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.