DELETING RECORDS IN A TABLE:-**

- **Step 1:** Open the table in the Datasheet view and follow these steps to delete a record. Select the record that needs to be deleted.
- **Step 2:** Click on the Delete option  in the Records group on the Home tab.

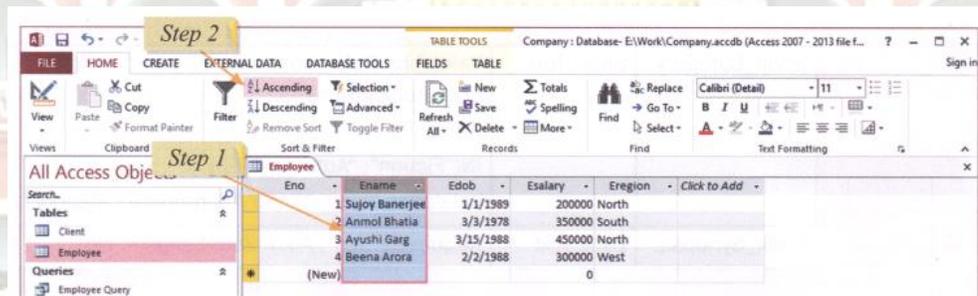


Deleting a Record in a table

➤ **SORTING RECORD IN A TABLE:-**

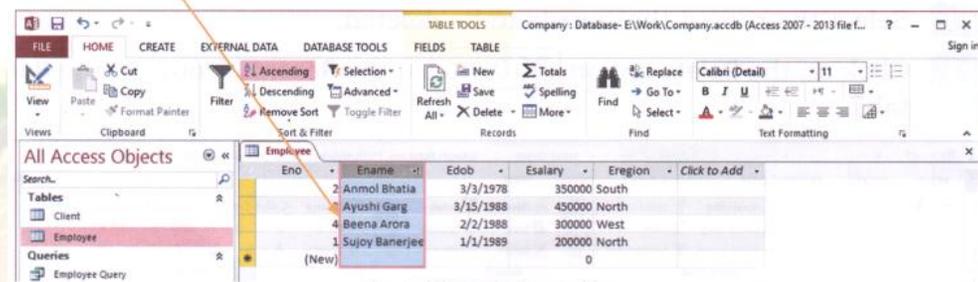
Open the table in the Datasheet view and follow these steps to sort records.

- **Step 1:** Select the field on the basis of which you want to sort the records.
- **Step 2:** Click on the Ascending or Descending option in the Sort & filter group on the Home tab. The records get sorted.



Sorting Records in a table

Records sorted on the basis of Ascending order of Employee names



Sorted Records in a table

✍ **Homework (Based on study material of 19-05-20)**

1. Write the steps for creating a table?
2. How a new table is inserted in database?
3. What is Navigation pane?
4. What is Design view?