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Chapter:- 2. INTRODUCTION TO MICROSOFT ACCESS 2013

CLASS- VIIITH

SUBJECT:- IT

SUB TEACHER :- VIKASH KR. RAJAK

DATE :- 24/05/2020

Topic :- Modifying the table design.

➤ **MODIFYING THE TABLE DESIGN:-**

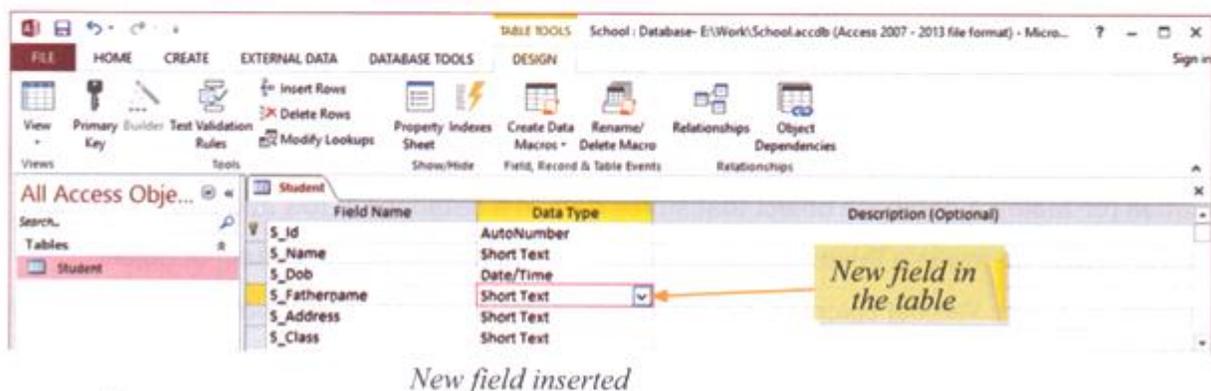
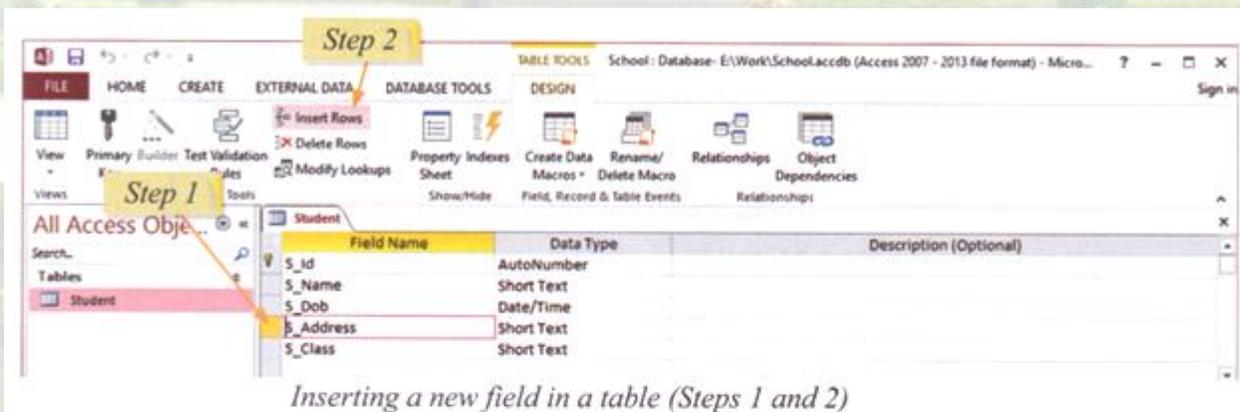
We can make changes to the design of a table after it has been created.

To insert and remove a field from a table.

Inserting a New Field:-

Open the table in Design view and follow the given steps to insert a field in the table.

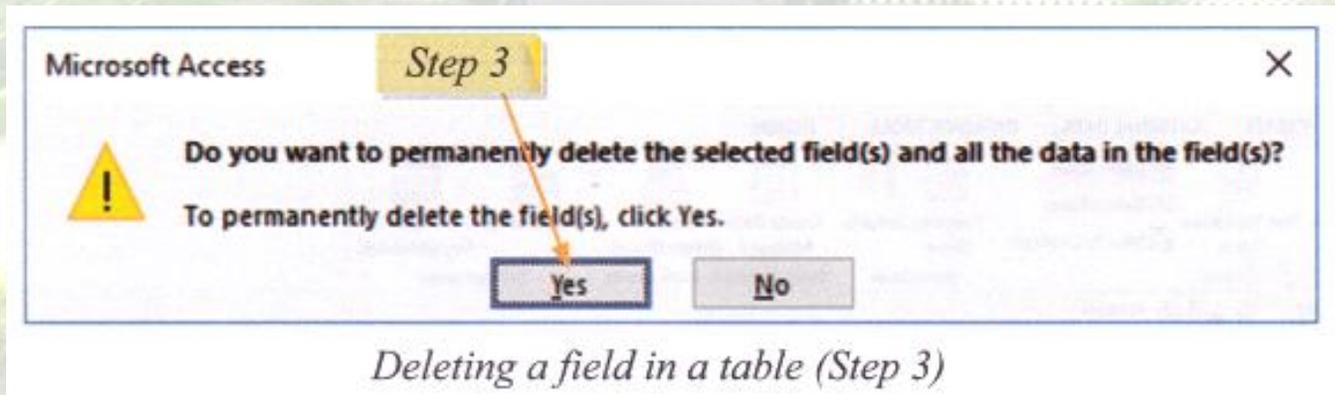
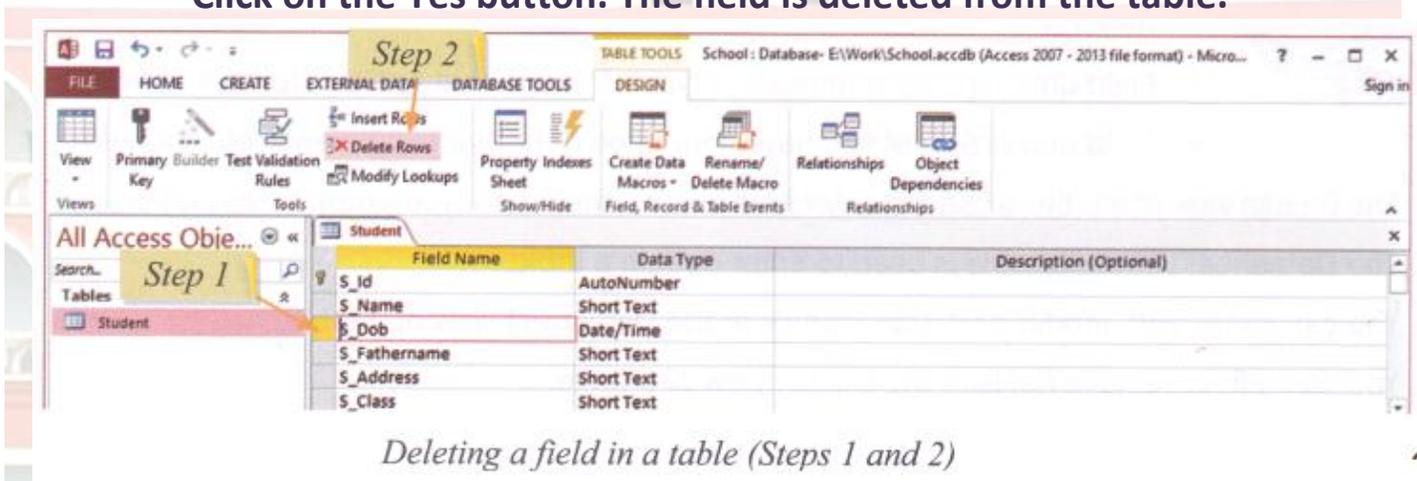
- **Step 1:-** Place the cursor on the field before which you want to insert a new field.
- **Step 2:-** Click on the Insert Rows option in the Tools group on the Design tab. A new row is inserted. Enter the field name, data type and properties for the new field.



Deleting a Field:-

Open the table in Design view and follow the given steps to delete a field in the table.

- **Step 1:-** Click the field that has to be removed.
- **Step 2:-** Click on the Delete Rows option in the Tools group on the Design tab.
- **Step 3:-** Before permanently deleting a field, Access displays a warning box confirming whether you want to delete the field permanently. Click on the Yes button. The field is deleted from the table.



Homework (Based on study material of 23-05-20)

1. Write the steps of adding records in a table?
2. Write the steps of deleting records in a table?
3. Write the steps of sorting records in a table?
4. What is Datasheet view?