

Practical 2

In this practical, you will learn more on how to edit the structure of tables and how to work with tables. You should first read the information given in this practical and then complete the activities listed throughout.

Delete, Insert, and Rearrange Fields in a Table

In a table's Design view, you can easily review and edit all the fields in the table. You can delete fields or insert new fields wherever you want them. You can also rearrange fields to whatever order you want. Rearranging the fields in Design view rearranges the order of columns, or fields, in Datasheet view.

Use the **View**  and  buttons on the toolbar to switch between Design view and Datasheet view.

To rearrange fields

1. Open the table in Design view and then select the row to be rearranged by clicking its row selector. The row selector is the first column (shaded) on the left-hand side of the table .
2. Click the row selector again, hold the mouse button down, and then drag the row to the required position in the table.
3. When the pointer is where you want the row placed, release the mouse button. Microsoft Access moves the field.

To delete a field

1. Open the table in Design view.
2. Select the row that defines the field you want to delete by clicking its row selector. From the **Edit** menu, choose **Delete** or **Delete Rows**. (Alternatively, you can press the Delete Rows button on the toolbar).



3. Microsoft Access deletes the field and all its data from your table.

Owners Manual06 Colbolt

Xiaolong Qi



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