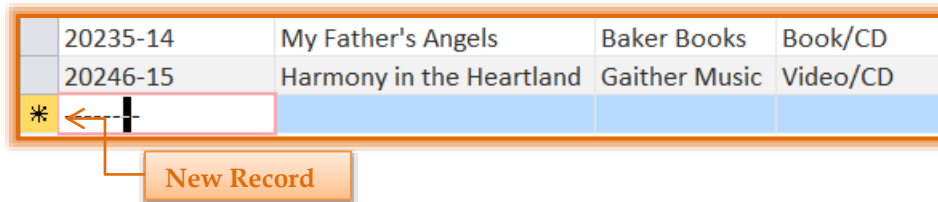


Delete a Record in Datasheet View

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.

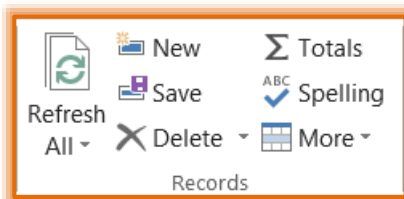
- ✦ Open the **Final Sales Merchandise** table in the **Gaither Addresses** database in **Datasheet View**.
- ✦ This can be accomplished by double-clicking the name of the table.
- ✦ A new blank record will be added at the end of the table (see illustration).



The screenshot shows a table with three columns: ID, Title, and Category. The first two rows contain data. The third row is a new, blank record, indicated by a yellow asterisk in the first column and a blue selection bar on the left. An orange callout box labeled 'New Record' points to the asterisk.

20235-14	My Father's Angels	Baker Books	Book/CD
20246-15	Harmony in the Heartland	Gaither Music	Video/CD
*			

- ✦ 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 (see illustration below left).
- ✦ A dialog box will appear saying you are about to delete 1 record (see illustration below right).



- ✦ 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.