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 **09/15/14**.
    - 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.

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