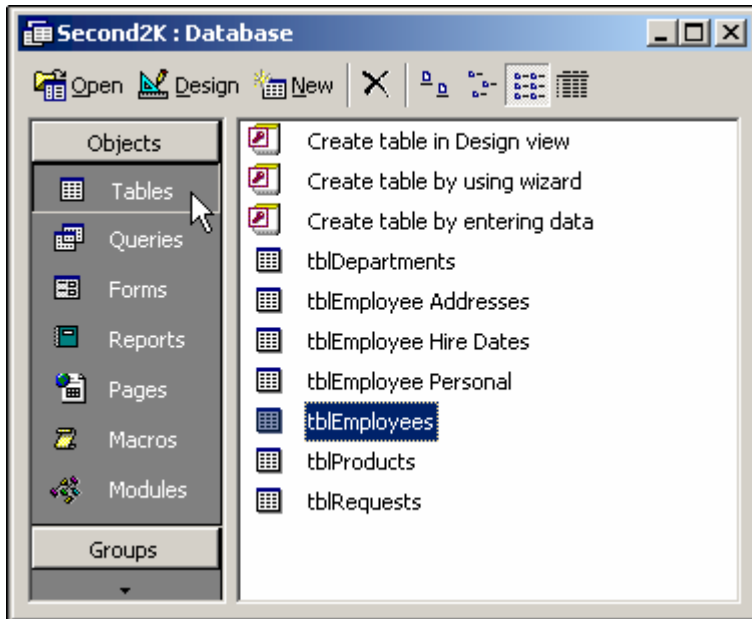


Your screen should look like this.



2. Double-click the **tblProducts** table.
3. Press the [**TAB**] key twice.
4. Press [**SHIFT TAB**] twice.
5. Close the **tblProducts** table.

Adding New Records in Datasheet View

You can add a new record by clicking on the New Record button. To add information from the record above you can use a keyboard key combination of [CTRL + `]. To copy and use a current record to start a second record you must append the record. Append is a database term meaning add a complete record to your current table. The Paste Append command is used to accomplish this. You can then edit the new record.

1. Select the **Tables** object in the **Objects** bar.

Your screen should look like this.

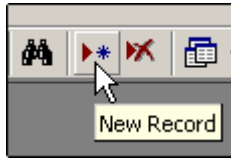


2. Double-click the **tblEmployee Personal** table.

Tip: You can use the following keyboard key combination:

- [CTRL + `] to insert the above cell value.
- [CTRL + ;] to insert the current date.
- [CTRL + :] to insert the current time.
- [CTRL + +] to add a record.
- [CTRL + -] to delete a record.

3. Click the **New Record** button.



4. Type: **2000**
5. Press [**TAB**].
6. Using the following table complete the listed fields:

FIELD NAME	DATA
Last Name	Miller
First Name	Kirby
Address	421 Main St.

7. Press [**TAB**] to the **City** field and press [**CTRL + `**].
The field from above is copied down into the current field.
8. Press [**TAB**].
9. In the **state** field press [**CTRL + `**].
The field from above is copied down into the current field.
10. Press [**TAB**].
11. In the **Zip Code** field press [**CTRL + `**].
The field from above is copied down into the current field.
12. Press [**TAB**].
13. Type: **5035558172**, and press [**TAB**].
14. In the Hire Date field press [**CTRL + ;**], and press [**TAB**].
Today's date is inserted into the current field.
15. Type: **10/27/60**, and press [**TAB**].
16. Type: **35000**, and press [**TAB**].
17. Type: **HM**, and press [**TAB**] to save your new record.

Copy an existing record

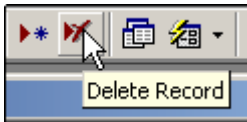
When working with a database, the process of pasting a record to existing records is called Append. In this next step you will select Paste Append from the Edit menu to add your copy.

Copy and Paste is a quick way to save you time. If the record you are copying is almost a match for the new record you need to add.

1. Position the pointer on the record selector for **Emp ID 1011**.
2. Click the **record selector** for **Emp ID 1011**.
3. Click the **Copy** button on the toolbar.
4. Choose **Edit | Paste Append**.
5. In the **Emp ID** field type: **2001**
6. Press [**TAB**] and fill in your **Last Name** [**TAB**] and then **First Name**.
7. Press [**TAB**] 5 times to the Hire Date field and press [**CTRL + ;**].
Today's date is inserted into the current field.
8. Press the [**DOWN ARROW**] to save your new record.

Deleting an existing record

1. Click the second record selector for **Emp ID # 1054**.
2. Click the **Delete Record** button on the toolbar.

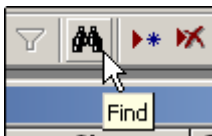


Tip: You can also press the [**DELETE**] key on the keyboard.

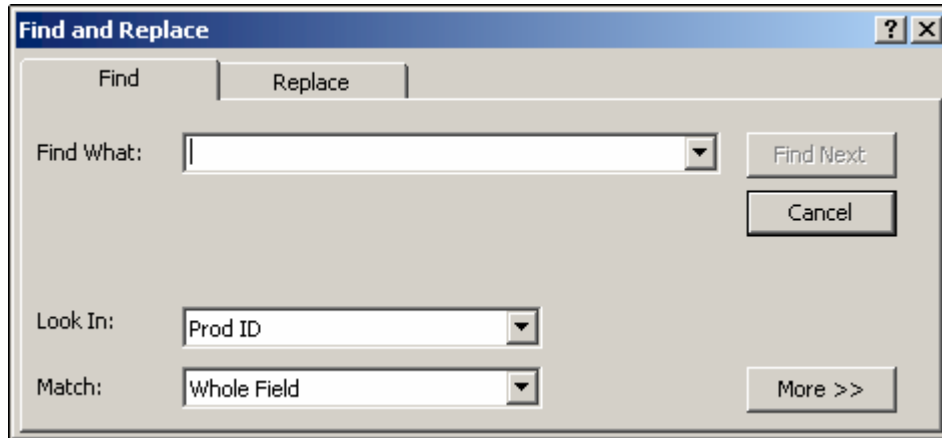
3. Click the **Yes** button.
4. Close the **tblEmployee Personal** table.
If prompted to save, click No.

Finding Records in Datasheet View

1. Double-click the **tblProducts** table
2. Position the mouse over the **ProdID** column header.
3. Click the **ProdID** column header.
4. Click the **Find** button on the toolbar.



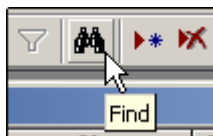
Your screen should look like this.



5. Type: **pn300** in the Find What box.
6. Verify that **ProdID** is displayed in the Look In box.
7. Verify that **Whole Field** is displayed in the Match box.
8. Click the **Find Next** button.
9. Click the **Find Next** button again.
10. Click **OK**.
11. Click **Cancel** in the **Find And Replace** dialog box.

Find a record using different criteria

1. Select the **ProductName** column header.
2. Click the **Find** button.



3. Type: **blue** in the **Find What** box.
4. Click the **Match** down arrow.
5. Select **Any Part of Field**.
6. Click the **Find Next** button.
7. Click the **Find Next** button again.
8. Click **Cancel**.