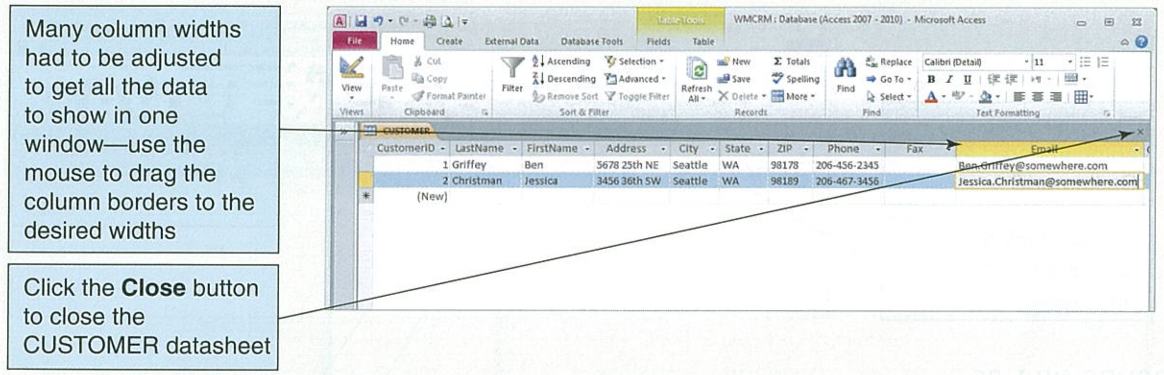
FIGURE AW-1-27

The Completed CUSTOMER Datasheet



Modifying Data in Tables: The Datasheet View

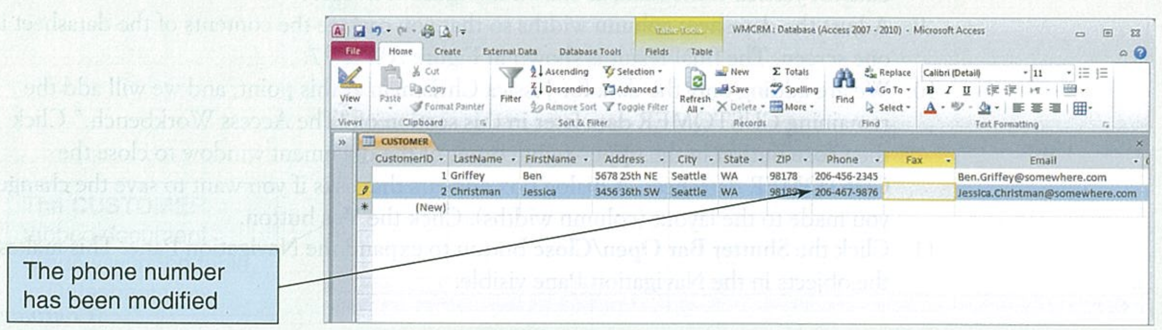
After entering data into a table, you can modify or change the data by editing the data values in the Datasheet view. To illustrate this, we will temporarily change Jessica Christman's phone number to 206-467-9876.

Modifying Data in the CUSTOMER Table in Datasheet View

1. In the Navigation Pane, double-click the **CUSTOMER** table object. The CUSTOMER table window appears in a tabbed document window in Datasheet view.
2. Click the **Shutter Bar Open/Close** button to collapse the Navigation Pane.
3. Click the **cell** that contains Jessica Christman's phone number to select it. Microsoft Access automatically puts the cell into Edit mode.
   - **NOTE:** If you instead use the **Tab** key (or **Shift-Tab** to move to the left in the datasheet) to select the cell, press the **F2** key to edit the contents of the cell.
4. Change the phone number to **206-467-9876**.
   - **NOTE:** Remember that Phone has a field size of 12 characters. You have to delete characters before you can enter new ones.
5. Press the **Enter** key or otherwise move to another cell to complete the edit. The CUSTOMER datasheet appears as shown in Figure AW-1-28.
6. Because we really do not want to change Jessica Christman's phone number, edit the Phone value back to its original value of **206-467-3456**. Complete the edit and click the **Save** button on the Quick Access Toolbar to save the changes.

FIGURE AW-1-28

The Modified CUSTOMER Datasheet



7. Click the **Close** button in the upper-right corner of the document window to close the CUSTOMER datasheet.
8. Click the **Shutter Bar Open/Close** button to expand the Navigation Pane.

Deleting Rows in Tables: The Datasheet View

After the data have been entered into a table, you can delete an entire row in Datasheet view. To illustrate this, we will temporarily delete Jessica Christman's data.

Deleting a Row in the CUSTOMER Table in Datasheet View

1. In the Navigation Pane, double-click the **CUSTOMER** table object. The CUSTOMER table window appears in a tabbed document window in Datasheet view.
2. Click the **Shutter Bar Open/Close** button to collapse the Navigation Pane.
3. Right-click the **row selector cell** on the left side of the CUSTOMER datasheet for the row that contains Jessica Christman's data. This selects the entire row and displays a shortcut menu, as shown in Figure AW-1-29.
   - **NOTE:** The terms *row* and *record* are synonymous in database usage.
4. Click the Delete Record command in the shortcut menu. As shown in Figure AW-1-30, a Microsoft Access dialog box appears, warning you that you are about to permanently delete the record.

FIGURE AW-1-29

Deleting a Row in the CUSTOMER Datasheet

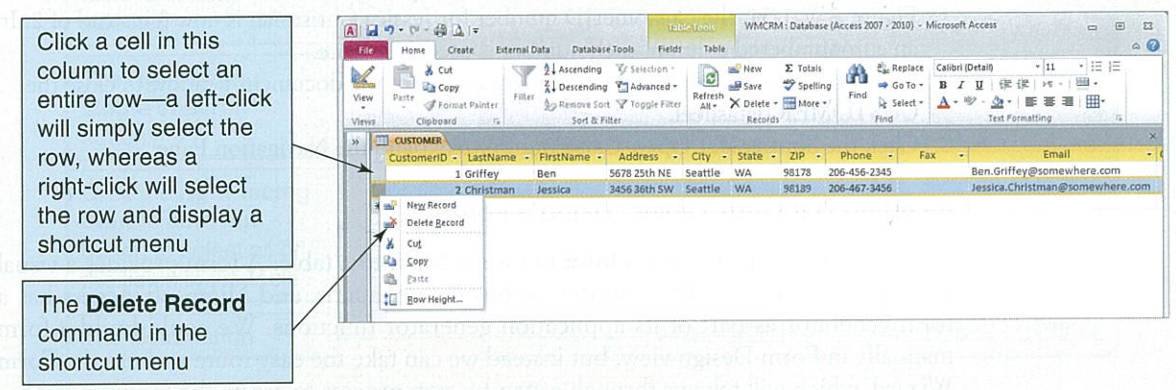


FIGURE AW-1-30

The Microsoft Access Deletion Warning Dialog Box

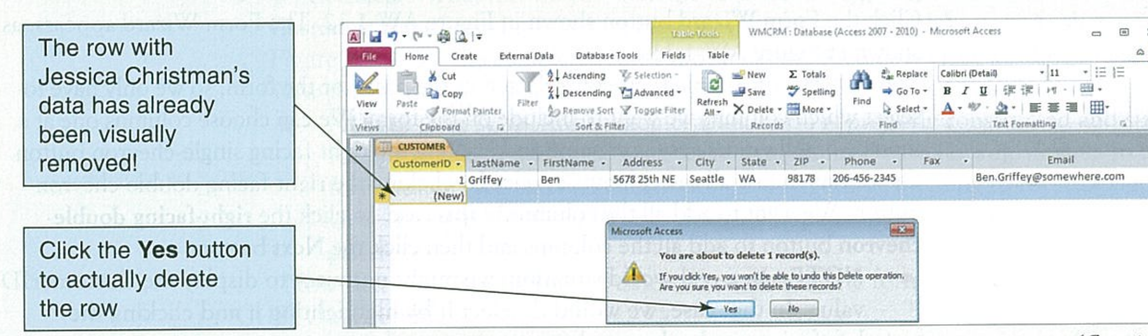


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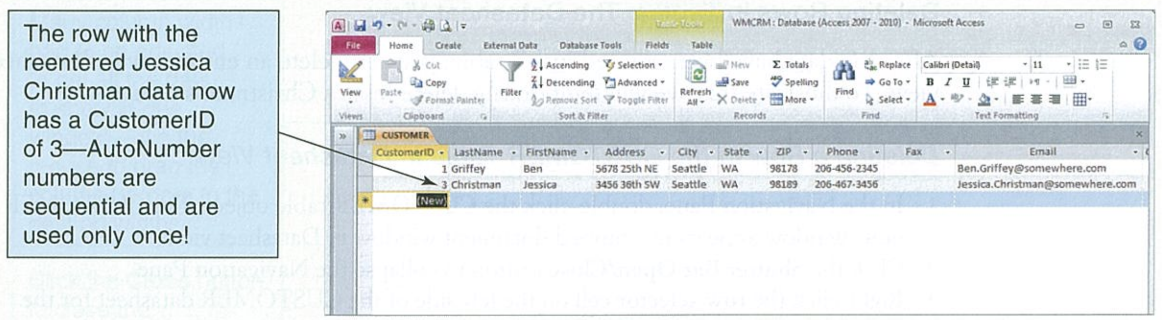
FIGURE AW-1-31

The New CustomerID Number



- **NOTE:** As also shown in Figure AW-1-30, Microsoft Access 2010 with default settings performs the visual trick of actually removing the row! However, the row is not permanently deleted until you click the **Yes** button in the Microsoft Access dialog box. If you click the **No** button, the row reappears.

5. Click the **Yes** button to complete the deletion of the row.
   - **NOTE:** Alternatively, you can delete the row by clicking the **row selector cell** and then pressing the **Delete** key. The same Microsoft Access dialog box shown in Figure AW-1-30 then appears.
6. Because we do not want to really lose Jessica Christman's data at this point, add a new row to the CUSTOMER datasheet that contains Jessica's data. As shown in Figure AW-1-31, the CustomerID number for Jessica Christman is now 3 instead of 2. In an autonumbered column, each number is used only once.
7. Click the **Close** button in the upper-right corner of the document window to close the CUSTOMER datasheet.
8. Click the **Shutter Bar Open/Close** button to expand the Navigation Pane.

Inserting Data into Tables: Using a Form

Now, we will create and use a **form** to insert data into a table. A form provides a visual reference for entering data into the various data columns, and Microsoft Access has a form generator as part of its application generator functions. We could build a form manually in Form Design view, but instead we can take the easy route and use the **Form Wizard**, which will take us through a step-by-step process to create the form we want.

Creating a Data Entry Form for the CUSTOMER Table

1. Click the **Create** command tab to display the Create command tab and its command groups, as shown in Figure AW-1-32.
2. Click the **Form Wizard** button shown in Figure AW-1-32. The Form Wizard appears, as shown in Figure AW-1-33.
3. The CUSTOMER table is already selected as the basis for the form, so we only have to select which columns we want to include on the form. We can choose columns one at a time by highlighting a column name and clicking the right-facing single-chevron button. Or we can choose all the columns at once by clicking the right-facing double-chevron button. We want to add all the columns in this case, so click the **right-facing double-chevron** button to add all the columns and then click the **Next** button.
   - **NOTE:** In a real-world situation, we might not want to display the CustomerID value. In that case, we would deselect it by highlighting it and clicking the left-facing single-chevron button.

FIGURE AW-1-32

The Create Command Tab and Form Wizard Button

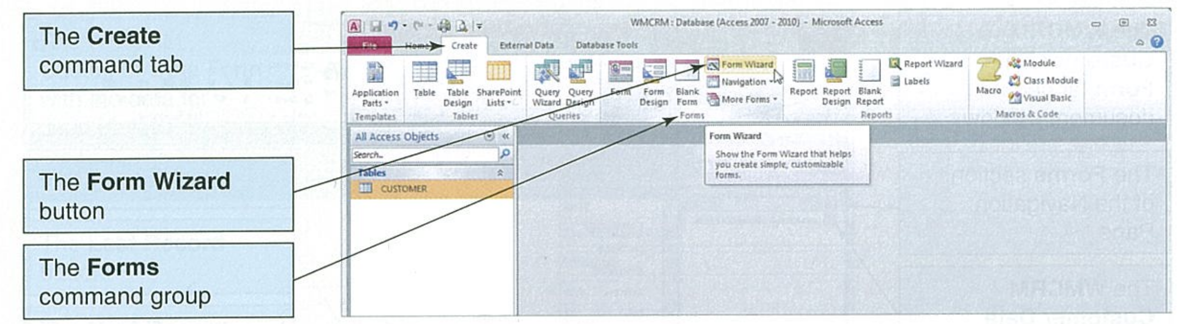
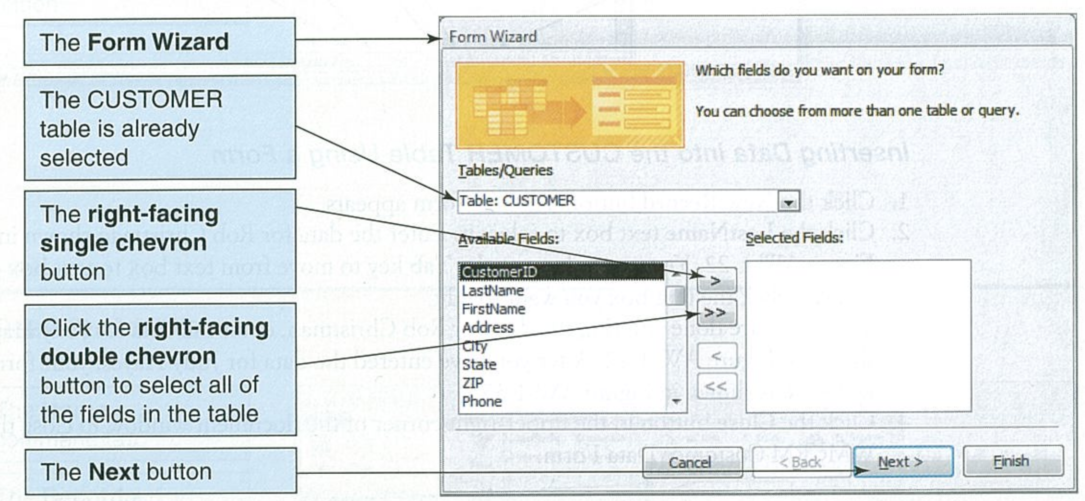


FIGURE AW-1-33

The Form Wizard



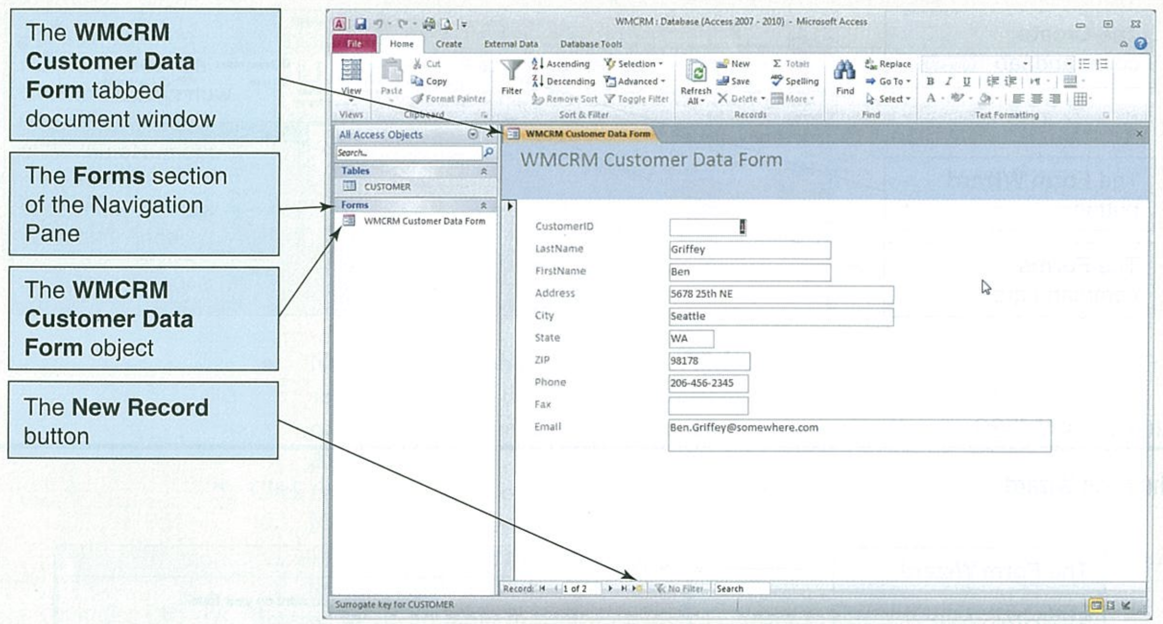
4. When asked, "What layout would you like for your form?" click the **Next** button to select the default **Columnar** layout.
5. When asked, "What title do you want for your form?" type the form title **WMCRM Customer Data Form** into the text box and then click the **Finish** button. As shown in Figure AW-1-34, the completed form appears in a tabbed document window and a WMCRM Customer Data Form object is added to the Navigation Pane.
   - **NOTE:** The WMCRM Customer Data Form is properly constructed and sized for our needs. Sometimes, however, we might need to make adjustments to the form design. We can make form design changes by switching to form Design view. To switch to form Design view, click the **Design View** button in the View gallery.

Now that we have the form we need, we can use the form to add some data to the CUSTOMER table.

(Continued)

FIGURE AW-1-34

The Completed WMCRM Customer Data Form



Inserting Data into the CUSTOMER Table Using a Form

1. Click the **New Record** button. A blank form appears.
2. Click the **LastName** text box to select it. Enter the data for Rob Christman shown in Figure AW-1-22. You can either use the **Tab** key to move from text box to text box or you can click the text box you want to edit.
3. When you are done entering the data for Rob Christman, enter the data for Judy Hayes shown in Figure AW-1-22. After you have entered the data for Judy Hayes, your form will look as shown in Figure AW-1-35.
4. Click the **Close** button in the upper-right corner of the document window to close the WMCRM Customer Data Form.

Modifying Data and Deleting Records: Using a Form

Just as we can modify data and delete rows in Datasheet view, we can edit data and delete records by using a form. Editing data is simple: Move to the record you want to edit by using the **record navigation buttons** (First Record, Previous Record, etc.) shown in Figure AW-1-35, click the appropriate field text box, and then edit the contents. Deleting a record is also simple: Move to the record you want to edit by using the record navigation buttons and then click the *Delete Record* button in the Delete drop-down list of the Records group of the Home command tab, as shown in Figure AW-1-36. However, you will not use these capabilities at this time.

Creating Single-Table Microsoft Access Reports

One common function of an application is to generate printed reports. Microsoft Access 2010 has a report generator as part of its application generator functions. Just as with forms, we could build a form manually, or we can take the easy route and use the **Report Wizard**.

FIGURE AW-1-35

The WMCRM Customer Data Form for Customer Judy Hayes

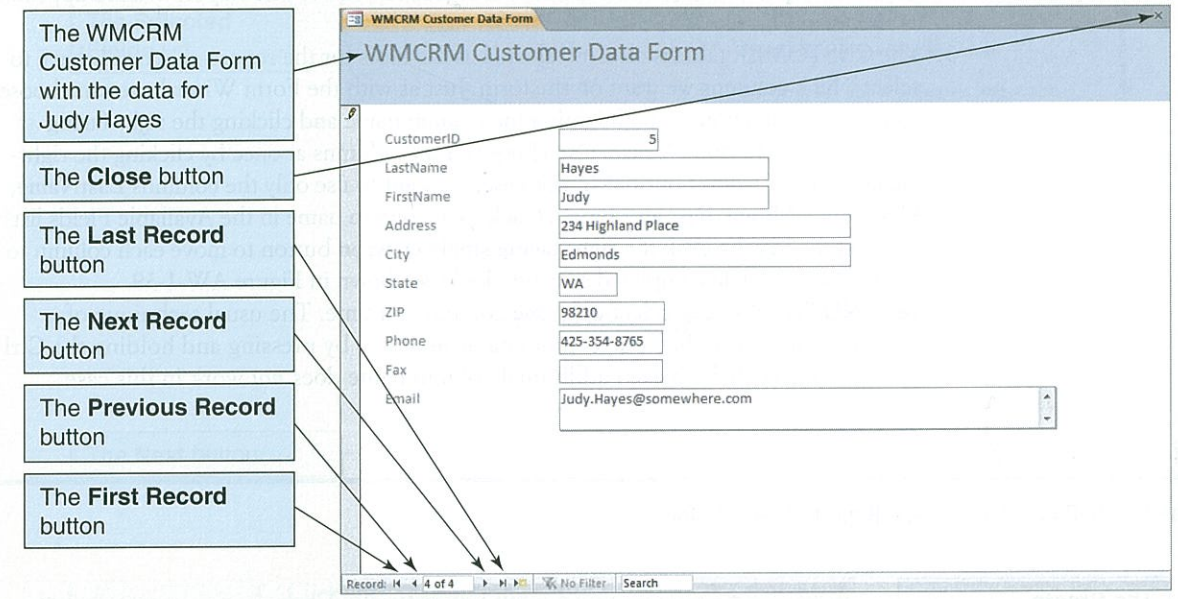
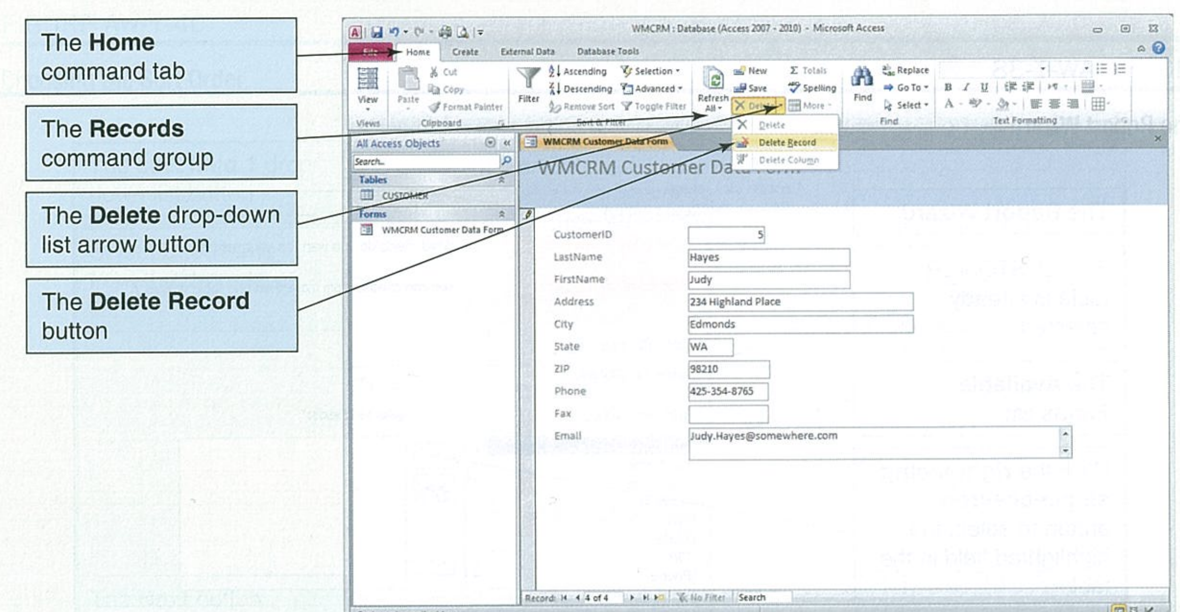


FIGURE AW-1-36

The Delete Record Button



(Continued)

Creating a Report for the CUSTOMER Table

1. Click the **Create** command tab to display the Create command groups, as shown in Figure AW-1-37.
2. Click the **Report Wizard** button shown in Figure AW-1-37. The Report Wizard appears, as shown in Figure AW-1-38.
3. The CUSTOMER table is already selected as the basis for the report, so we only have to select which columns we want on the form. Just as with the Form Wizard, we can choose columns one at a time by highlighting the column name and clicking the right-facing single-chevron button. We can also choose all the columns at once by clicking the right-facing double-chevron button. In this case, we want to use only the columns **LastName**, **FirstName**, **Phone**, **Fax**, and **Email**. Click each column name in the Available Fields list to select it and then click the **right-facing single-chevron** button to move each column to Selected Fields. The completed selection looks as shown in Figure AW-1-39.
   - **NOTE:** You can select only one column at a time. The usual technique of selecting more than one column name at a time by pressing and holding the **Ctrl** key while clicking each additional column name does *not* work in this case.

FIGURE AW-1-37

The Create Command Tab and Report Wizard Button

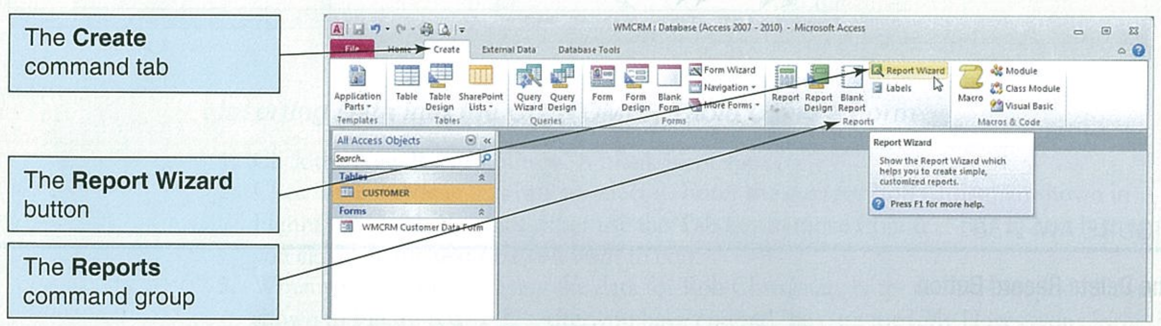


FIGURE AW-1-38

The Report Wizard

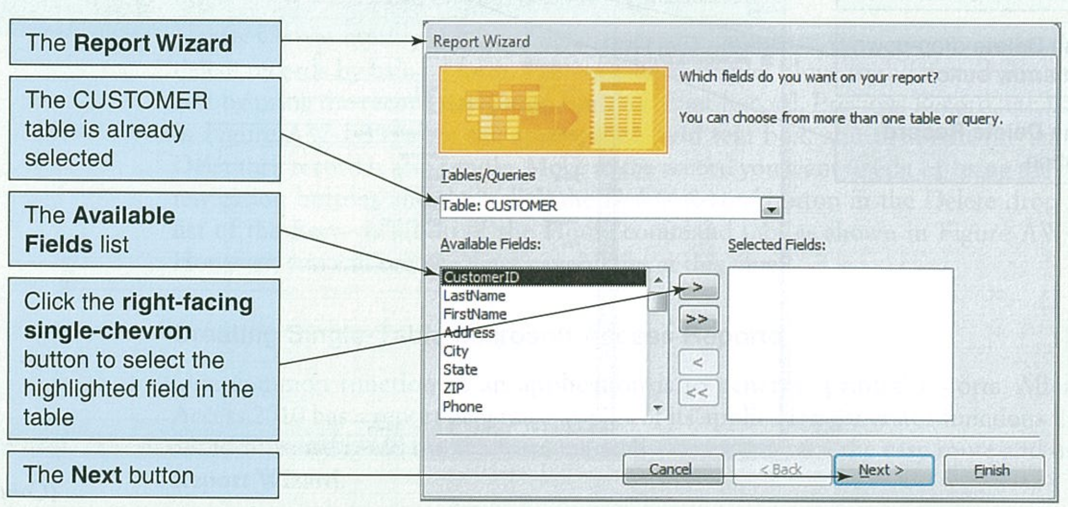
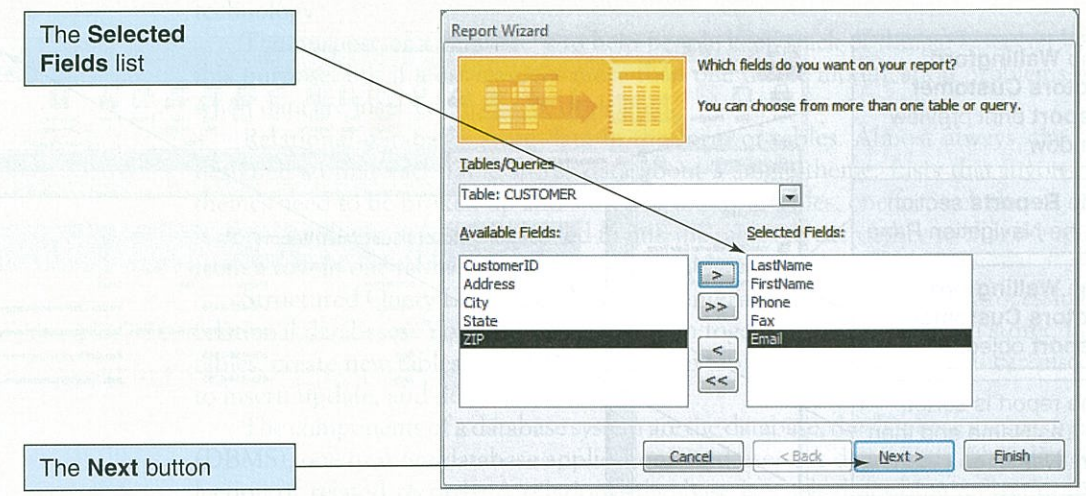


FIGURE AW-1-39

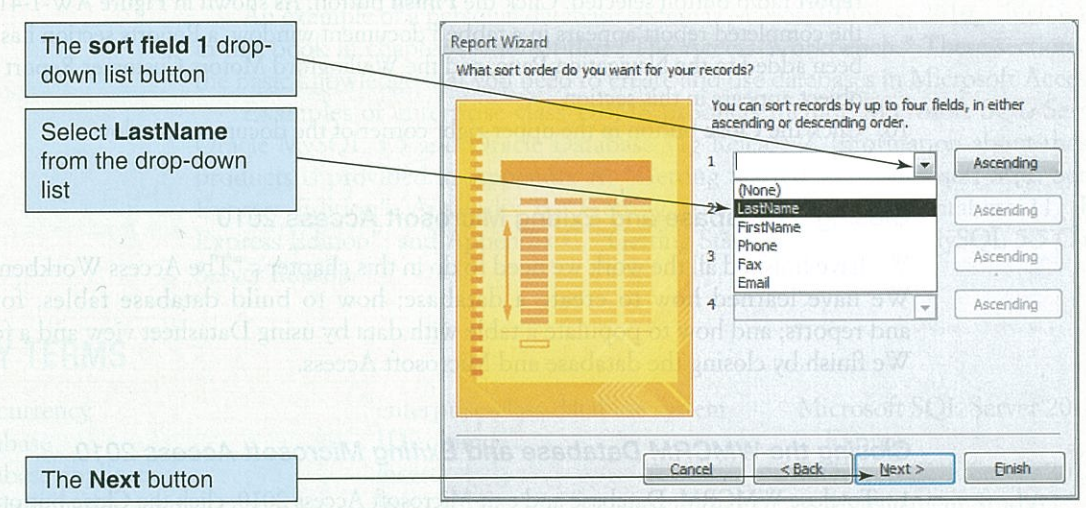
The Completed Column Selection



4. Click the **Next** button.
5. Microsoft Access now asks, "Do you want to add any grouping levels?" Grouping can be useful in complex reports, but we do not need any groupings for this simple report that lists customers. Instead, we can use the default nongrouped column listing, so click the **Next** button.
6. As shown in Figure AW-1-40, we are now asked, "What sort order do you want for your records?" The most useful sorting order in this case is by last name, with sorting

FIGURE AW-1-40

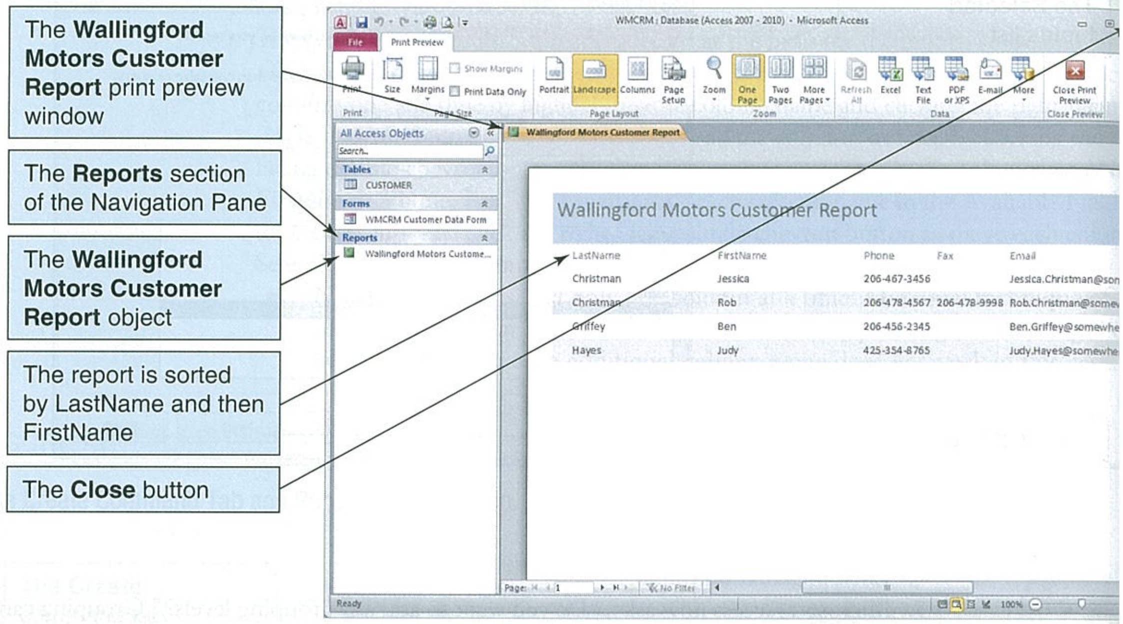
Choosing the Sort Order



(Continued)

FIGURE AW-1-41

The Finished Report



by first name for identical last names. For both sorts, we want an *ascending* sort (fr A to Z). Click the **sort field 1** drop-down list arrow and select **LastName**. Leave th sort order button set to **Ascending**.

7. Click the **sort field 2** drop-down list arrow and select **FirstName**, leave the sort or button set to **Ascending**, and click the **Next** button.
8. We are now asked, “How would you like to lay out your report?” We will use the default setting of **Tabular Layout**, but click the **Landscape Orientation** radio butt change the report orientation to landscape. Click the **Next** button.
9. Finally, when we are asked, “What title do you want for your report?” we edit the report title to read **Wallingford Motors Customer Report**. Leave the **Preview the report** radio button selected. Click the **Finish** button. As shown in Figure AW-1-4 the completed report appears in a tabbed document window, a Reports section ha been added to the Navigation Pane, and the Wallingford Motors Customer Repor object appears in this section.
10. Click the **Close** button in the upper-right corner of the document window.

Closing a Database and Exiting Microsoft Access 2010

We have finished all the work we need to do in this chapter’s “The Access Workbe We have learned how to create a database; how to build database tables, fo and reports; and how to populate a table with data by using Datasheet view and a We finish by closing the database and Microsoft Access.

Closing the WMCRM Database and Exiting Microsoft Access 2010

1. To close WMCRM: Database and exit Microsoft Access 2010, click the **Close** butto the upper-right corner of the Microsoft Access 2010 window.