

Section 4

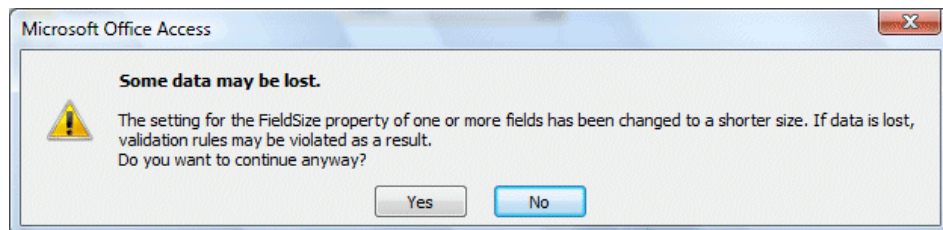
Editing Tables and Records

By the end of this Section you should be able to:

- Amend Field Sizes
- Add and Delete Fields
- Add and Delete Records
- Use Find and Replace Function

Exercise 20 - Continued

- Save the table and a warning box is displayed because there is a possibility that when a field is shortened, some data may be lost.



- Click **Yes** to save the table with the new field sizes.
- Switch to **Datasheet View**. The appearance of the table will not have changed. The column display sizes have not changed, only the field sizes.
- There is a danger that data can be permanently lost when reducing field sizes. Switch back to **Design View**.
- Change the **Field Size** property for the **First_Name** field to 4 characters.
- Save the table and click **Yes** to the warning message.
- Switch back to **Datasheet View**.

Surname	First_Name	Sex	DOB	Town
Pooler	Jane	F	01/05/1967	Newcastle
Robinson	Chri	M	23/11/1985	Durham
Allison	Bria	M	20/04/1965	Newcastle
Robson	Barr	M	21/04/1965	Newcastle
McKnight	Char	M	05/03/1940	Sunderland
James	Pete	M	31/07/1977	Newcastle
Frost	Marj	F	12/12/1970	Newcastle
Hooper	John	M	06/01/1980	Durham
West	Gord	M	23/11/1968	Bristol

- The **First_Name** values for all the records have been truncated to 4 characters.
- The missing data has been lost permanently. Switch to **Design View** and change the **Field Size** property for the **First_Name** Field back to 30 characters.
- Save the table, then switch to **Datasheet View**. Even though the **First_Name** field is now 30 characters long again, only 4 characters of data are left in it, therefore care must be taken when reducing **Field Sizes**.
- Leave the database open in **Datasheet** view.

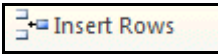
Exercise 21 - Adding/Deleting Fields

Guidelines:

New fields can be added to a table to cope with extra requirements for data, or fields can be deleted to remove unwanted information. If the table already contains records, adding a field will usually require new data to fill any gaps, and deleting a field will result in data being lost.

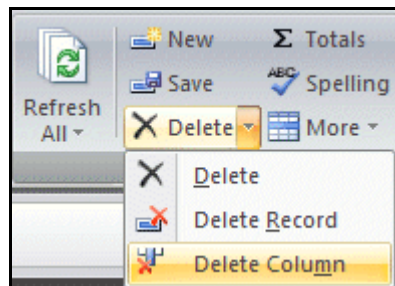
Care should be taken that any deleted fields are not already included in other objects such as queries or reports, as these other objects would then fail to function.

Actions:

1. With the **Northern** table of the **Membership** database still open switch to **Design View**. An extra field is needed to enter the fees payable by each member.
2. Click on any part of the **DOB** row to select that field, then click the **Insert Rows** button, . A new row is inserted above **DOB**.
3. In the new row, enter a **Field Name** of **Fees** and select a **Data Type** of **Currency**.
4. Save the table and switch to **Datasheet View**. A new empty column has appeared between **Sex** and **DOB**. Data for all the existing records will need to be entered.

*Note: If an **AutoNumber** field is inserted, values are automatically inserted.*

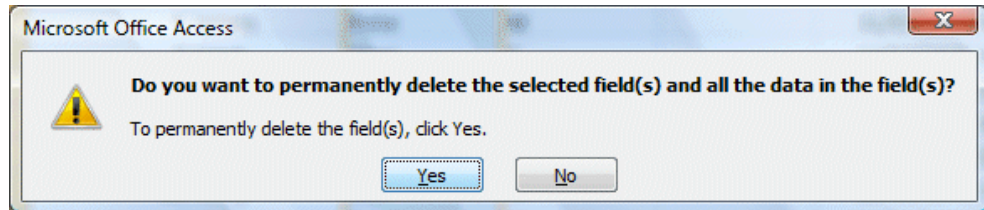
5. Switch to **Design View** and insert a row at the top, above **Surname**. Enter a **Field Name** of **Member ID** and select a **Data Type** of **AutoNumber**.
6. Save the table and switch to **Datasheet** view. A new column has appeared and record numbers have been inserted for all existing records.
7. Fields can also be added or deleted from **Datasheet View**. Click anywhere in the **First Name** column and click the drop down arrow on the **Delete** button from the **Records** group.



continued over

Exercise 21 - Continued

8. Select **Delete Column**.



9. Click **Yes** to delete the field. The table should now look like this.

Member ID	Surname	Sex	Fees	DOB	Town
1	Poole	F		01/05/1967	Newcastle
2	Robinson	M		23/11/1985	Durham
3	Allison	M		20/04/1965	Newcastle
4	Robson	M		21/04/1965	Newcastle
5	McKnight	M		05/03/1940	Sunderland
6	James	M		31/07/1977	Newcastle
7	Frost	F		12/12/1970	Newcastle
8	Hooper	M		06/01/1980	Durham
9	West	M		23/11/1968	Bristol
10	Luke	M		13/05/1957	Durham
11	Curry	M		19/09/1949	Durham
12	Wales	M		23/08/1971	Washington

10. Close the **Northern** table.
11. Close the **Membership** database.

Exercise 22 - Editing Records in a Table



Guidelines:

Record data in fields may be easily edited in **Datasheet View**. Use the mouse and keyboard to select the required field then amend the data by overtyping. Specific parts of a field may be amended by first clicking and dragging to select the required characters. Standard editing functions, such as **Copy/Paste** and **Undo** may be used. Records edited or changed in a table are automatically saved on entry, so it is unnecessary to perform a further save.

Actions:

1. Open the **College** database and **Courses** table.
2. The description of one of the courses needs amending. Move to the record **M01PM, Effective Project Management**. Click once on the middle of the **Course** field to begin editing the item.
3. Click and drag to highlight the word **Effective**. Type in **Advanced**. This will replace the original word in the field. Press **<Enter>**.
4. Times for the scheduling of the **Music Performance** course have been received. In the record **AD01MP** position the cursor to the right of **TBA** in the **Day** field. Use the backspace key to delete **TBA** then type in **Tuesday**. Press **<Enter>**.
5. In the third record (**AD01PA**) click and drag to highlight the contents of the **Time** field.

Ref	Subject	Course	Qualificatic	Day	Time	Fee
AD01AD	Art & Design	Art & Design Studies	City & Guilds	Monday	9.00 - 4.00pm	£156.00
AD01MP	Performing Art:	Music Performance	NVQ3	Tuesday		£34.00
AD01PA	Performing Art:	Drama Studies	NCFE	Monday	5.30 - 9.15pm	£120.00
C01CD	Catering	Cake Decoration	NCFE	Wednesday	6.30 - 8.30pm	£55.00
C01FH	Catering	Food Hygiene	City & Guilds	Wednesday	9.30 - 3.30pm	£148.00
E01EE	Engineering	Electrical Engineering	BTEC National	Thursday	9.00 - 7.15pm	£299.00

6. Click the **Copy** button  from the **Clipboard** group on the **Home** tab. If the **Clipboard Task Pane** appears at any time it can be removed by clicking its close button.
7. Click in the empty **Time** field for the record (**AD01MP**) and click **Paste**.
8. Change the **Ref** field for the first record to **Test** and press **<Enter>**.
9. The last action performed can be reversed using the **Undo** function. Click the **Undo** button,  to return the field to its original state.
10. Leave the table open for the next exercise.

Exercise 23 - Adding a New Record

Guidelines:

Most databases do not deal merely with static data. One of the strengths of Access is that it is easy to add new records or remove obsolete data and the revised information is immediately available to all users of the database via **Queries, Reports**, etc.

In **Datasheet View, New Records** can be added to the data table. Remember, records added in **Datasheet View** are automatically saved upon entry.

Actions:


1. A new course is to be offered at the College. Information for the course comes from two sources;

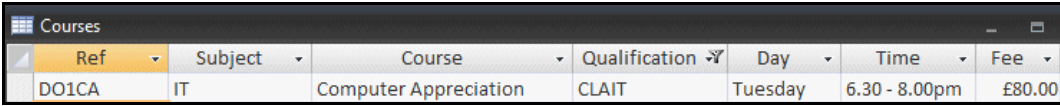
A course details form,

Course	Subject	Ref	Qualification	Sessions	Fee
Computer Appreciation	IT	D01CA	CLAIT	6	£80

And a scheduling notification,

Computer Appreciation is to be run this year by Mr Donald, Room 27, Tuesday evenings 6.30 - 8.00

2. With the **Courses** table in the **College** database open, click the **New Record** button, , at the bottom of the screen by the record navigation buttons. The cursor is positioned in the first field of a new blank record at the bottom of the table.
3. Enter data from the sources above into the fields for the new record. **Ref, Subject, Course, Qualification** and **Fee** are obtained from the form. **Day** and **Time** are obtained from the notification. Other information from the sources is not needed in this application. The new record should appear as below.



Ref	Subject	Course	Qualification	Day	Time	Fee
DO1CA	IT	Computer Appreciation	CLAIT	Tuesday	6.30 - 8.00pm	£80.00


4. Close the **Courses** table, but leave the database open. There will be no prompt to save the table, as the new record has been saved automatically.

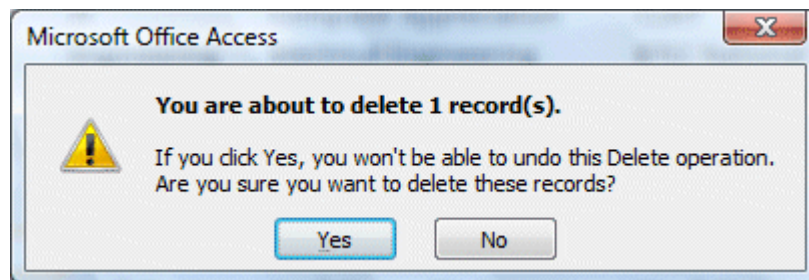
Exercise 24 - Deleting a Record


Guidelines:

Records can be deleted in **Datasheet View**. Deleting a record removes data from all fields of that record.

Actions:

1. Open the **Courses** table of the **College** database in **Datasheet View**.
2. There has been no interest in the **Project Management** course and it has been decided to remove it. Click anywhere in the record for course **M01PM**.
3. Click the drop down arrow on the **Delete** button from the **Records** group and select **Delete Record**, . The record disappears from the table and Access prompts to confirm the deletion.



4. Select **NO** and the record appears again. It has not been deleted.
5. With the record still selected, display the **Delete** options and click  again.
6. This time select **Yes**. The record is deleted from the **Courses** table and the modified table is saved automatically. The operation cannot now be reversed.
7. Close the **Courses** table and the **College** database.

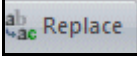

Exercise 25 - Replacing Text in Tables

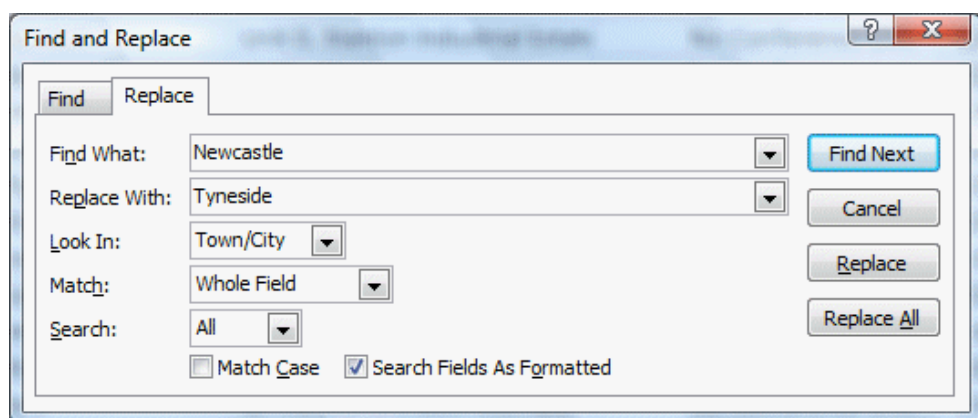
Guidelines:

When a table has a large number of records and fields, it can be difficult to manually locate a specific piece of data that may require amending. To make this task much easier there is a **Find and Replace** function which can search an entire table for occurrence of specific text and replace it with a different piece of text if required.

To make the process even more efficient, **Find and Replace** can be made global, that is every occurrence of the required text throughout an entire table can be replaced at once.

Actions:

1. Open the **Properties** database.
2. Open the **Commercial** table. This is a table containing details of commercial properties for sale. Make sure the **Home** tab is displayed.
3. It is decided that some parts of **Newcastle** would be better described as **Tyneside**. Position the cursor in the **Town/City** field of the first record, (the process will start from the selected record), and click the **Replace** button, , from the **Find** group. Alternatively, click the **Find** button, , and click the **Replace** tab in the dialog box.
4. In the **Find What** box enter **Newcastle** and in the **Replace With** box enter **Tyneside**.



5. Make sure the **Look In** box contains **Town/City**, which restricts the search to the selected field only rather than the whole table.

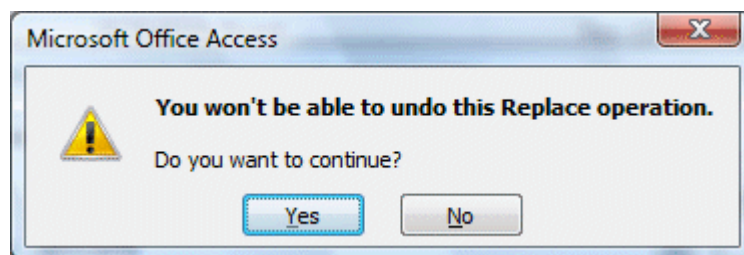
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Exercise 25 - Continued

- Click **Find Next** to find the first occurrence of **Newcastle**. Record **5** is selected.
- The decision can now be made whether or not to replace the text in this particular record. Click **Replace** to amend the field to **Tyneside**. The text is replaced and the next record for **Newcastle** is selected: record **9**.

*Note: If it is decided not to change the text, clicking **Find Next** will skip the replace and select the next relevant record.*

- Click **Replace** to amend the text and jump to the next occurrence of **Newcastle**: record **15**.
- Click **Replace** for the next two records, then press **Find Next** again.
- When Access has replaced all occurrences a dialog box appears. Click **OK** to remove the box and click **Cancel** to close the **Find and Replace** dialog box.
- It is decided that Newcastle is after all a preferable description for location so the text will need to be replaced again. Position the cursor in the **Town/City** field of the first record and click **Replace**.
- In the **Find What** box enter **Tyneside** and in the **Replace With** box enter **Newcastle**.
- Click **Replace All**. A warning dialog box is displayed



- Select **Yes** to confirm the replace operation. All **Tyneside** entries are replaced with **Newcastle**.
- Close the **Find and Replace** dialog box, the **Commercial** table and the **Properties** database.

Exercise 26 - Revision

1. Open the **Chemistry Lab** database and the **Elements** table.
2. Delete the **Colour** field.
3. Close the table, saving the changes if prompted.
4. Open the **Stock** table.
5. A new order of gold and silver has just arrived. You now have **10** units of **gold** and **30** units of **silver**. Amend the records accordingly.
6. Close the table and database.

Exercise 27 - Revision

1. Open the database **Egypt** and the **Bookings** table.
2. Make sure all of the data in the table is displayed, by widening columns, if necessary.
3. Ms Janice Laughton wishes to book a 14 night holiday for herself, two friends and their five children. She wants to leave from Newcastle Airport on 29/01/07 and stay at the Excelsior Hotel on a full board basis. She would like an excursion to see the Pyramids and has paid a £500 deposit. Add the record to the table.
4. The **Nile Princess** has been replaced by a brand new cruiser, the **Osiris**. Replace all occurrences accordingly.
5. **Stewart Henshaw** has cancelled his trip. Delete the record.
6. **Ulrika Fredricsson** wants to fly from **Luton** instead of **Heathrow**. Amend her record.
7. Insert a new field - **Transport** - between **Excursions** and **Deposit**. The **Data Type** is **Text** and the field length **20**. Save the changes.
8. The trips to **Abu Simbel**, **Karnak** and **Luxor** are by boat and the others are by bus. Enter the appropriate item (**Boat** or **Bus**) for each record.
9. Close the table.
10. Close the database.