

INPUT INFORMATION INTO THE NEW TABLE

Information can be added to a table using a form or in Datasheet View. For this exercise, data will be entered using **Datasheet View**. This exercise will use the **Final Sales Merchandise** table in the **Gaither Addresses** database. This table should have been created using the **Create a Table in Design View** and the **Change Design Lessons**.

Once a table has been created, data can be added using Datasheet View or Form View. For this table, a form has not been created. Therefore, the data will be entered using Datasheet View.

- ✦ Open the **Table in Datasheet View**.
- ✦ The table field names should be displayed in the first row of this view.
- ✦ The first record for the table should be input as follows:
 - ✦ Under **Stock Number** input **13021-10**.
 - ✦ Under **Description** input **Homecoming**.
 - ✦ Under **Vendor** input **Gaither Music**.
 - ✦ Under **Category** select **Video** from the list.
- ✦ Under **Unit Cost** input **29.95**
- ✦ Under **Quantity on Hand** input **12**.
- ✦ Under **Date of Last Order** input **091514**.
 - ✦ Since an input mask was created, it is not necessary to input the slashes when inputting the date.
 - ✦ Because you chose **Medium Date** as the definition for this field, the date will not appear as input.
 - ✦ It will appear in the **DD-Mon-YY** format.
- ✦ Move to the field **Now on Order**.
 - ✦ This is a **Yes/No** field that displays as a check box.
 - ✦ Tab past this field to indicate that this item is on order.
 - ✦ The check mark in the box means that the item is on order. It meets the Yes condition.
 - ✦ Pressing the **Space Bar** would remove the check mark.
- ✦ Input the rest of the records from the table below.
- ✦ When all the records have been inserted, close the Table.

Stock Number	Description	Vendor	Category	Unit Cost	Quantity on Hand	Date of Last Order	Now on Order
13034-11	By This Fire	Firebook	Book	9.95	7	8/22/14	No
13037-12	Because He Lives	Gaither Music	Video	29.95	3	9/11/14	Yes
13066-13	Homecoming Hymns	Zondervan	CD	17.95	0	9/30/14	Yes
20235-14	My Father's Angels	Baker Books	Book/CD	14.95	3	10/02/14	Yes
20246-15	Harmony in the Heartland	Gaither Music	Video/CD	29.95	10	10/10/14	No