

# Microsoft Access – Adding



## Adding, Editing and Deleting Records

The records in a form can be used and amended in exactly the same way as they are in a table. The difference is that they are displayed in a different way.

The screenshot shows a Microsoft Access form titled "Basic Customer Info". The form has a blue header bar with the title. Below the header, there is a list of fields on the left and their corresponding values in text boxes on the right. The fields and values are: Customer ID (SEVES), Company Name (Seven Seas Imports), Contact Name (Hari Kumar), City (London), Country (UK), and Phone ((71) 555-1717). The "Country" field is highlighted in blue. At the bottom of the form, there is a navigation bar with the text "Record: 73 of 92", "No Filter", and a "Search" button.

On forms you tend to view records one at a time rather than in rows.

New records are added by clicking on the new record button either on the ribbon or the navigation bar.

Existing records can be changed by changing the data in the existing records. When this is done the pencil icon appears on the left to show that there is data that hasn't been saved.

Records can be deleted by clicking on the delete button on the ribbon.