

<u>Vidya Bhawan Balika Vidyapith</u>

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

CLASS- VIII™ SUBJECT:- IT SUB TEACHER :- VIKASH KR. RAJAK DATE :- 24/05/2020

<u> Topic</u> :- <u>Modifying the table design.</u>

MODIFYING THE TABLE DESIGN:-

We can make changes to the design of a table after it has been created. <u>To insert and remove a field from a table.</u>

Inserting a New Field:-

- Open the table in Design view and follow the given steps to insert a field in the table.
- <u>Step 1:-</u> Place the cursor on the field before which you want to insert a new field.

 <u>Step 2:-</u> 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.

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Deleting a Field:-

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

- <u>Step 1:-</u> Click the field that has to be removed.
- <u>Step 2:-</u> Click on the Delete Rows option in the Tools group on the Design tab.
- <u>Step 3:-</u> 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.



- 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?