

## <u>Vidya Bhawan Balika Vidyapith</u>

<u>Shakti Utthan Ashram, Lakhisarai – 811311 (Bihar)</u> Chapter:- 2. INTRODUCTION TO MICROSOFT ACCESS 2013

CLASS- VIII<sup>™</sup> SUBJECT:- IT SUB TEACHER :- VIKASH KR. RAJAK DATE :- 23/05/2020

## **<u> Topic</u>** :- <u>Adding, Deleting and Sorting Records in a table.</u>

> 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:-

- <u>Step 1:</u> Open the table in the Datasheet view. (Double-click on the table in the Navigation Pane to open it in the Datasheet view).
- <u>Step 2:</u> Click on the New option in Records group on the Home tab. A new record is inserted in the table.
- <u>Step 3:</u> 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.

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## DELETING RECORDS IN A TABLE:-

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

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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.

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

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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?