

## ENTER RECORDS USING DATASHEET VIEW

Records can be added to a database table by using Datasheet View or a Form. For this lesson, records will be added using Datasheet View. This lesson is a continuation of the **Create a Table in Datasheet View** lesson. You will be using the **Gaither Address** database and the **Address List** table for this lesson.

- † Open the **Address List Table** in **Datasheet View**.
- † Enter the following information into the fields, pressing the **Tab** key to move to the next field in each record.
  - † Type **Bill** into the **First Name** box.
  - † Type **Gaither** in the **Last Name** field.
  - † Type **Gloria** in the **Spouse Name** field.
  - † Type **12 Gospel Street** in the **Street Address** field.
  - † While still in the **Street Address** field, press the **Alt + Enter** keys.
    - ✦ When this method is used, a second line can be added to a field.
    - ✦ Input **Apt. 2B** for the rest of the street address.
  - † Move to the next field by pressing **Tab** or **Enter**.
  - † Type **Fort Wayne** in the **City** field.
  - † Type **IN** in the **State/Province** field.
  - † Type **45688** in the **Postal Code** field.
  - † Type **USA** in the **Country** field.
  - † Type **bgaither@gaithermusic.com** in the **Email Address** field.
  - † Type **203-556-6997** in the **Home Phone** field.
  - † Input **203-556-7885** in the **Work Phone** field
  - † Type **12-25-35** in the **Birthday** field.
  - † In the **Send Card** field press the space bar on the keyboard.
    - ✦ Pressing the **Space Bar** will add a check mark to the field.
    - ✦ When a **Yes/No** field is used for the **Field Type** a check box will appear in the field.
    - ✦ If a check mark is already in the field, pressing the **Space Bar** will remove the check mark.
- † Press the **Tab Key** to move to the next record.
- † Enter the following information into the database.
  - ✦ **First Name: Jake**
  - ✦ **Last Name: Hess**
  - ✦ **Spouse: Miriam**
  - ✦ **Address: 23 Southwest Terrace**
  - ✦ **City: Anderson**
  - ✦ **State/Province: IN**
  - ✦ **Postal Code: 45699**
  - ✦ **Country: USA**
  - ✦ **Email: jhess@gaithermusic.com**
  - ✦ **Home Phone: 203-556-7958**
  - ✦ **Work Phone: 203-555-6772**

### NOTE:

- † For this record, there isn't data for all the fields.
- † When a Table is created, enough fields need to be created to accommodate data for all records.
- † It is not necessary to add data to all the fields in each record.