Delete a Record in Datasheet View

At times it may be necessary to remove a record from a table. When records are removed from an Access table, the record is removed permanently. The record cannot be restored. A warning message will appear when the delete option is chosen, warning that the record will be permanently removed from the database.

- Open the Final Sales Merchandise table in the Gaither Addresses database in Datasheet View.
- This can be accomplished by double-clicking the name of the table.
- A new blank record will be added at the end of the table.

- Input some information for this record.
- Examine the Table window to be sure the record has been added to the Table.
- Close the Table.
- Reopen the Final Sales Merchandise table.
- Check to make sure the record has been added to the Table.
- Click the selection area on the left side of the record that was added (the blue area on the left side of the record).
- Click the Home Tab.
- In the Records Group, click the Delete button.
- A dialog box will appear saying you are about to delete one record.

- Click Yes to permanently delete the record.
- To check to see if this is an irreversible action, click the Undo button.
- The Undo button should not be accessible, because there isn’t any action to perform.