

# Database Software

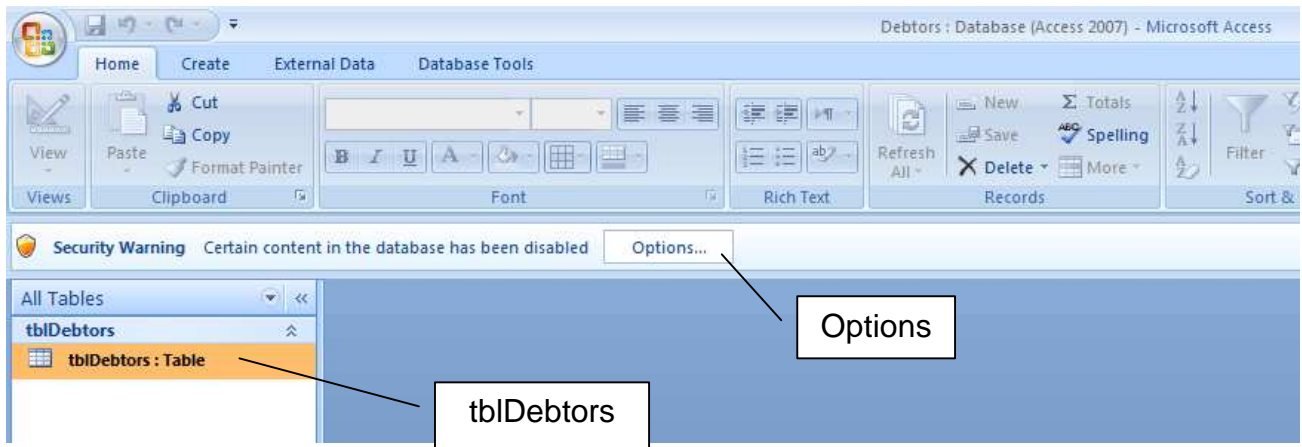
Terry Marris September 2009

## 2 Data Entry

Previously, we opened a new database, set up a table with fields, and closed down. Now we look at the Datasheet View method of entering data onto a database.

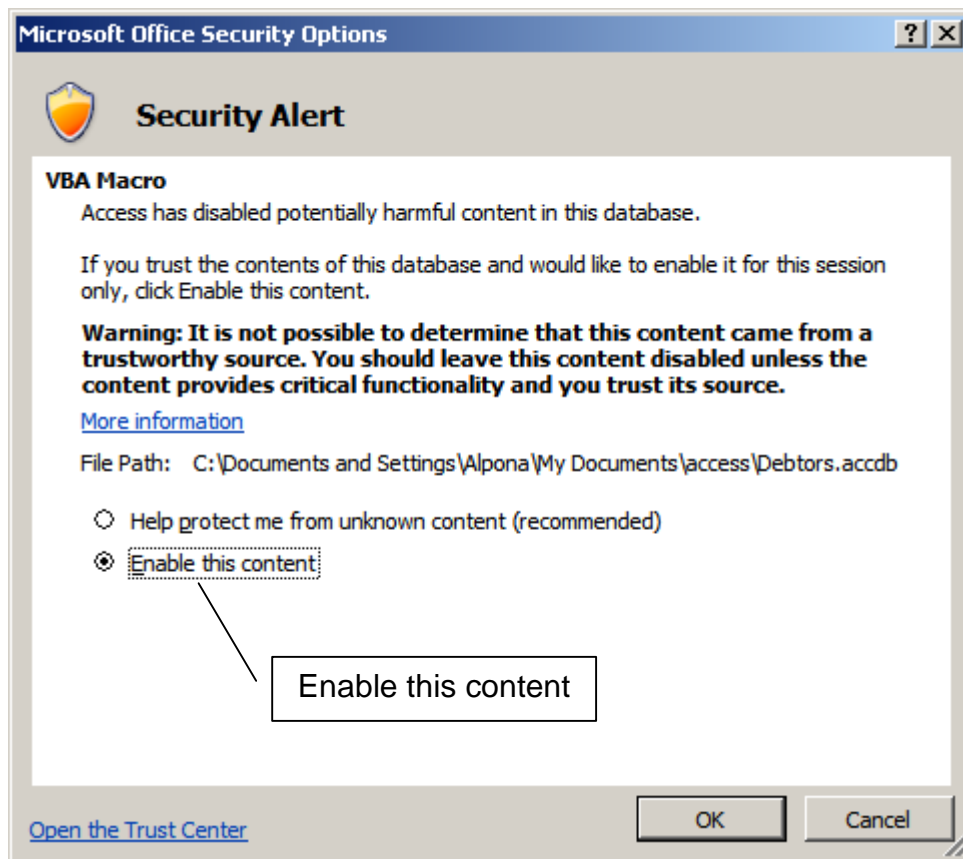
### 2.1 The Datasheet View

1. Re-open your Debtors database. You see:

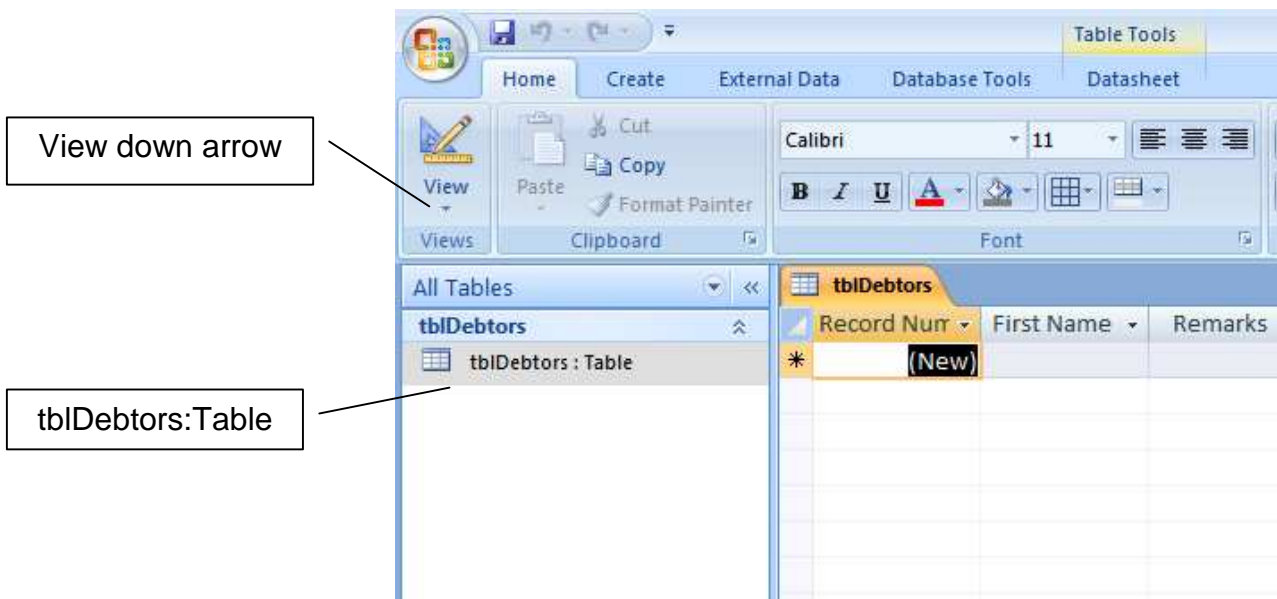


2. click on Options...

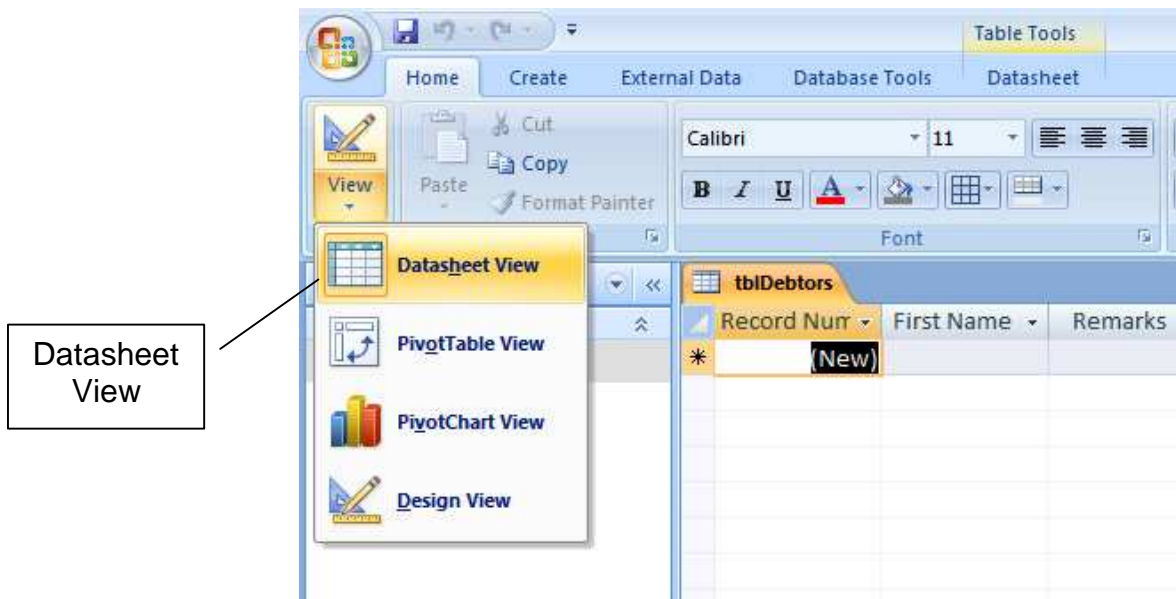
- click on Enable this content



- OK
- rapid double click on tblDebtors:Table
- click View down arrow



7. choose Data Sheet view



8. Enter the data shown below.

Notes:

- widen columns so that you can see the headings: position cursor on the line between two headings; the cursor becomes a double headed arrow. Hold left mouse button down and drag.
- the record number gets added automatically - you do not put anything in this field
- if you enter 12 Sep 2009 for *Since When*, it automatically gets changed to 12/09/2009
- in *Court Action*, you get a tick by clicking the little box
- if you enter just 10 for *Money Owed*, it automatically gets changed to £10.00

Record Number	First Name	Remarks	Money Owed	Since When	Times Contacted	Court Action
1	Justin		£10.00	03/05/2009	1	<input type="checkbox"/>
2	Barb		£25.00	17/02/2009	0	<input type="checkbox"/>
3	Stan		£5.00	25/06/2008	2	<input checked="" type="checkbox"/>
4	Terry		£50.00	16/11/2008	3	<input checked="" type="checkbox"/>
5	Paige		£35.00	01/09/2009	0	<input type="checkbox"/>
6	Mary		£15.00	25/08/2008	2	<input checked="" type="checkbox"/>
8	Anna		£25.00	15/03/2009	1	<input type="checkbox"/>
*	(New)					<input type="checkbox"/>

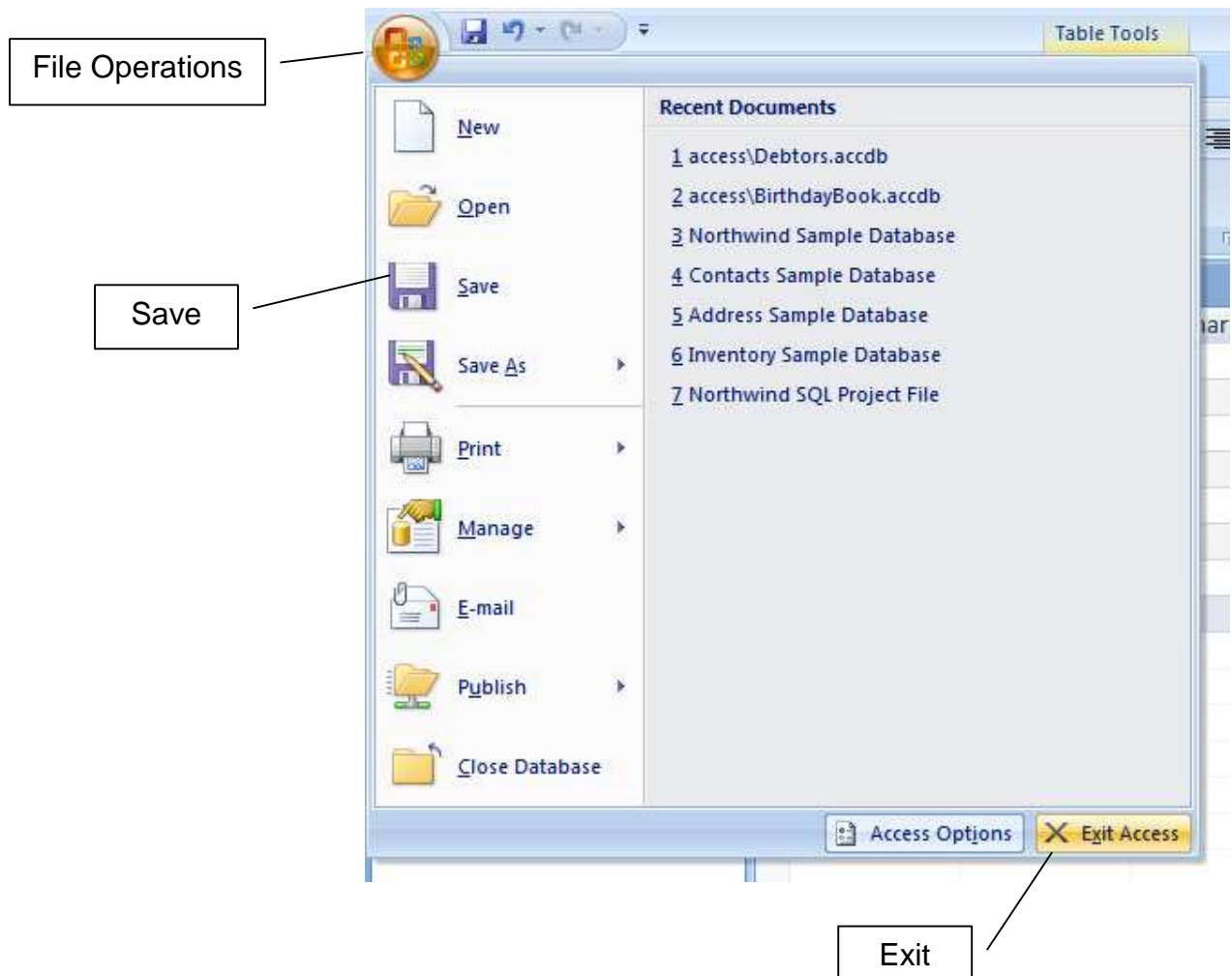
The observant student will notice that there is a gap in the record numbers - 7 is missing. This is not a problem. Access just guarantees that every autonumber is unique. The missing 7 could have been caused by deleting record number 7. Once allocated, autonumber generated numbers are not re-used.

9. save your table: right click on the tblDebtors tab

10. choose Save



11. save your database and exit from Access



## Exercises 2.1

1. Enter data as shown above. We shall use this database in the next chapter.

**We have** seen how to enter data using the Datasheet view.

**Next we** see how to enter data using forms.

## Bibliography

*www.officetutorials.com* accessed August 2009

*www.dealing-with-data.net* accessed August 2009