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).

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.