

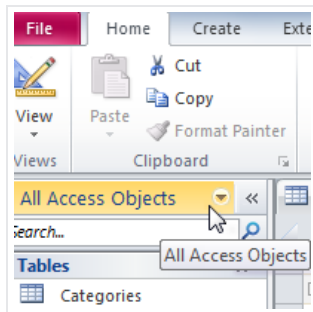
Access 2010

Working with Tables



Page 1

Introduction



While there are four types of database objects in Access 2010, **tables** are arguably the most important. Even when you're using forms, queries, and reports, you're still working with tables, since that's where all your **data** is stored. Tables are at the heart of any database, so it's important to understand how to use them.

In this lesson, you will learn how to **open tables**, create and edit **records**, and **modify the appearance** of your table to make it easier to view and work with.


In this lesson, we will work with the tables in our sample database. If you would like to follow along, [download our example](#) and use it to follow the procedures demonstrated in this lesson.

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Table basics


If you're new to Microsoft Access, you'll need to learn the basics of working with tables so you can open, navigate, add information, and edit them.

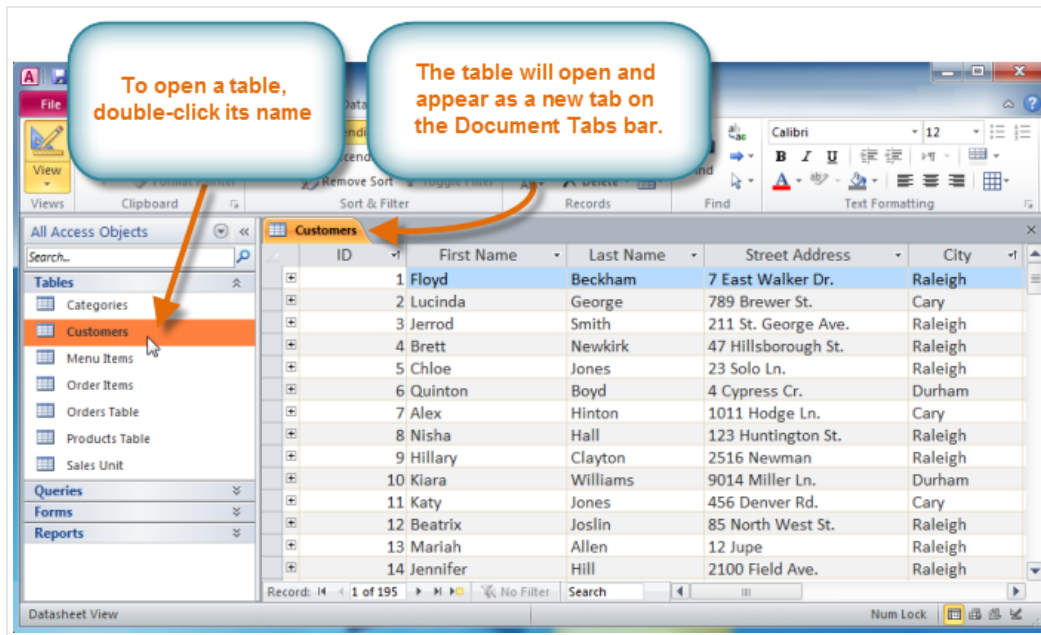
Video: Working with Tables in Access 2010



Street Address	City	State
7 East Walker Dr.	Raleigh	NC
789 Brewer St.	Cary	NC
211 St. George Ave.	Raleigh	NC
47 Hillsborough St.	Raleigh	NC
23 Solo Ln.	Raleigh	NC
4 Cypress Cr.	Durham	NC
1011 Hodge Ln.	Cary	NC
123 Huntington St.	Raleigh	NC

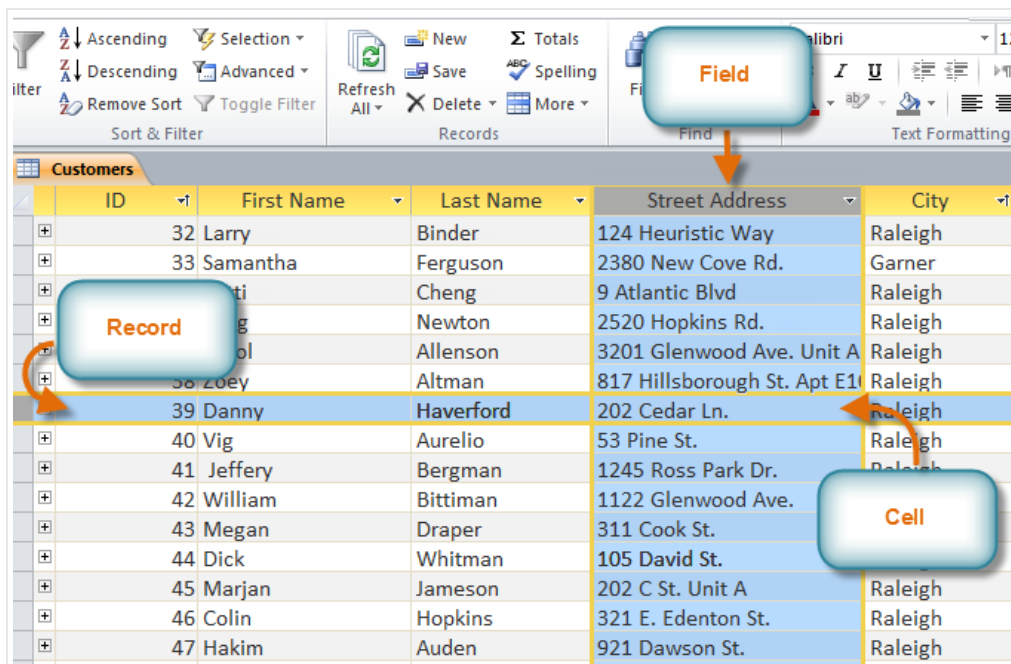
To open an existing table:

1. **Open** your database, and locate the **Navigation Pane**.
2. In the **Navigation Pane**, locate the table you would like to open. Tables are marked with the  icon.
3. **Double-click** the name of the table. It will open and appear as a **tab** in the **Document Tabs bar**.



Understanding tables

All tables are composed of horizontal **rows** and vertical **columns**, with small rectangles called **cells** in the places where rows and columns intersect. In Access, rows and columns are referred to as **records** and **fields**.



A **field** is a way of organizing information by type. Think of the **field name** as a question, and every cell within that field as a response to that question.

ID	First Name	Last Name	Street Address
67	Joy	Zachman	807 Lee St.
68	Frances	Trenton	901 Kenan Rd.
69	Latavia		McIver Ct.
70	Kurtis		3 Cobb Rd.
71	Lashaunda		1 Hinton St.
72	Lieselotte		2 Spencer Ave.
73	Sula	Smart	56 Dey Rd.
74	Jude	Smith	929 Greenlaw Dr.
75	Katharine	Kellerman	76 Murphy Ave.
76	Ruiari	O'Brien	100 Aycock St.
77	Tyra	Kirby	8700 Stacey Rd.
78	Michiko	Akiwana	901 Glenwood Ave.
79	Betty	Potter	80 Greene St.
80	Elizabeth	Loges	44 Steven Rd.

Field Names

A **record** is one unit of information. Every cell on a given row is part of that row's record. Each record has its own **ID number**. Within a table, each ID number is unique to its record and refers to all of the information within that record. The ID number for a record cannot be changed.

ID	First Name	Last Name	Street Address	City
84	Magda	Stemski	98 Tyler St.	Raleigh
85	Peggy	Moss	1130 Jackson St.	Raleigh
94	Margot	Wade	532 Chronicle Way	Raleigh
95	Florent	Marais	53 Ada St.	Raleigh
96	Erwan	Haussman	918 Lonesome Dove R	Raleigh
97	Rodrigue	Sterling	49 Mockingbird Way	Raleigh
102	Theodore	Achi	120 Baker St.	Raleigh
105	Dwyane	James	4221 Basil Ct.	Cary

Record ID numbers

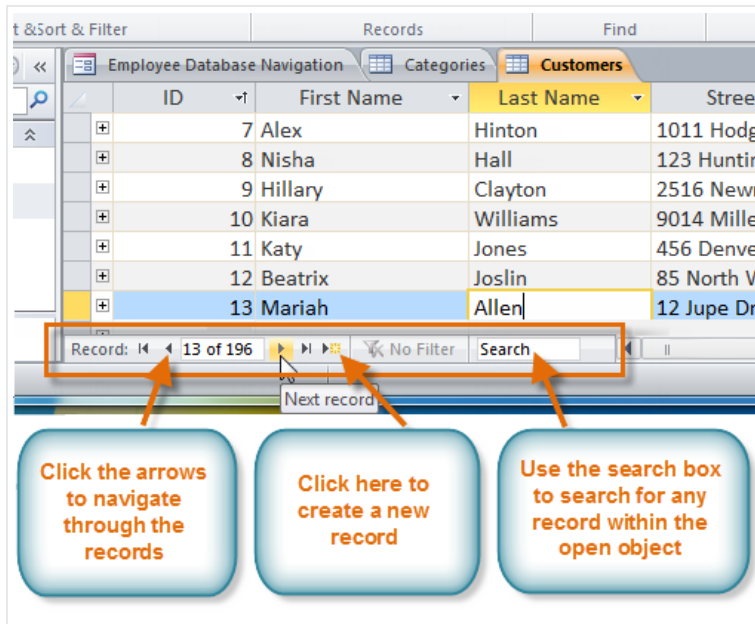
Each cell of data in your table is part of both a **field** and a **record**. For instance, if you had a table of names and contact information, each person would be represented by a record, and each piece of information about each person—name, phone number, address, and so on—would be contained within a distinct field on that record's row.

Click the buttons in the interactive below to learn how to navigate a table.

ID	First Name	Last Name	Street Address	City	State
1	Floyd	Beckham	7 East Walker Dr.	Raleigh	NC
2	Lucinda	George	789 Brewer St.	Cary	NC
3	Jerrold	Smith	211 St. George Ave.	Raleigh	NC
4	Brett	Newkirk	47 Hillsborough St.	Raleigh	NC
5	Chloe	Loges	23 Sola Ln	Raleigh	NC

Navigating within tables

To **navigate through records** in a table, you can use the **up and down arrow keys**, **scroll up and down**, or use the arrows in the **record navigation bar** located at the bottom of your table. You can also find any record in the currently open table by **searching** for it using the **record search box**. Simply place your cursor in the search box, type any word that appears in the record you would like to find, and press **Enter**. To view additional records that match your search, press **Enter** again.



To **navigate between fields**, you can use the **left and right arrow keys** or **scroll left and right**.

Adding records and entering data

Entering data into tables in Access is similar to entering data in Excel. To work with records, you'll have to enter data into **cells**. If you need help entering data into records, you may want to review our **Excel 2010 Cell Basics** lesson.

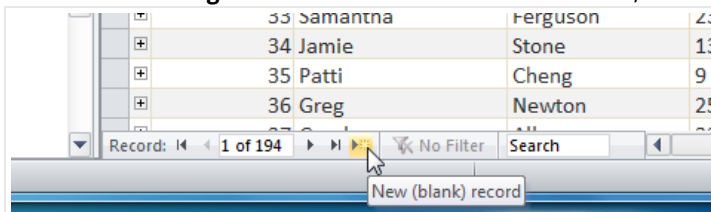
To add a new record:

There are three ways to add a new record to a table:

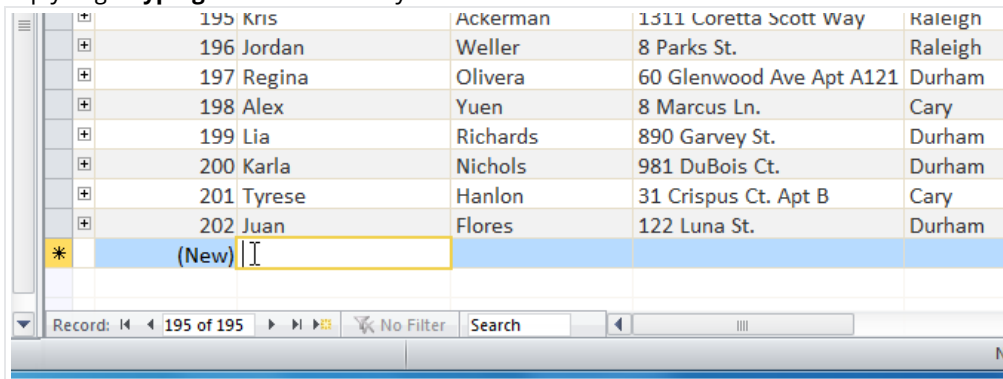
- In the **Records** group on the **Home** tab, click the **New** command.



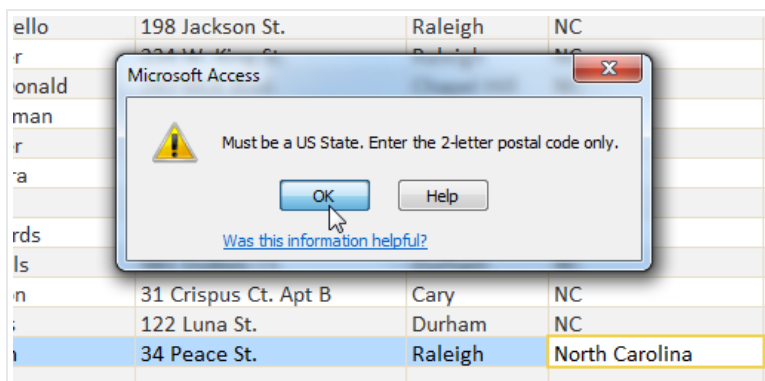
- On the **Record Navigation bar** at the bottom of the window, click the **New Record** button.



- Simply begin **typing** in the row below your last added record.

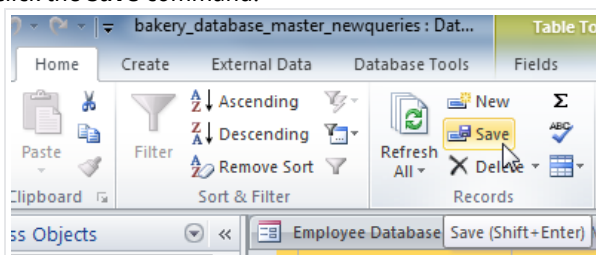


Occasionally when you enter information into a record, a window will pop up to tell you the information you've entered is invalid. This means the field you're working with has a **validation rule**, which is a rule about the type of data that can appear in that field. Click **OK**, then follow the instructions in the pop-up window to **re-enter** your data.



To save a record:

- Select the **Home** tab, and locate the **Records** group.
- Click the **Save** command.



Be sure to save any unsaved records before closing a table. Access will not prompt you to save them when you close the table.

Editing records

To quickly edit any record within a table, simply click on it and type in your changes. However, Access also offers you the ability to **find and replace** a word within multiple records and to **delete** records entirely.

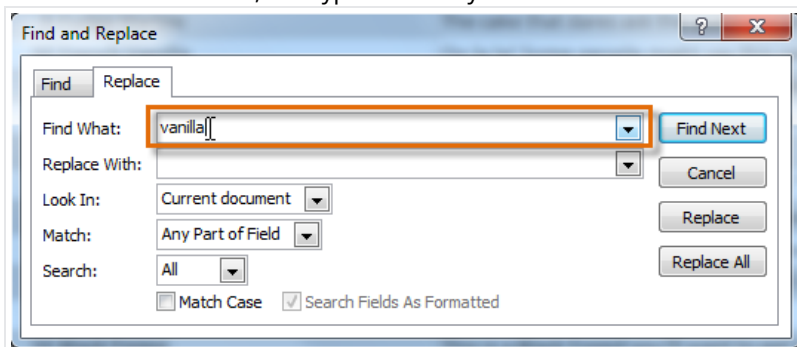
To replace a word within a record:

You can edit multiple occurrences of the same word by using **Find and Replace**, which searches for a term and replaces it with another term.

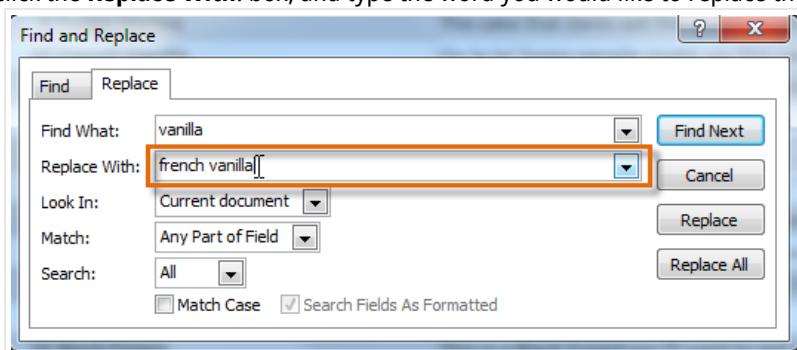
1. Select the **Home** tab, and locate the **Find** group.
2. Select the **Replace** command. The **Find and Replace** dialog box will appear.



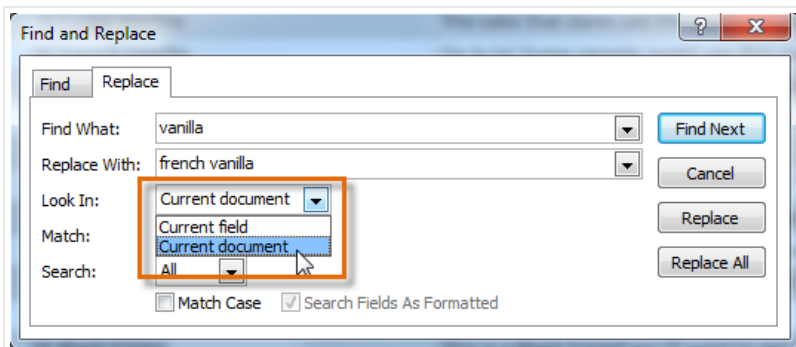
3. Click the **Find What:** box, and type the word you would like to find.



4. Click the **Replace With:** box, and type the word you would like to replace the original word.

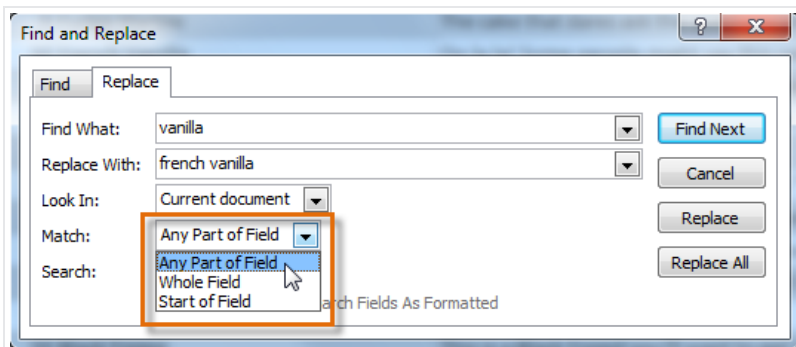


5. Click the **Look In:** drop-down arrow to select the area you would like to search.
 - Select **Current Field** to limit your search to the currently selected field.
 - Select **Current Document** to search within the entire table.

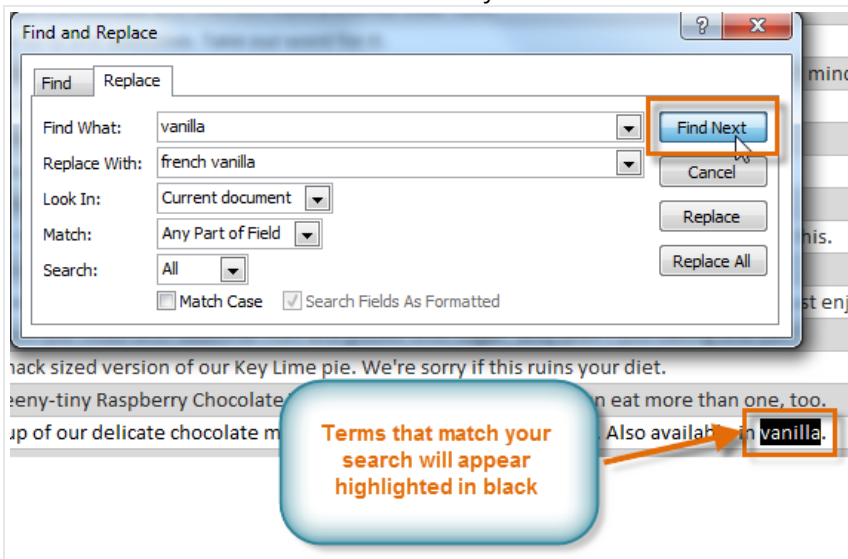


6. Click the **Match:** drop-down arrow to select how closely you'd like results to match your search.

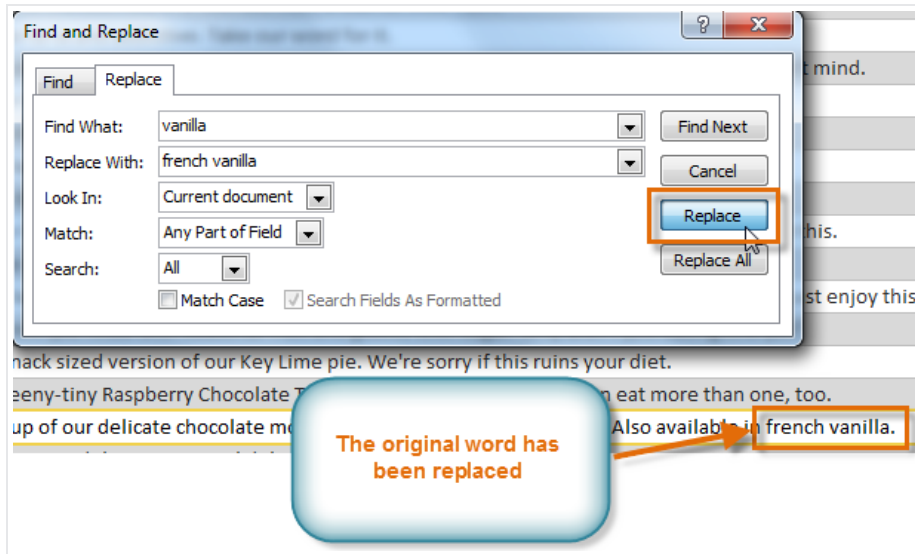
- Select **Any Part of Field** to search for your search term in any part of a cell.
- Select **Whole Field** to search only for cells that match your search term exactly.
- Select **Beginning of Field** to search only for cells that start with your search term.



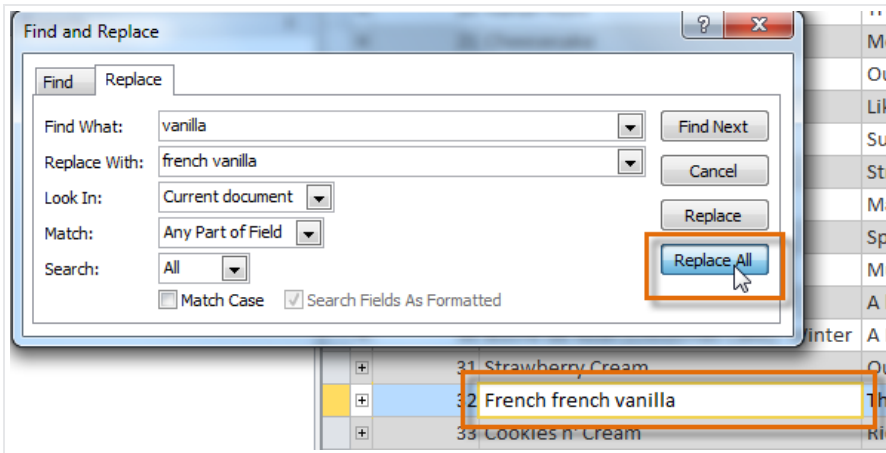
7. Click **Find Next** to find the next occurrence of your search term.



8. Click **Replace** to replace the original word with the new one.



While you can use **Replace All** to replace every instance of a term, replacing them one at a time allows you to be absolutely certain that you edit only the data you want. Replacing data unintentionally can have a negative impact on your database.

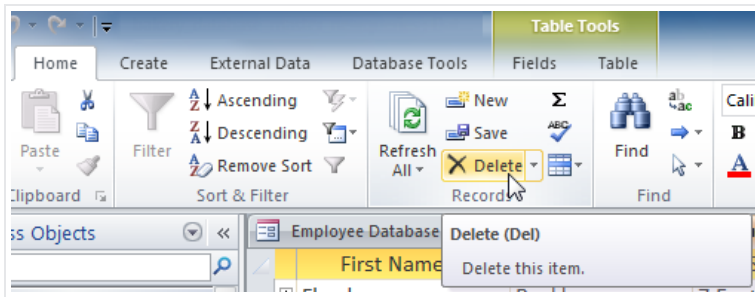


To delete a record:

1. Select the entire record by clicking the **gray border** at the left side of the record.

Products Table Customers					
	ID	First Name	Last Name	Street Address	City
	32	Larry	Binder	124 Heuristic Way	Raleigh
	33	Samantha	Ferguson	2380 New Cove Rd.	Garner
	34	Jamie	Stone	131 W Clinton St.	Raleigh
	35	Patti	Cheng	9 Atlantic Blvd	Raleigh
	36	Greg	Newton	2520 Hopkins Rd.	Raleigh

2. Select the **Home** tab, and locate the **Records** group.
3. Click the **Delete** command. The record will be permanently deleted.



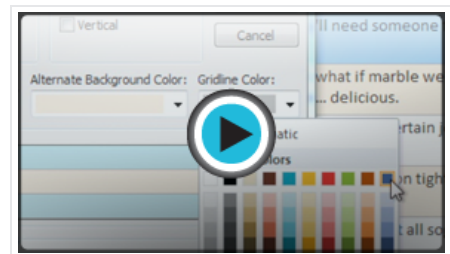
The ID numbers assigned to records stay the same even after you delete a record. For example, if you delete the 34th record in a table, the sequence of record ID numbers will read "...32, 33, **35**, 36..." rather than "...32, 33, **34**, 35, 36...".

ID	First Name	Last Name	Street Address
32	Larry	Ferguson	2380 New Cov
33	Amantha	Cheng	9 Atlantic Blvd
35	Patti	Newton	2520 Hopkins
36	Greg	Allenson	3201 Glenwood
37	Carol	Altman	817 Hillsboro

Modifying table appearance

Access 2010 offers several ways to modify the appearance of tables. These changes aren't just about making your table look nice—they can make the table easier to read too.

Video: Customizing Tables in Access 2010

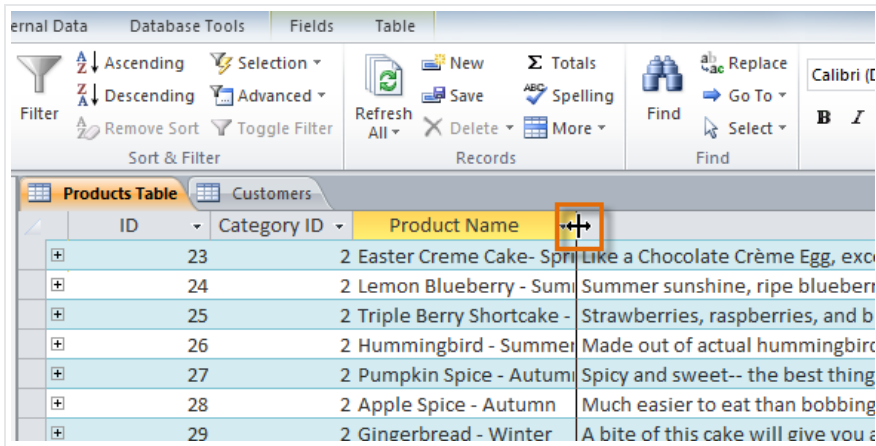


Resizing fields and rows

If your fields and rows are too small or large for the data contained with them, you can always **resize** them so all of the text is displayed.

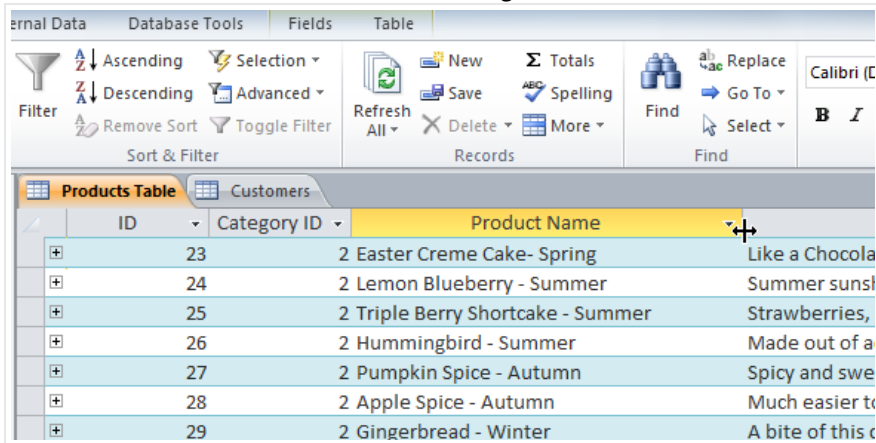
To resize a field:

1. Place your cursor over the **right gridline** in the **field title**. Your mouse will become a **double arrow** .




ID	Category ID	Product Name	Description
23	2	Easter Creme Cake- Spring	Like a Chocolate Crème Egg, except a three layer cake. T
24	2	Lemon Blueberry - Summer	Summer sunshine, ripe blueberries and sugary lemonade.
25	2	Triple Berry Shortcake - Summer	Strawberries, raspberries, and blueberries. May turn you
26	2	Hummingbird - Summer	Made out of actual hummingbird.
27	2	Pumpkin Spice - Autumn	Spicy and sweet-- the best thing
28	2	Apple Spice - Autumn	Much easier to eat than bobbing
29	2	Gingerbread - Winter	A bite of this cake will give you a

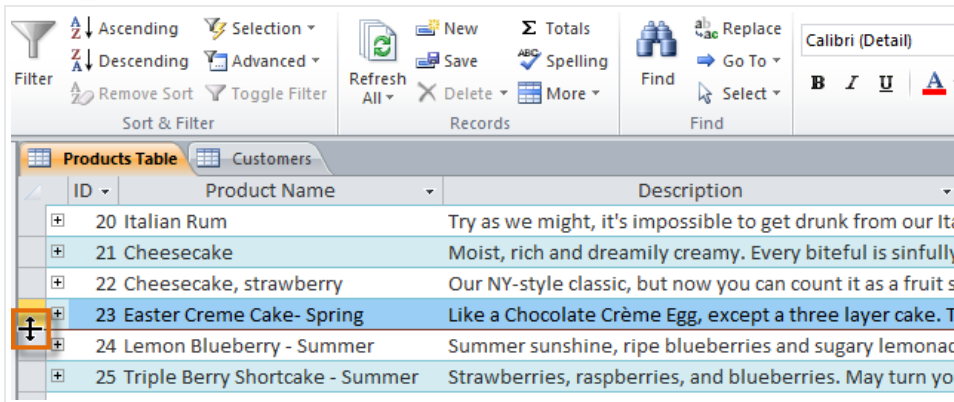
2. **Click and drag** the gridline to the right to increase the field width or to the left to decrease the field width.
3. **Release** the mouse. The field width will be changed.



ID	Category ID	Product Name	Description
23	2	Easter Creme Cake- Spring	Like a Chocolate
24	2	Lemon Blueberry - Summer	Summer sunsl
25	2	Triple Berry Shortcake - Summer	Strawberries,
26	2	Hummingbird - Summer	Made out of a
27	2	Pumpkin Spice - Autumn	Spicy and swe
28	2	Apple Spice - Autumn	Much easier to
29	2	Gingerbread - Winter	A bite of this c

To resize a row:

1. Place your cursor over the **bottom gridline** in the **gray area** to the left of the row. Your mouse will become a **double arrow** .



ID	Product Name	Description
20	Italian Rum	Try as we might, it's impossible to get drunk from our Ita
21	Cheesecake	Moist, rich and dreamily creamy. Every biteful is sinfully
22	Cheesecake, strawberry	Our NY-style classic, but now you can count it as a fruit s
23	Easter Creme Cake- Spring	Like a Chocolate Crème Egg, except a three layer cake. T
24	Lemon Blueberry - Summer	Summer sunshine, ripe blueberries and sugary lemonad
25	Triple Berry Shortcake - Summer	Strawberries, raspberries, and blueberries. May turn you

2. **Click and drag** the gridline downward to increase the row height or upward to decrease the row height.
3. **Release** the mouse. The row height will be changed.

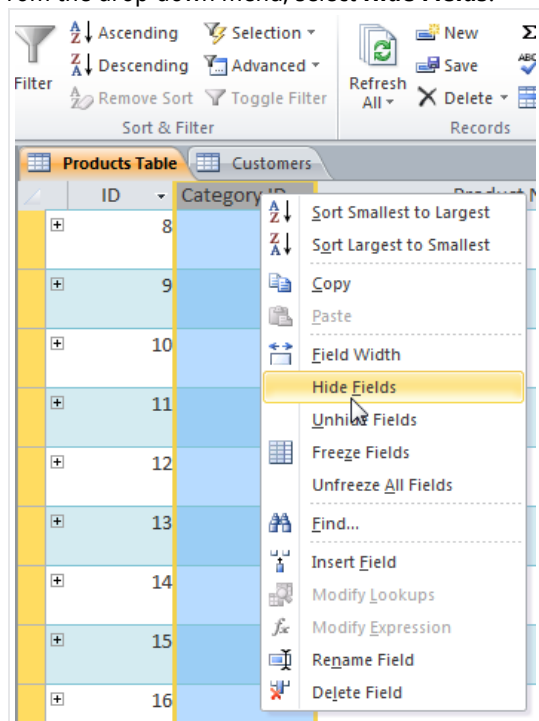
ID	Product Name	Description
20	Italian Rum	Try as we might, it's impossible to get drunk from our Italian Rum cake. So go ahead and eat the whole thing.
21	Cheesecake	Moist, rich and dreamily creamy. Every biteful is sinfully

Hiding fields

If you have a field you don't plan on editing or don't want other people to edit, you can **hide** it. A hidden field is invisible but is still part of your database. Data within a hidden field can still be accessed from forms, queries, reports, and any related tables.

To hide a field:

1. Right-click the **field title**.
2. From the drop-down menu, select **Hide Fields**.



3. The field will be hidden.

If you decide you would like the field to be visible again, you can **unhide** it. Simply right-click any field title, then select **Unhide Fields**. In the dialog box, click the check boxes of any fields you would like to be visible again, then click **Close**.

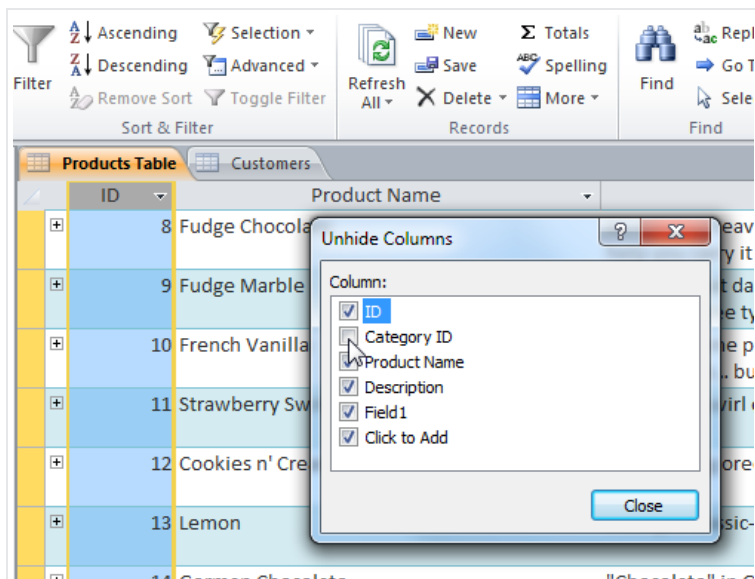


Table formatting options

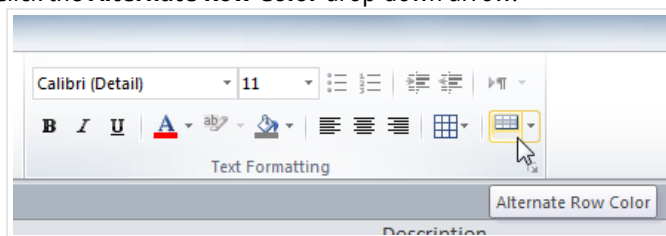
Alternate row color

By default, the background of every other row in an Access table is a few shades darker than the background of the rest of the table. This darker **alternate row color** makes your table easier to read by offering a **visual distinction** between each record and the records directly above and below it.

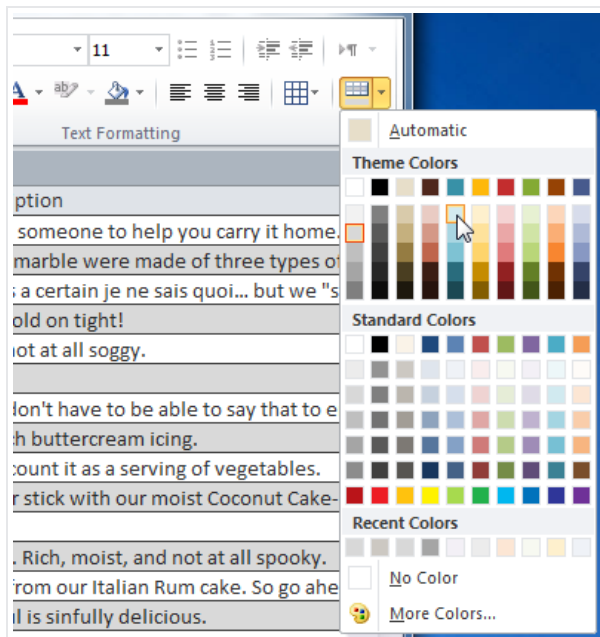
ID	Category ID	Product Name	Description
8	2	Fudge Chocolate	So rich and heavy with chocolate, you'll need some
9	2	Fudge Marble	The cake that dares ask the question: what if marb
10	2	French Vanilla	Oo la la! Some people might say this cake has a cer
11	2	Strawberry Swirl	A dizzying swirl of strawberries and crème. Hold on
12	2	Cookies n' Cream	Like dipping oreos and milk, but a cake, and not at
13	2	Lemon	A simple classic-- sweet and sour.
14	2	German Chocolate	"Chocolate" in German is "schokolade." You don't l
15	2	Red Velvet	Your grandma's favorite cake, topped with rich but
16	2	Carrot Cake	Orange and spicy. Ask your doctor if you can count

To change the alternate row color:

1. Select the **Home** tab, and locate the **Text Formatting** group.
2. Click the **Alternate Row Color** drop-down arrow.



3. Select a color from the drop-down menu, or select **No Color** to remove the alternate row color.

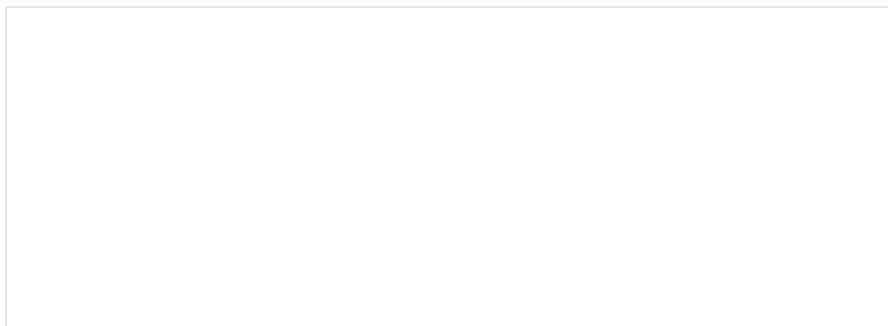


4. Your alternate row color will be updated.

Employee Database Navigation				
Customers		Products Table		
ID	Category ID	Product Name	Description	
8	2	Fudge Chocolate	So rich and heavy with chocolate, you'll need some	
9	2	Fudge Marble	The cake that dares ask the question: what if marb	
10	2	French Vanilla	Oo la la! Some people might say this cake has a cer	
11	2	Strawberry Swirl	A dizzying swirl of strawberries and crème. Hold o	
12	2	Cookies n' Cream	Like dipping oreos and milk, but a cake, and not at	
13	2	Lemon	A simple classic-- sweet and sour.	
14	2	German Chocolate	"Chocolate" in German is "schokolade." You don't l	
15	2	Red Velvet	Your grandma's favorite cake, topped with rich but	
16	2	Carrot Cake	Orange and spicy. Ask your doctor if you can count	

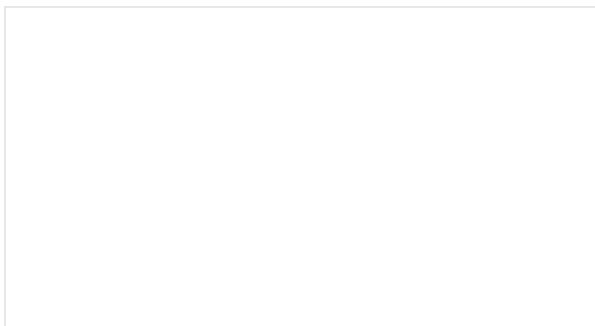
Modifying gridlines

Another way Access makes your tables easier to read is by adding **gridlines** that mark the borders of each cell. Gridlines are the **thin lines** that appear between each cell, row, and column of your table. By default, gridlines are dark gray and appear on every side of a cell, but you can **change** their **color** or **hide** undesired gridlines.

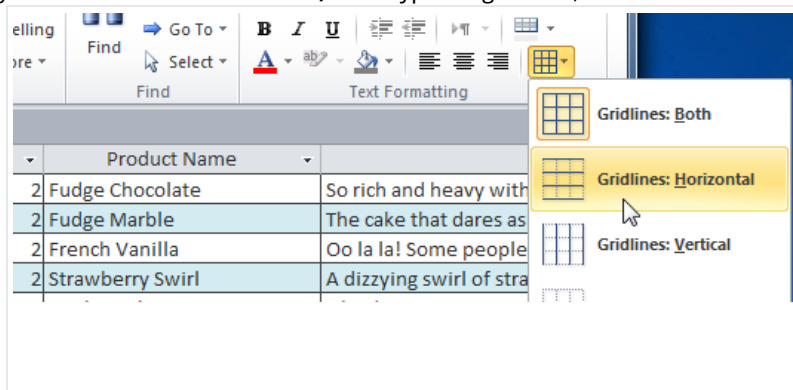


To customize which gridlines appear:

1. Select the **Home** tab, and locate the **Text Formatting** group.
2. Click the **Gridlines** drop-down arrow.



3. Select the gridlines you would like to appear. You can choose to have **horizontal** gridlines between the rows, **vertical** gridlines between the columns, **both** types of gridlines, or **none** at all.

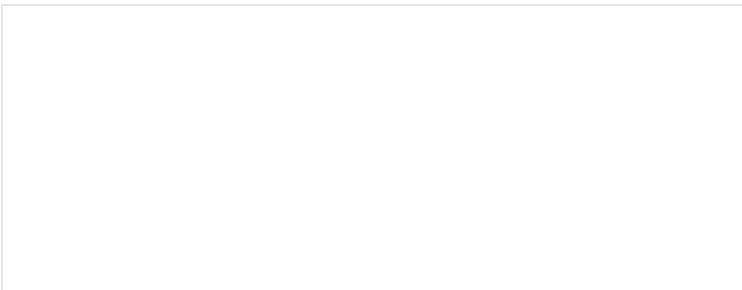


4. The gridlines on your table will be updated.

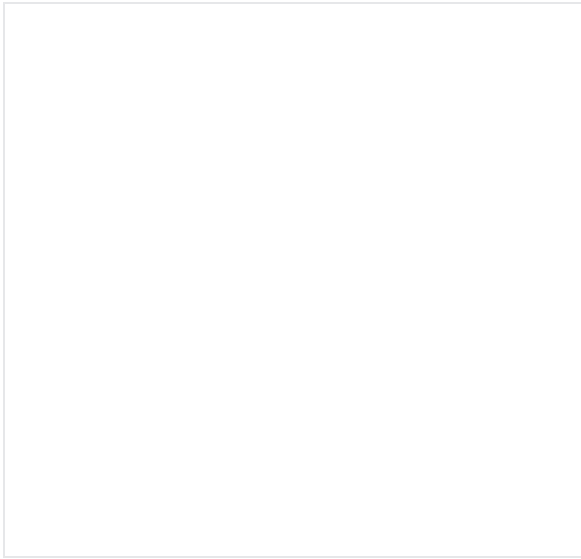
Category ID	Product Name
8	2 Fudge Chocolate
9	2 Fudge Marble
10	2 French Vanilla
11	2 Strawberry Swirl
12	2 Cookies n' Cream
13	2 Lemon
14	2 German Chocolate
15	2 Red Velvet

Additional formatting options

To view additional formatting options, click the **Datasheet Formatting arrow** located in the bottom-right corner of the **Text Formatting** group.



The **Datasheet Formatting** dialog box offers many advanced formatting options, including the ability to modify background color, gridline color, and border and line style. It even includes the ability to view a **sample** table with your formatting choices, so play around with the various formatting options until you get your table looking the way you want it.



Challenge!

1. If you haven't already, download our [sample database](#) and **open** it.
2. Open the **Customers** table.
3. Add a new **record** to the table. Be sure to enter data for every field.
4. **Find** the record with the name Tyra Kirby, and **replace** it with a name of your choice.
5. Change the **alternate row color**.
6. **Hide** a field, then **unhide** it.