

MICROSOFT ACCESS



Working with Tables

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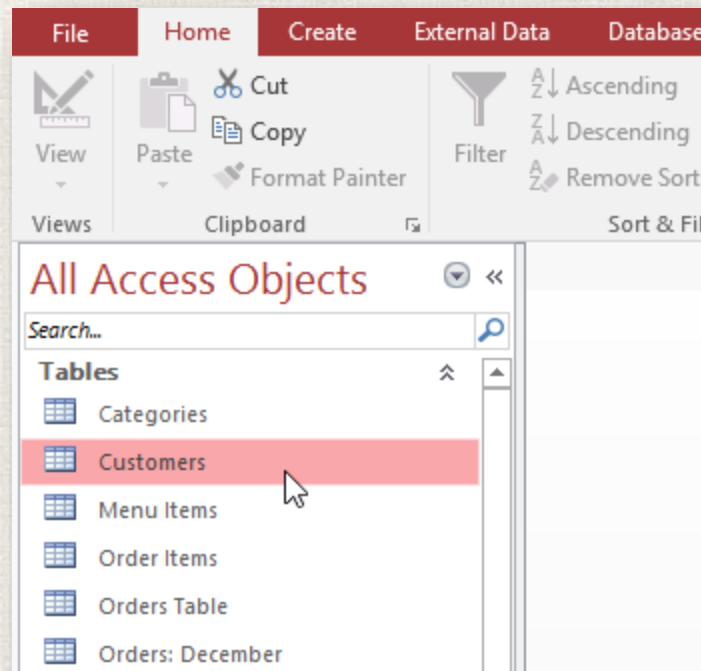
Introduction

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

4

Open an existing table

1. Open your database, and locate the **Navigation pane**.
2. In the Navigation pane, locate the table you want to open.
3. Double-click the desired table.



5

Open an existing table

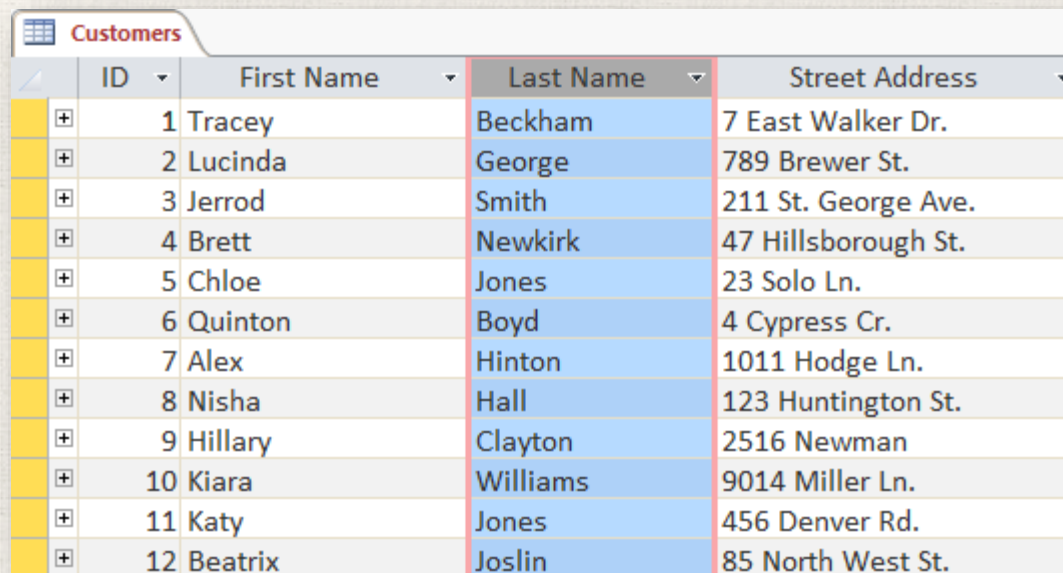
4. The table will open and appear as a **tab** in the **Document Tabs bar**.

The screenshot shows the Microsoft Access interface. The ribbon is set to the 'Table' tab. The 'All Access Objects' pane on the left shows the 'Customers' table selected. The main window displays the 'Customers' table with the following data:

ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walk
2	Lucinda	George	789 Brewer
3	Jerrold	Smith	211 St. Geor
4	Brett	Newkirk	47 Hillsboro
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr
7	Alex	Hinton	1011 Hodge
8	Nisha	Hall	123 Hunting
9	Hillary	Clayton	2516 Newm

Understanding tables

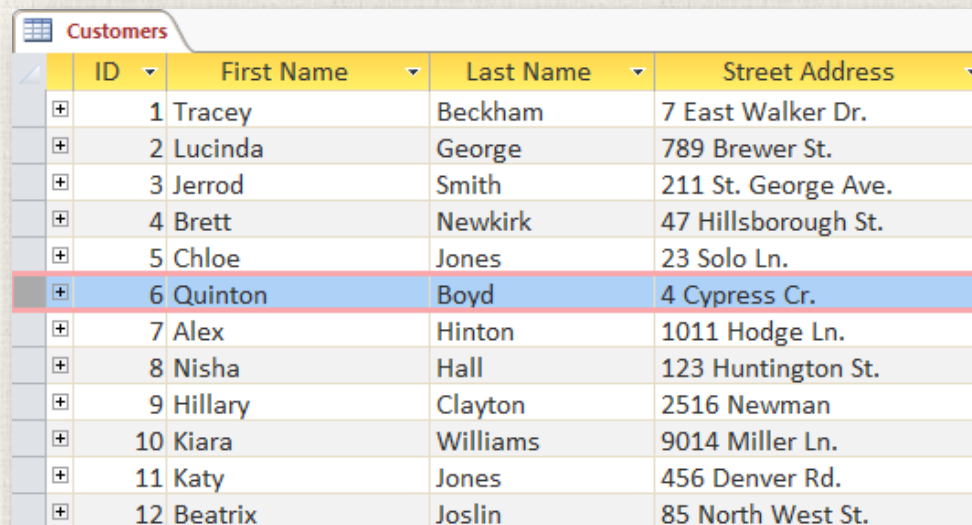
- All tables are composed of horizontal **rows** and vertical **columns**, with small rectangles called **cells** in the places where rows and columns intersect. In Access, rows and columns are referred to as **records** and **fields**.
- A **field** is a way of organizing information by type. Think of the **field name** as a question and every cell within that field as a response to that question. In our example, the **Last Name** field is selected, which contains all the last names in the table.



	ID	First Name	Last Name	Street Address
+	1	Tracey	Beckham	7 East Walker Dr.
+	2	Lucinda	George	789 Brewer St.
+	3	Jerrold	Smith	211 St. George Ave.
+	4	Brett	Newkirk	47 Hillsborough St.
+	5	Chloe	Jones	23 Solo Ln.
+	6	Quinton	Boyd	4 Cypress Cr.
+	7	Alex	Hinton	1011 Hodge Ln.
+	8	Nisha	Hall	123 Huntington St.
+	9	Hillary	Clayton	2516 Newman
+	10	Kiara	Williams	9014 Miller Ln.
+	11	Katy	Jones	456 Denver Rd.
+	12	Beatrix	Joslin	85 North West St.

Understanding tables

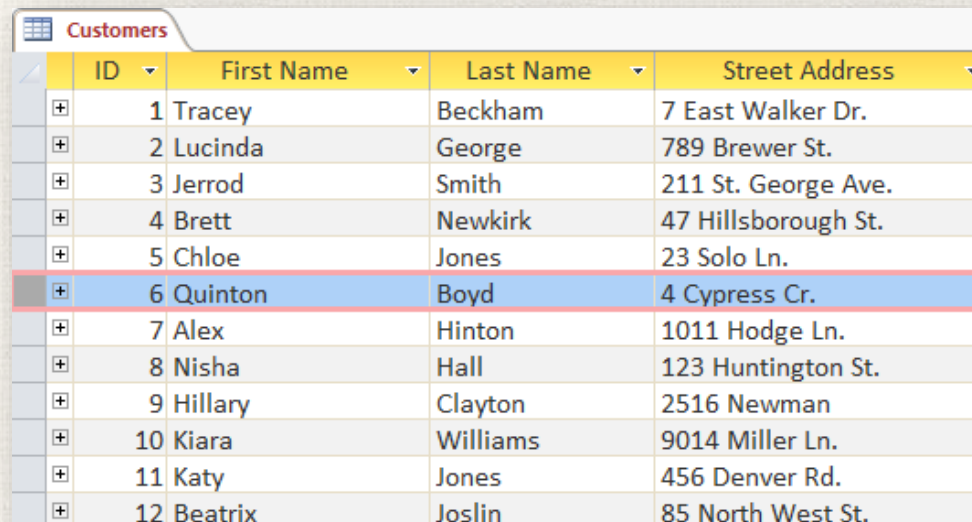
- A **record** is one unit of information. Every cell on a given row is part of that row's record. In our example, Quinton Boyd's record is selected, which contains all of the information related to him in the table.
- Each record has its own **ID number**. Within a table, each ID number is unique to 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
1	Tracey	Beckham	7 East Walker Dr.
2	Lucinda	George	789 Brewer St.
3	Jerrold	Smith	211 St. George Ave.
4	Brett	Newkirk	47 Hillsborough St.
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr.
7	Alex	Hinton	1011 Hodge Ln.
8	Nisha	Hall	123 Huntington St.
9	Hillary	Clayton	2516 Newman
10	Kiara	Williams	9014 Miller Ln.
11	Katy	Jones	456 Denver Rd.
12	Beatrix	Joslin	85 North West St.

Understanding tables

- ➔ 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.



ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walker Dr.
2	Lucinda	George	789 Brewer St.
3	Jerrod	Smith	211 St. George Ave.
4	Brett	Newkirk	47 Hillsborough St.
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr.
7	Alex	Hinton	1011 Hodge Ln.
8	Nisha	Hall	123 Huntington St.
9	Hillary	Clayton	2516 Newman
10	Kiara	Williams	9014 Miller Ln.
11	Katy	Jones	456 Denver Rd.
12	Beatrix	Joslin	85 North West St.

Understanding tables

Find and Replace

The **Find** command allows you to search for any term in your table. The **Replace** command allows you to search for any term in your table and replace it with a new one.

Records Command Group

The Records command group on the Home tab contains a handful of commands for working with records, including New Record, Save Record, and Delete Record.

Records

In Access, table rows are referred to as records. A record is a unit of data that includes every piece of information in a given row.

Record Navigation Bar

The Record Navigation bar allows you to navigate through records one at a time. Click the arrows to move from record to record, and navigate directly to a record by searching for it with the record search box.

Text Formatting Command Group

These formatting options allow you to make your table easier to read by adding an alternate row color or modifying the gridlines that separate individual rows and columns.

Fields

In Access, columns are referred to as fields. When you organize your data by entering it into different fields, you are organizing it by type. Each field contains one type of data. The type of data contained within a field is described by the title at the top of each field.

The screenshot shows the Microsoft Access interface for a database named 'Songbird Bakery'. The ribbon is set to 'Home' and the 'Table Tools' context tab is active. The 'Records' group on the ribbon is highlighted with a red box, and a red arrow points from the 'Records Command Group' text box to it. The 'Find' group is also highlighted with a red box, and a red arrow points from the 'Find and Replace' text box to it. The 'Text Formatting' group is highlighted with a red box, and a red arrow points from the 'Text Formatting Command Group' text box to it. The 'Record Navigation Bar' at the bottom is highlighted with a red box, and a red arrow points from the 'Record Navigation Bar' text box to it. The main window displays a table named 'Customers' with the following data:

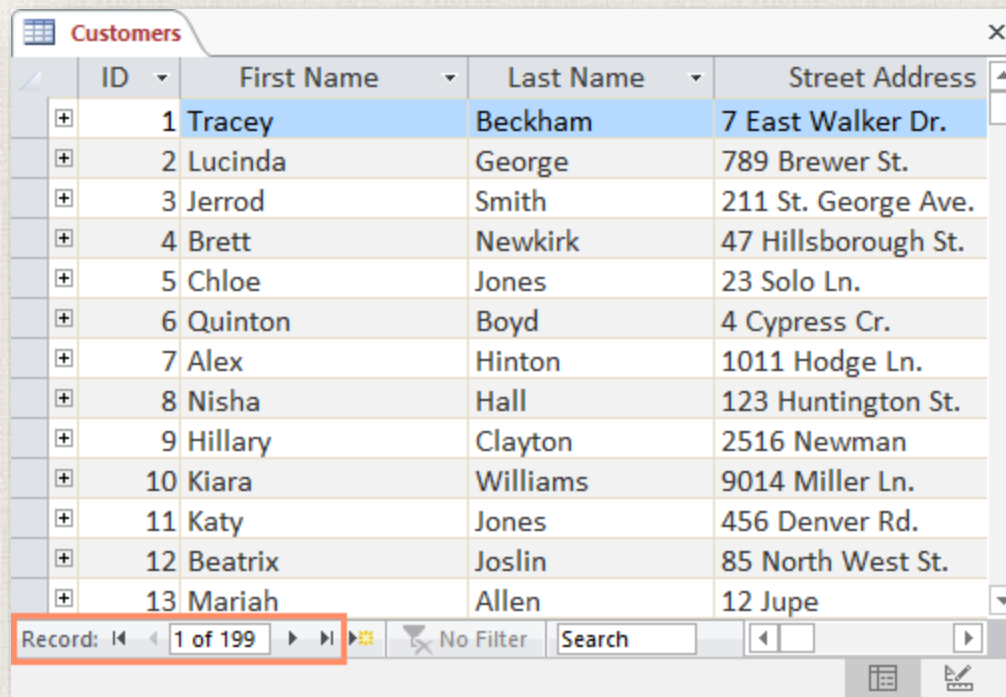
ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walker Dr.
2	Lucinda	George	789 Brewer St.
3	Jerrod	Smith	211 St. George Ave.
4	Brett	Newkirk	47 Hillsborough St.
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr.
7	Alex	Hinton	1011 Hodge Ln.
8	Nisha	Hall	123 Huntington St.
9	Hillary	Clayton	2516 Newman
10	Kiara	Williams	9014 Miller Ln.
11	Katy	Jones	456 Denver Rd.
12	Beatrix	Joslin	85 North West St.
13	Mariah	Allen	12 Jupe

The Record Navigation Bar at the bottom shows '1 of 199' records, with navigation arrows and a search box.

Navigating within tables

The bar at the bottom of the table contains many commands to help you search or scroll through records.

- 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.

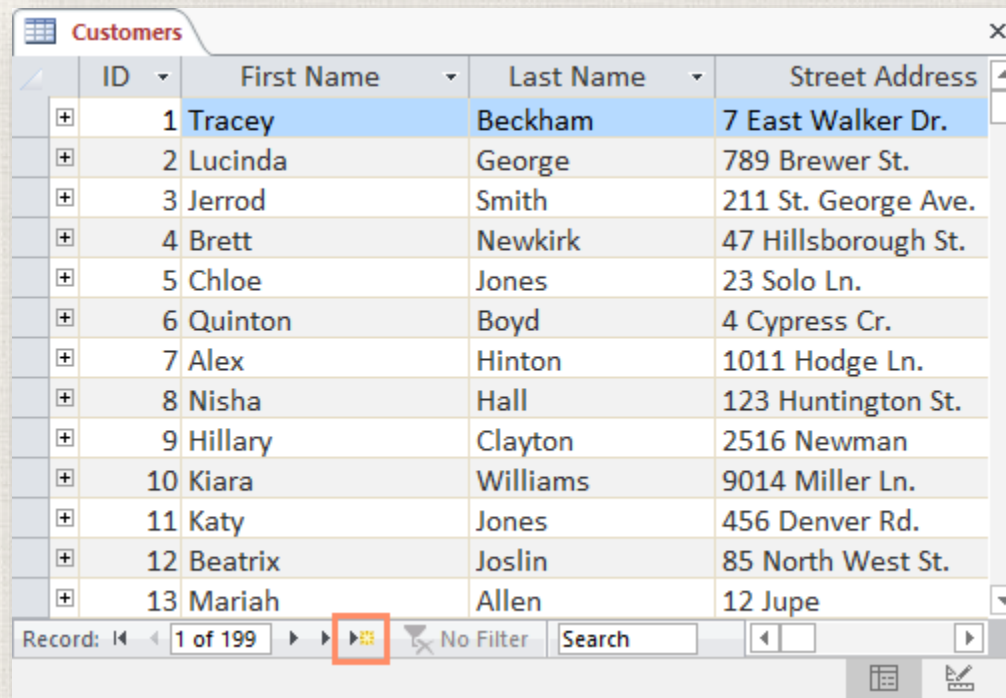


ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walker Dr.
2	Lucinda	George	789 Brewer St.
3	Jerrold	Smith	211 St. George Ave.
4	Brett	Newkirk	47 Hillsborough St.
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr.
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10	Kiara	Williams	9014 Miller Ln.
11	Katy	Jones	456 Denver Rd.
12	Beatrice	Joslin	85 North West St.
13	Mariah	Allen	12 Jupe

Record: 1 of 199

Navigating within tables

- You can create a new record with the **new (blank) record** command on the **Record Navigation bar**.



ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walker Dr.
2	Lucinda	George	789 Brewer St.
3	Jerrold	Smith	211 St. George Ave.
4	Brett	Newkirk	47 Hillsborough St.
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr.
7	Alex	Hinton	1011 Hodge Ln.
8	Nisha	Hall	123 Huntington St.
9	Hillary	Clayton	2516 Newman
10	Kiara	Williams	9014 Miller Ln.
11	Katy	Jones	456 Denver Rd.
12	Beatrix	Joslin	85 North West St.
13	Mariah	Allen	12 Jupe

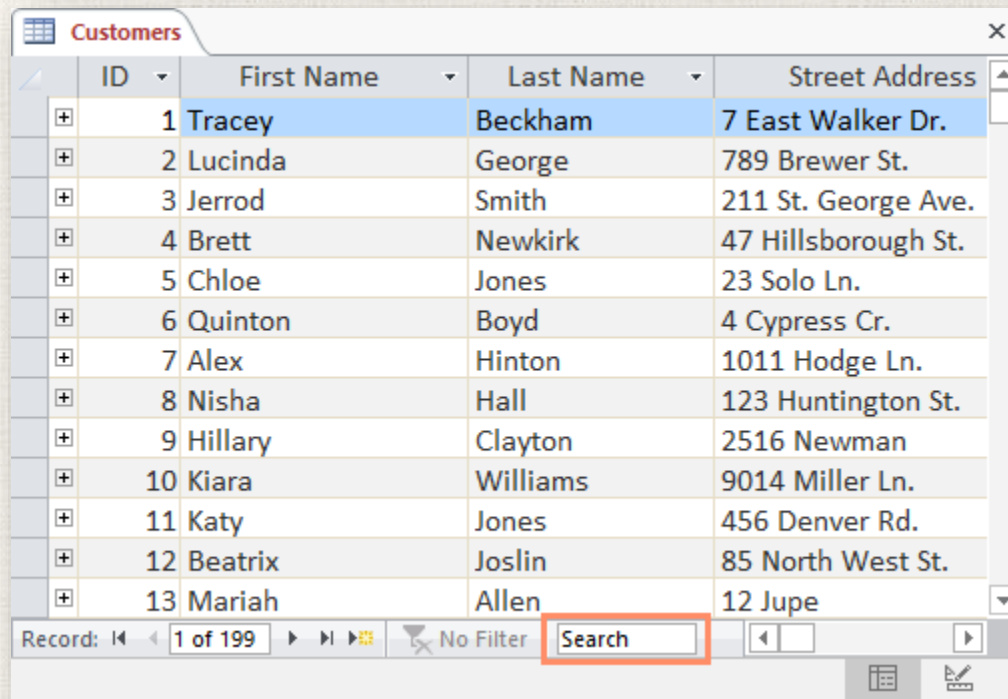
Record: 1 of 199

No Filter Search

New Record (Yellow Starburst icon)

Navigating within tables

- You can find any record in the currently open table by **searching** for it using the **record search box**. Place your cursor in the search box, type any word that appears in the record you want to find, and press the **Enter** key.



The screenshot shows a window titled 'Customers' containing a table with 13 records. The table has columns for ID, First Name, Last Name, and Street Address. The first record is highlighted in blue. At the bottom of the window, there is a status bar with a search box labeled 'Search' highlighted with a red rectangle. The status bar also shows 'Record: 1 of 199' and 'No Filter'.

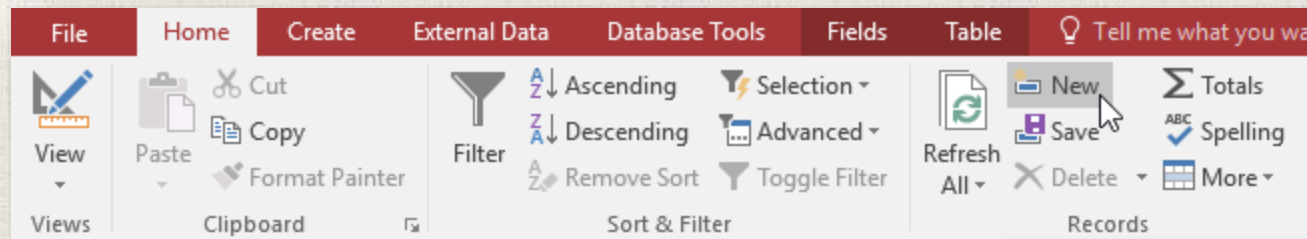
ID	First Name	Last Name	Street Address
1	Tracey	Beckham	7 East Walker Dr.
2	Lucinda	George	789 Brewer St.
3	Jerrold	Smith	211 St. George Ave.
4	Brett	Newkirk	47 Hillsborough St.
5	Chloe	Jones	23 Solo Ln.
6	Quinton	Boyd	4 Cypress Cr.
7	Alex	Hinton	1011 Hodge Ln.
8	Nisha	Hall	123 Huntington St.
9	Hillary	Clayton	2516 Newman
10	Kiara	Williams	9014 Miller Ln.
11	Katy	Jones	456 Denver Rd.
12	Beatrice	Joslin	85 North West St.
13	Mariah	Allen	12 Jupe

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

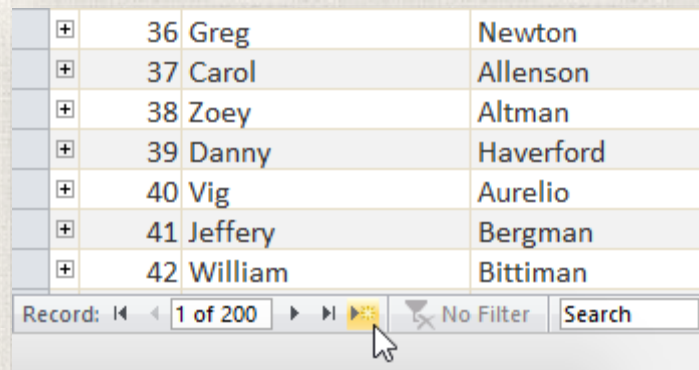
Add a new record

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

- ➔ **1st way** : In the **Records** group on the **Home** tab, click the **New** command.



- ➔ **2nd way** : On the **Record Navigation bar** at the bottom of the window, click the **New record** button.



Add a new record

- ➔ **3rd way** : Begin typing in the row below your last added record.

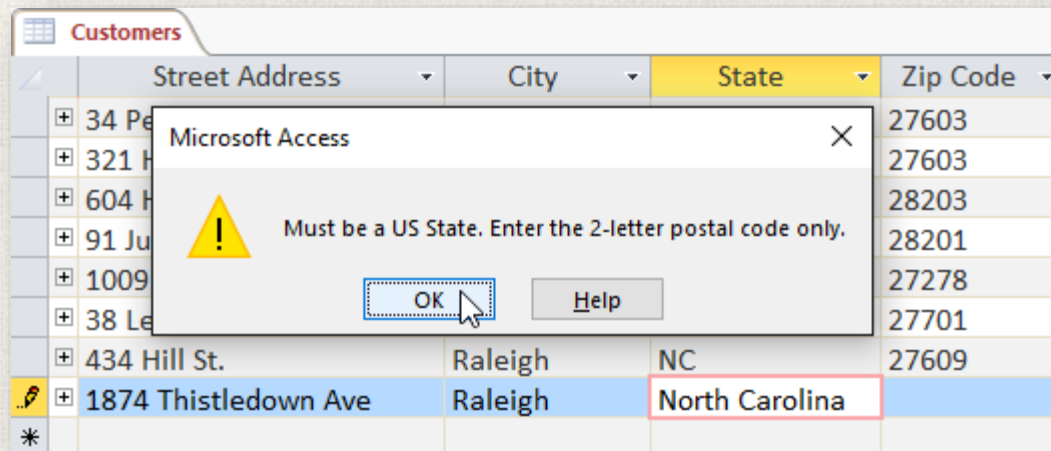


The screenshot shows a table titled 'Customers' with the following columns: ID, First Name, Last Name, Street Address, and City. The table contains several records, and a new record is being added in the row below the last one. The new record is highlighted in blue and has a yellow asterisk in the first column. The text '(New)' is visible in the ID column, and a cursor is positioned in the First Name column.

ID	First Name	Last Name	Street Address	City	
+	204	Tobias	Inman	34 Peace St.	Raleigh
+	205	Teyonah	Lamb	321 Home Dr.	Raleigh
+	206	Gregoire	Pick	604 Hatsy Way	Charlotte
+	207	Mallary	Pont	91 Julianna Way	Charlotte
+	208	Rajeev	Parthasarathy	1009 Raleigh Street	Hillsborough
+	209	Will	Good	38 Learnfree St.	Raleigh
+	212	David	Barrett	434 Hill St.	Raleigh
*	(New)	I			

Add a new record

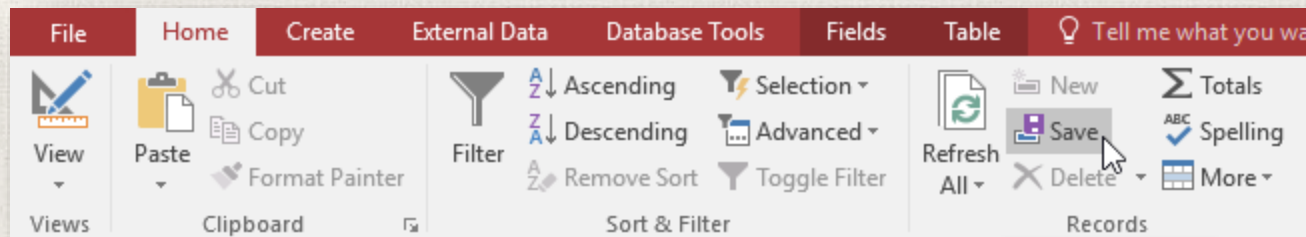
- Sometimes when you enter information into a record, a window will pop up to tell you that the information you've entered is invalid.
- This means the field you're working with has a **validation rule**, which is a rule about the type of data that can appear in that field. Click **OK**, then follow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



Save a record

Access is designed to save records automatically. After you enter a record, you can either select a different record or close the object, and Access will save the record. However, in certain situations you may want to save a record manually. For example, if you needed to edit an existing record, you could save the record to ensure your changes are saved.

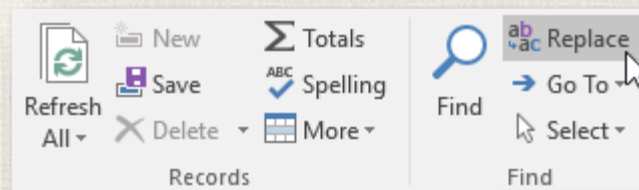
1. Select the **Home** tab, and locate the **Records** group.
2. Click the **Save** command. The record will be saved.



Replace a word within a record

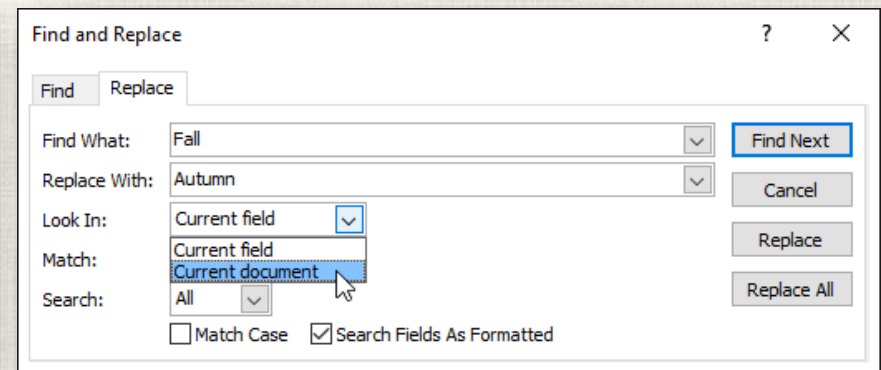
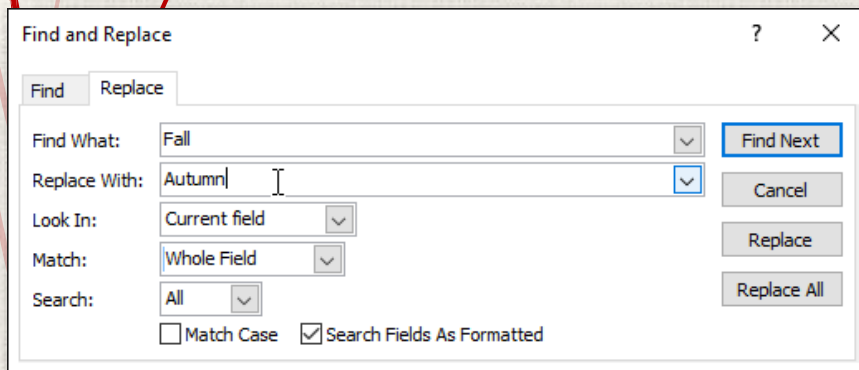
You can edit multiple occurrences of the same word by using **Find and Replace**, which searches for a term and replaces it with another term.

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



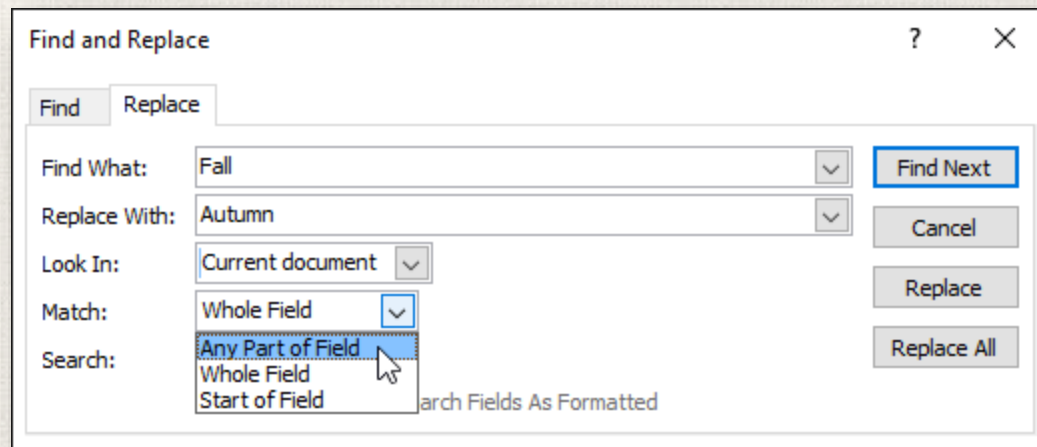
Replace a word within a record

3. In the **Find What:** field, type the word you want to find, then in the **Replace With:** field type the word you want to replace the original word. In our example, we'll find instances of the word **Fall** and replace it with **Autumn**.
4. Click the **Look In:** drop-down arrow to select the area you want to search. Select **Current Field** to limit your search to the currently selected field. Select **Current Document** to search within the entire table.



Replace a word within a record

5. 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.



Replace a word within a record

6. Click **Find Next**. If the text is found, it will be **selected**.

The screenshot shows a 'Products Table' with the following data:

ID	Product Name	Description
27	Pumpkin Spice - Fall	Spicy and sweet-- the best thing about Thanksgiving, or kick off the holiday season with this cake.
28	Apple Spice - Fall	Much easier to eat than bobbing for apples, this cake is a fall favorite. The icing will still leave you sticky.
29	Gingerbread - Winter	A bite of this cake will give you a great taste of the holidays.
35	Caramel Mocha Latte	Love coffee, but looking for a cakier coffee? This sweet confection is your answer.

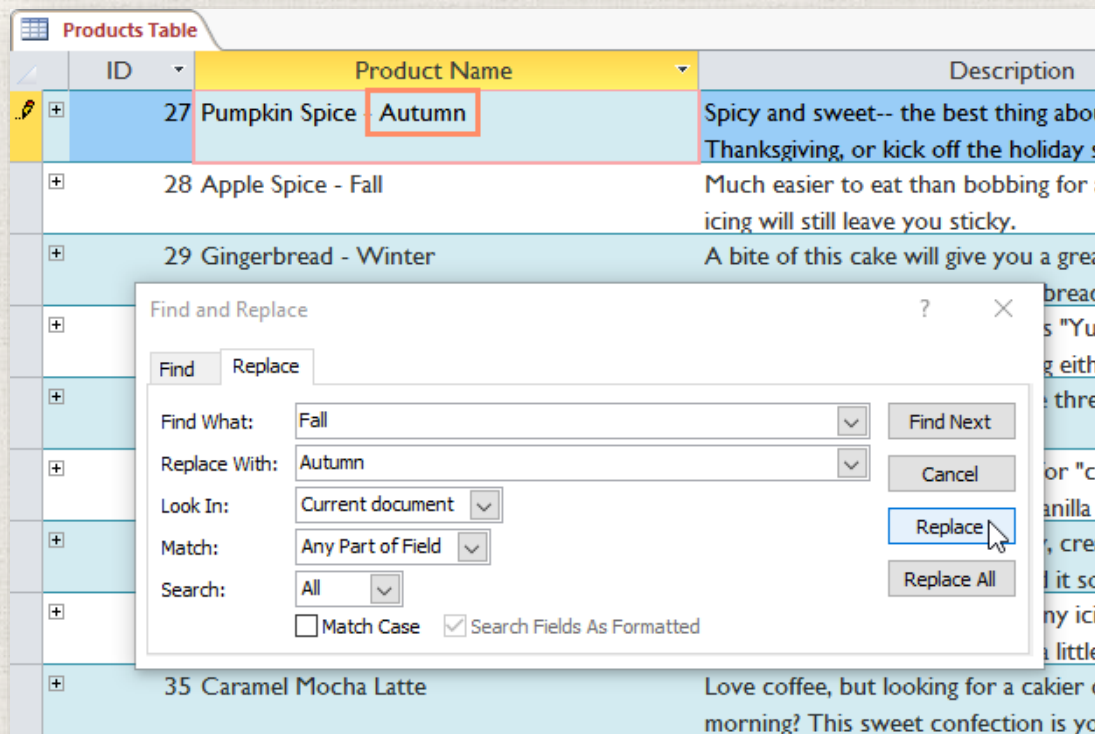
The 'Find and Replace' dialog box is open, showing the following settings:

- Find What: Fall
- Replace With: Autumn
- Look In: Current document
- Match: Any Part of Field
- Search: All
- Match Case
- Search Fields As Formatted

The 'Find Next' button is highlighted with a mouse cursor.

Replace a word within a record

7. Review the text to make sure you want to replace it. Click **Replace** to replace the original word with the new one.
8. Access will move to the next instance of the text in the object. When you are finished replacing text, click **Cancel** to close the dialog box.



Replace a word within a record

- The **Replace All** option is powerful, but it may actually change some things you don't want to change. In the example below, the word **fall** did not refer to the season, so replacing it with **Autumn** would be incorrect. Using the normal **Replace** option allows you check each instance before replacing the text. You can click **Find Next** to skip to the next instance without replacing the text.

Product Name	Description
Black Walnut	Nutty, dark, and delicious. You'll Autumn in love with this delectable cake.
Black Forest	This is a Black Forest you'll want to get lost in. Rich, moist, and not at all spooky.
Italian Rum	
Cheesecake	
Cheesecake, strawb	
Easter Creme Cake-	
Lemon Blueberry - S	
Triple Berry Shortc	

Find and Replace

Find Replace

Find What: Fall

Replace With: Autumn

Look In: Current document

Match: Any Part of Field

Search: All

Match Case Search Fields As Formatted

Find Next

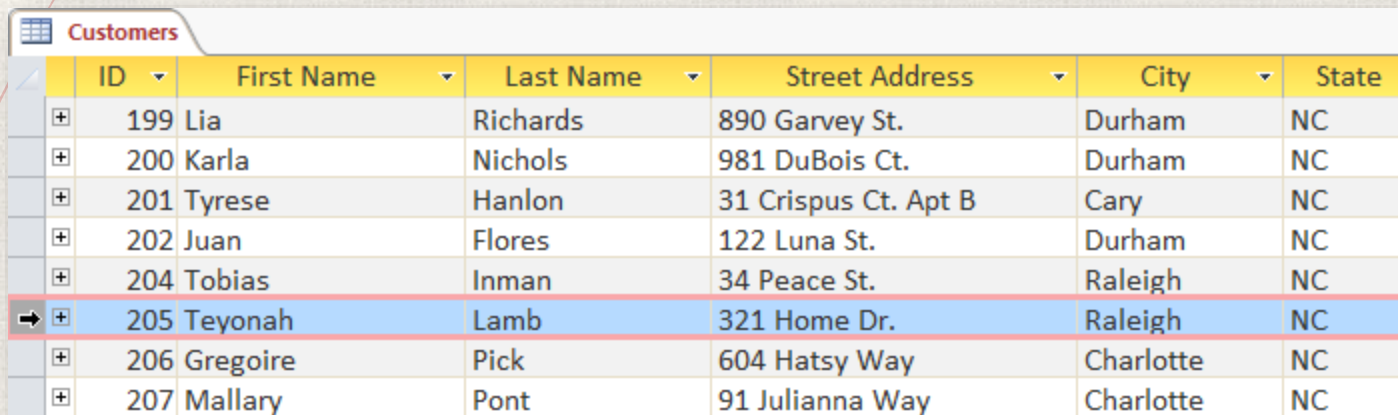
Cancel

Replace

Replace All

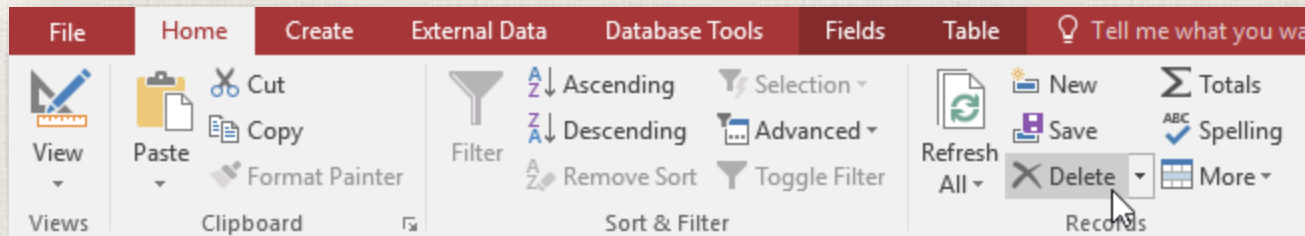
Delete a record

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



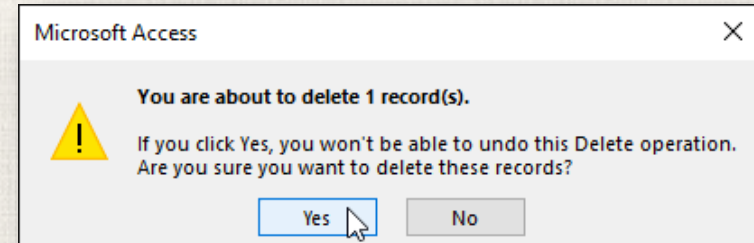
ID	First Name	Last Name	Street Address	City	State
199	Lia	Richards	890 Garvey St.	Durham	NC
200	Karla	Nichols	981 DuBois Ct.	Durham	NC
201	Tyrese	Hanlon	31 Crispus Ct. Apt B	Cary	NC
202	Juan	Flores	122 Luna St.	Durham	NC
204	Tobias	Inman	34 Peace St.	Raleigh	NC
205	Teyonah	Lamb	321 Home Dr.	Raleigh	NC
206	Gregoire	Pick	604 Hatsy Way	Charlotte	NC
207	Mallary	Pont	91 Julianna Way	Charlotte	NC

2. Select the **Home** tab and locate the **Records** group.
3. Click the **Delete** command.



Delete a record

4. A dialog box will appear. Click **Yes**.
 5. 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 205th record in a table, the sequence of record ID numbers will read ... 204, **206**, 207 ... rather than ... 204, **205**, 206, 207...



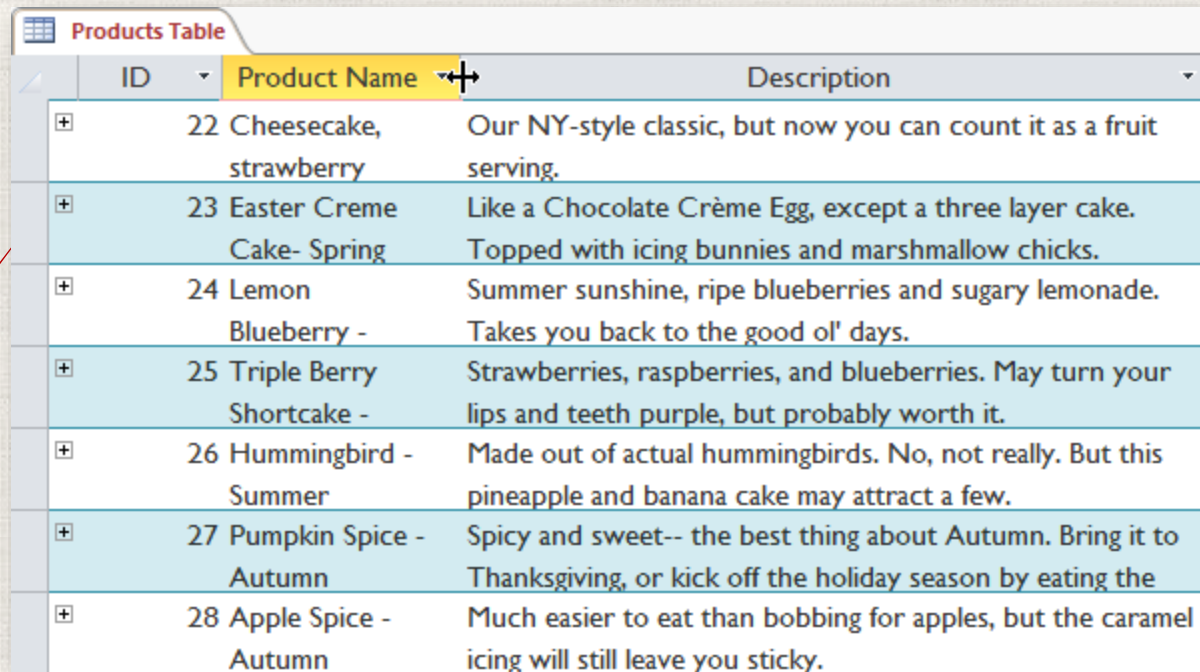
ID	First Name	Last Name	Street Address	City	State
199	Lia	Richards	890 Garvey St.	Durham	NC
200	Karla	Nichols	981 DuBois Ct.	Durham	NC
201	Tyrese	Hanlon	31 Crispus Ct. Apt B	Cary	NC
202	Juan	Flores	122 Luna St.	Durham	NC
204	Tobias	Inman	34 Peace St.	Raleigh	NC
206	Gregoire	Pick	604 Hatsy Way	Charlotte	NC
207	Mallary	Pont	91 Julianna Way	Charlotte	NC
208	Rajeev	Parthasarathy	1009 Raleigh Street	Hillsborough	NC

Modifying table appearance

- ▶ Access offers various ways to modify the appearance of tables, including resizing fields and rows and temporarily hiding information you don't need to see. These changes aren't just about making your table look good; they also can make the table easier to read.

Resize a field

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

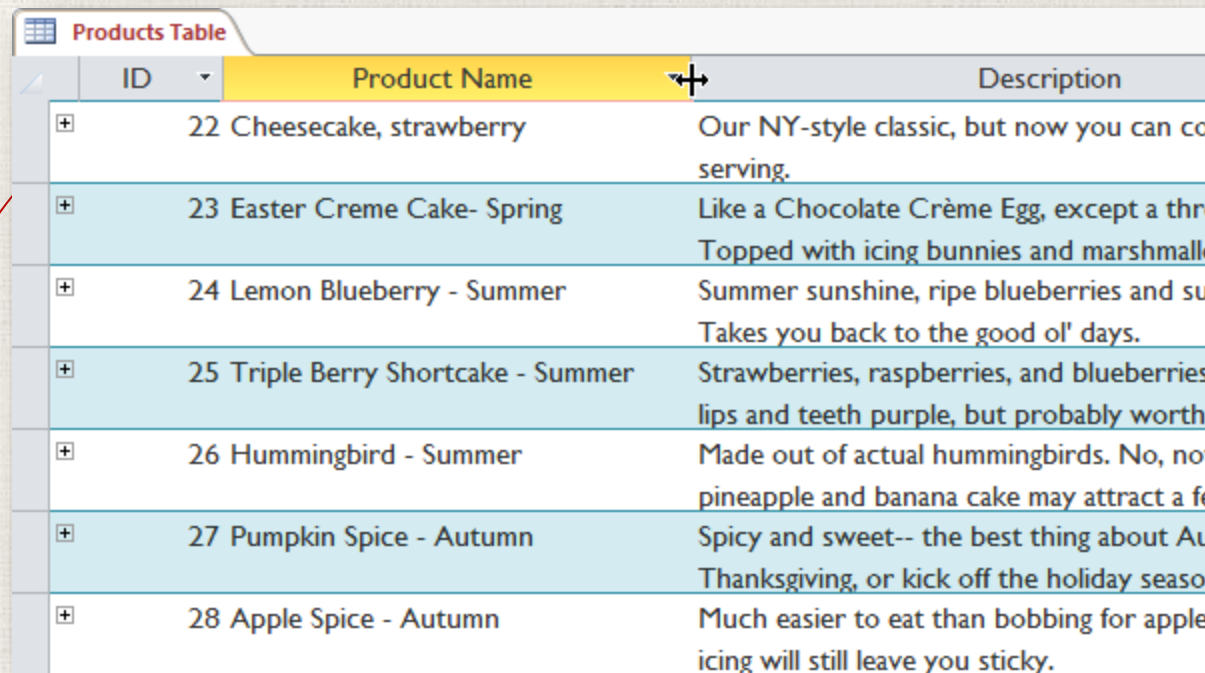


The screenshot shows a table titled "Products Table" with three columns: "ID", "Product Name", and "Description". The "Product Name" header is highlighted in yellow, and a double-headed arrow cursor is positioned over its right border. The table contains seven rows of product data, each with a plus sign in the first column.

ID	Product Name	Description
22	Cheesecake, strawberry	Our NY-style classic, but now you can count it as a fruit serving.
23	Easter Creme Cake- Spring	Like a Chocolate Crème Egg, except a three layer cake. Topped with icing bunnies and marshmallow chicks.
24	Lemon Blueberry -	Summer sunshine, ripe blueberries and sugary lemonade. Takes you back to the good ol' days.
25	Triple Berry Shortcake -	Strawberries, raspberries, and blueberries. May turn your lips and teeth purple, but probably worth it.
26	Hummingbird - Summer	Made out of actual hummingbirds. No, not really. But this pineapple and banana cake may attract a few.
27	Pumpkin Spice - Autumn	Spicy and sweet-- the best thing about Autumn. Bring it to Thanksgiving, or kick off the holiday season by eating the
28	Apple Spice - Autumn	Much easier to eat than bobbing for apples, but the caramel icing will still leave you sticky.

Resize a field

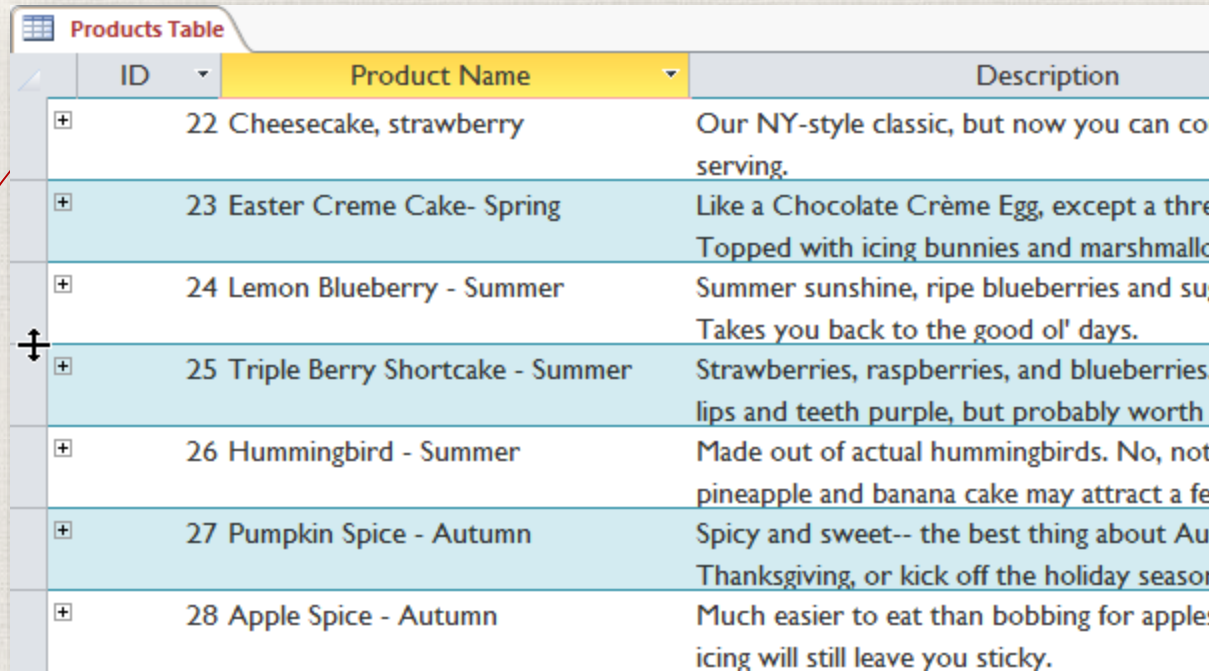
2. Click and drag the gridline to the right to increase the field width or to the left to decrease the field width, then release the mouse. The field width will be changed.



ID	Product Name	Description
22	Cheesecake, strawberry	Our NY-style classic, but now you can serve.
23	Easter Creme Cake- Spring	Like a Chocolate Crème Egg, except a three Topped with icing bunnies and marshmallows
24	Lemon Blueberry - Summer	Summer sunshine, ripe blueberries and sugar Takes you back to the good ol' days.
25	Triple Berry Shortcake - Summer	Strawberries, raspberries, and blueberries lips and teeth purple, but probably worth
26	Hummingbird - Summer	Made out of actual hummingbirds. No, not pineapple and banana cake may attract a few
27	Pumpkin Spice - Autumn	Spicy and sweet-- the best thing about Autumn Thanksgiving, or kick off the holiday season
28	Apple Spice - Autumn	Much easier to eat than bobbing for apples. icing will still leave you sticky.

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
22	Cheesecake, strawberry	Our NY-style classic, but now you can co serving.
23	Easter Creme Cake- Spring	Like a Chocolate Crème Egg, except a thre Topped with icing bunnies and marshmall
24	Lemon Blueberry - Summer	Summer sunshine, ripe blueberries and su Takes you back to the good ol' days.
25	Triple Berry Shortcake - Summer	Strawberries, raspberries, and blueberries lips and teeth purple, but probably worth
26	Hummingbird - Summer	Made out of actual hummingbirds. No, not pineapple and banana cake may attract a fe
27	Pumpkin Spice - Autumn	Spicy and sweet-- the best thing about Au Thanksgiving, or kick off the holiday season
28	Apple Spice - Autumn	Much easier to eat than bobbing for apple icing will still leave you sticky.

Resize a row

2. Click and drag the gridline downward to increase the row height or upward to decrease the row height, then release the mouse. The row height will be changed.



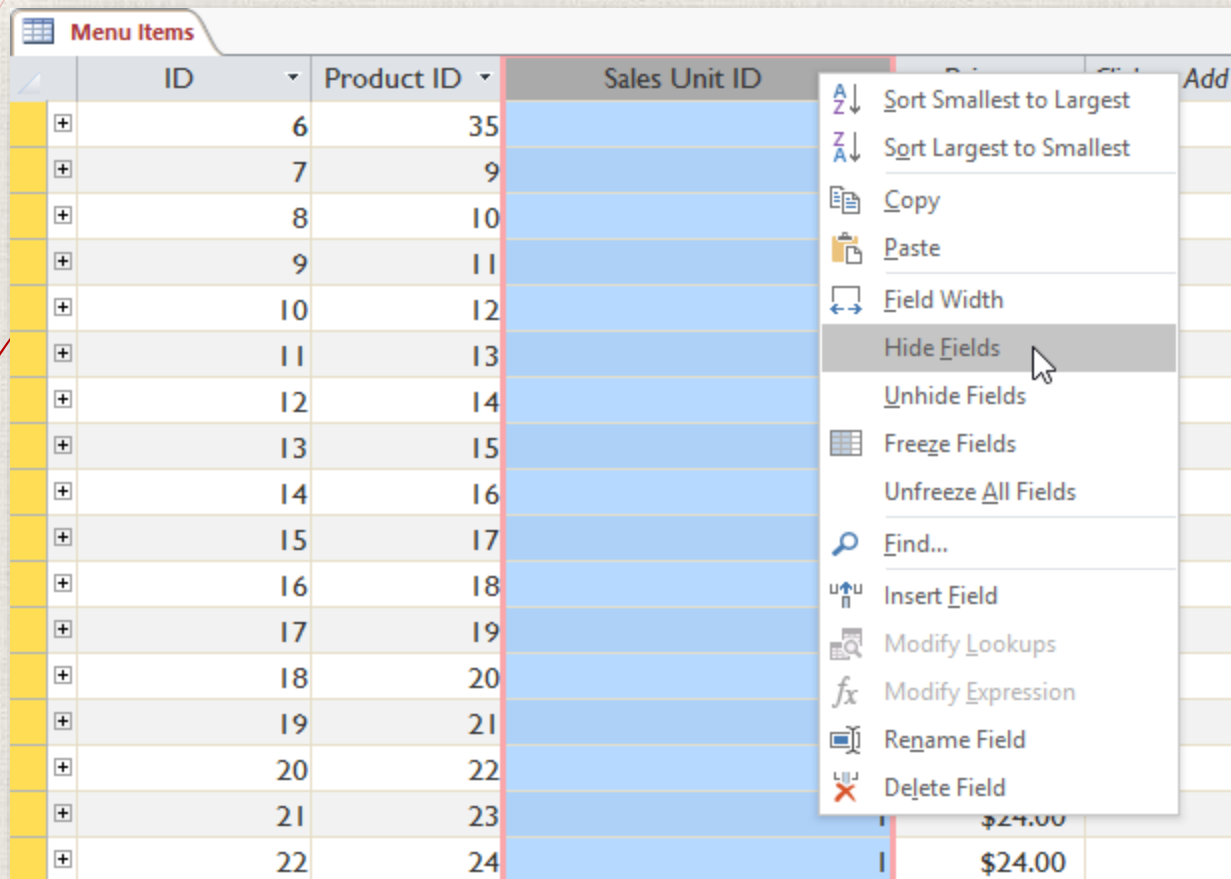
ID	Product Name	Description
22	Cheesecake, strawberry	Our NY-style classic, but now you can co
23	Easter Creme Cake- Spring	Like a Chocolate Crème Egg, except a thre
24	Lemon Blueberry - Summer	Summer sunshine, ripe blueberries and su
25	Triple Berry Shortcake - Summer	Strawberries, raspberries, and blueberries
26	Hummingbird - Summer	Made out of actual hummingbirds. No, not
27	Pumpkin Spice - Autumn	Spicy and sweet-- the best thing about Au
28	Apple Spice - Autumn	Much easier to eat than bobbing for apple
29	Gingerbread - Winter	A bite of this cake will give you a great dea
30	Buche de Noel (Christmas Cake)- Wi	A French classic. Its name means "Yule Log
31	Strawberry Cream	Our strawberriest cupcake. We threw so
32	French french vanilla	The French don't have a word for "cupcak
33	Cookies n' Cream	Rich chocolate cookies! Creamy, creamy c
34	Lemon Drop	Lemon cake, covered with lemony icing, ar

Hide a field

- ▶ 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.

Hide a field

1. Right-click the **field title**, then select **Hide Fields**.



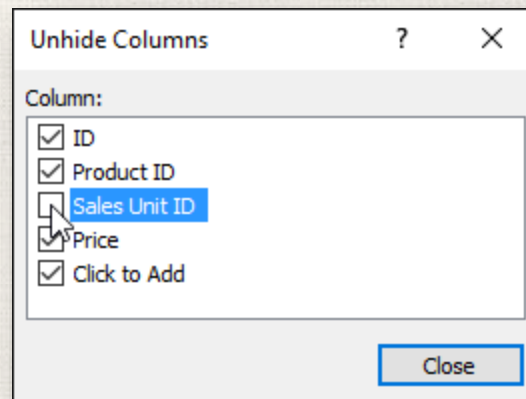
The screenshot shows a Microsoft Access table named "Menu Items" with the following columns: ID, Product ID, Sales Unit ID, Price, and Status. The "Sales Unit ID" column is selected, and a context menu is open over its title. The menu options are:

- Sort Smallest to Largest
- Sort Largest to Smallest
- Copy
- Paste
- Field Width
- Hide Fields (highlighted by the mouse cursor)
- Unhide Fields
- Freeze Fields
- Unfreeze All Fields
- Find...
- Insert Field
- Modify Lookups
- Modify Expression
- Rename Field
- Delete Field

ID	Product ID	Sales Unit ID	Price	Status
6	35			
7	9			
8	10			
9	11			
10	12			
11	13			
12	14			
13	15			
14	16			
15	17			
16	18			
17	19			
18	20			
19	21			
20	22			
21	23		\$24.00	
22	24		\$24.00	

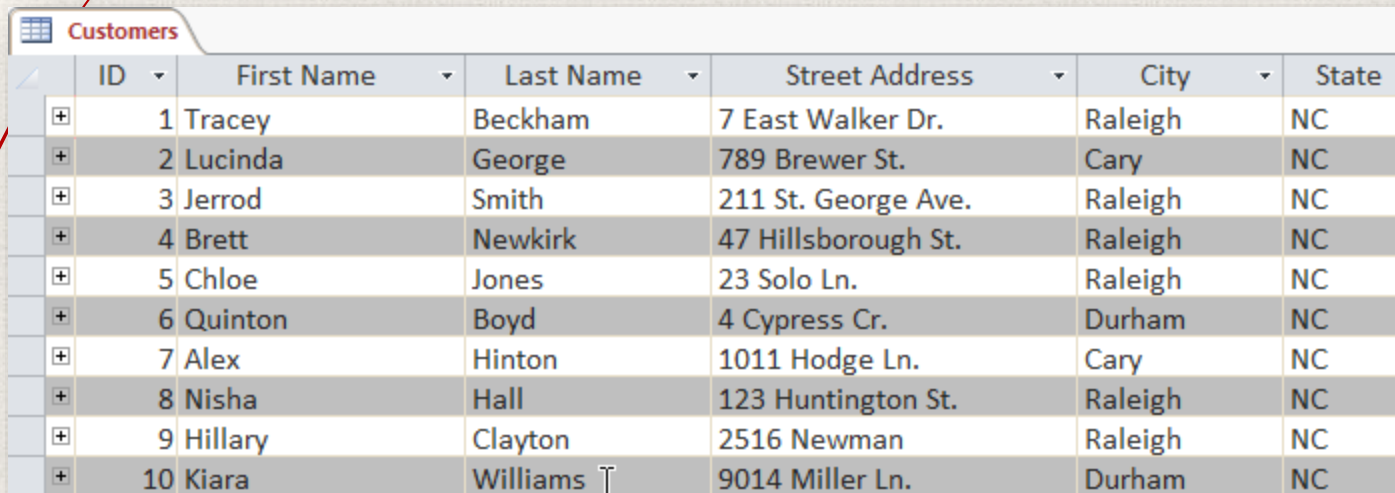
Hide a field

- ❖ If you decide you want the field to be visible again, you can **unhide** it. Simply right-click any field title, then select **Unhide Fields**. A dialog box will appear. Click the checkboxes of any fields you want to be visible again, then click **Close**.



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.

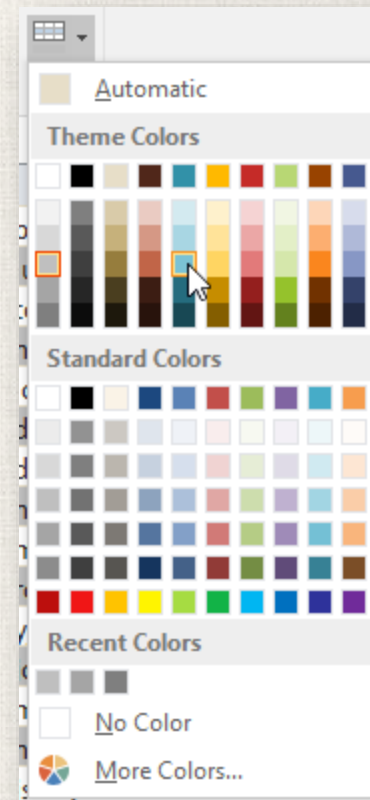
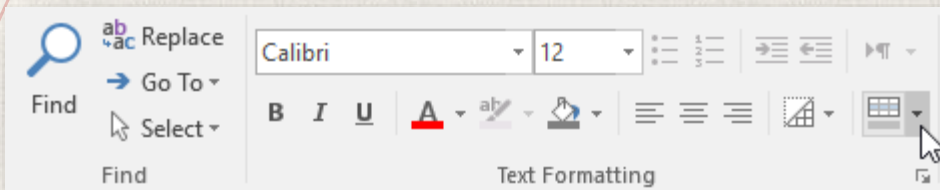


The screenshot shows a table titled "Customers" with the following data:

ID	First Name	Last Name	Street Address	City	State
1	Tracey	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	Jones	23 Solo Ln.	Raleigh	NC
6	Quinton	Boyd	4 Cypress Cr.	Durham	NC
7	Alex	Hinton	1011 Hodge Ln.	Cary	NC
8	Nisha	Hall	123 Huntington St.	Raleigh	NC
9	Hillary	Clayton	2516 Newman	Raleigh	NC
10	Kiara	Williams	9014 Miller Ln.	Durham	NC


Change the alternate row color

1. Select the **Home** tab, locate the **Text Formatting** group, and click the **Alternate Row Color** drop-down arrow.
2. Select a color from the drop-down menu, or select **No Color** to remove the alternate row color.



Change the alternate row color

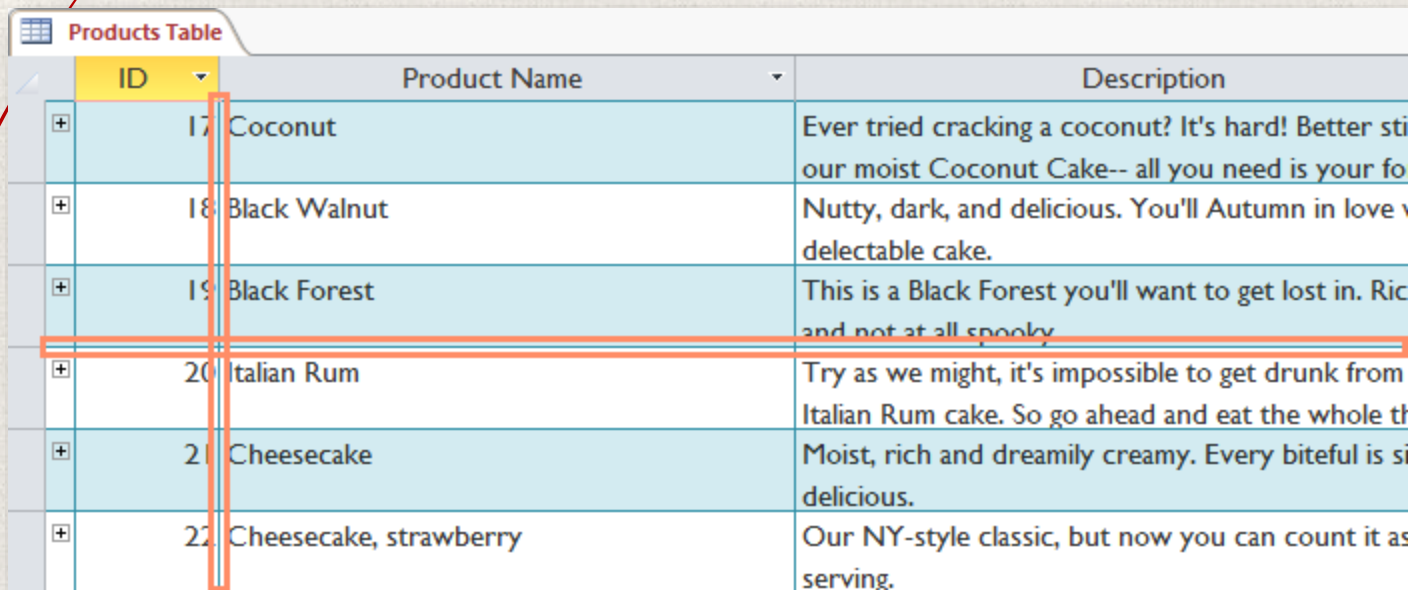
3. The alternate row color will be updated.



ID	First Name	Last Name	Street Address	City	State
1	Tracey	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	Jones	23 Solo Ln.	Raleigh	NC
6	Quinton	Boyd	4 Cypress Cr.	Durham	NC
7	Alex	Hinton	1011 Hodge Ln.	Cary	NC
8	Nisha	Hall	123 Huntington St.	Raleigh	NC
9	Hillary	Clayton	2516 Newman	Raleigh	NC
10	Kiara	Williams	9014 Miller Ln.	Durham	NC

Modifying gridlines

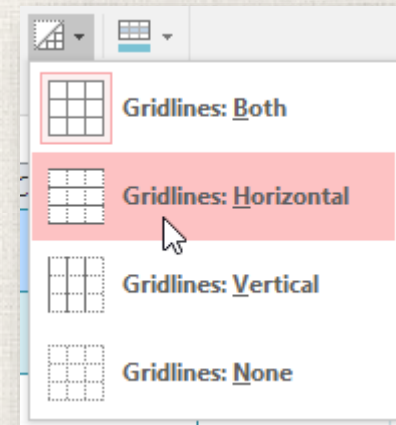
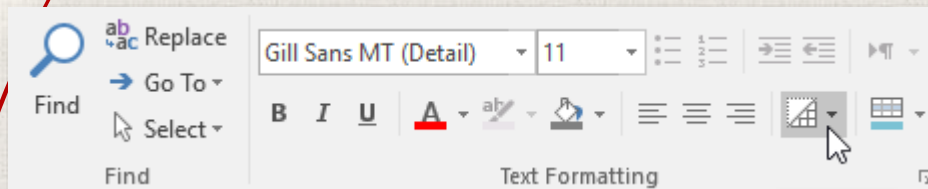
- Another way Access makes your tables easier to read is by adding **gridlines** that mark the borders of each cell. Gridlines are the **thin lines** that appear between each cell, row, and column of your table. By default, gridlines are dark gray and appear on every side of a cell, but you can change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



ID	Product Name	Description
17	Coconut	Ever tried cracking a coconut? It's hard! Better stick to our moist Coconut Cake-- all you need is your favorite frosting.
18	Black Walnut	Nutty, dark, and delicious. You'll Autumn in love with this delectable cake.
19	Black Forest	This is a Black Forest you'll want to get lost in. Rich and not at all spooky.
20	Italian Rum	Try as we might, it's impossible to get drunk from this Italian Rum cake. So go ahead and eat the whole thing.
21	Cheesecake	Moist, rich and dreamily creamy. Every biteful is so delicious.
22	Cheesecake, strawberry	Our NY-style classic, but now you can count it as a healthy serving.

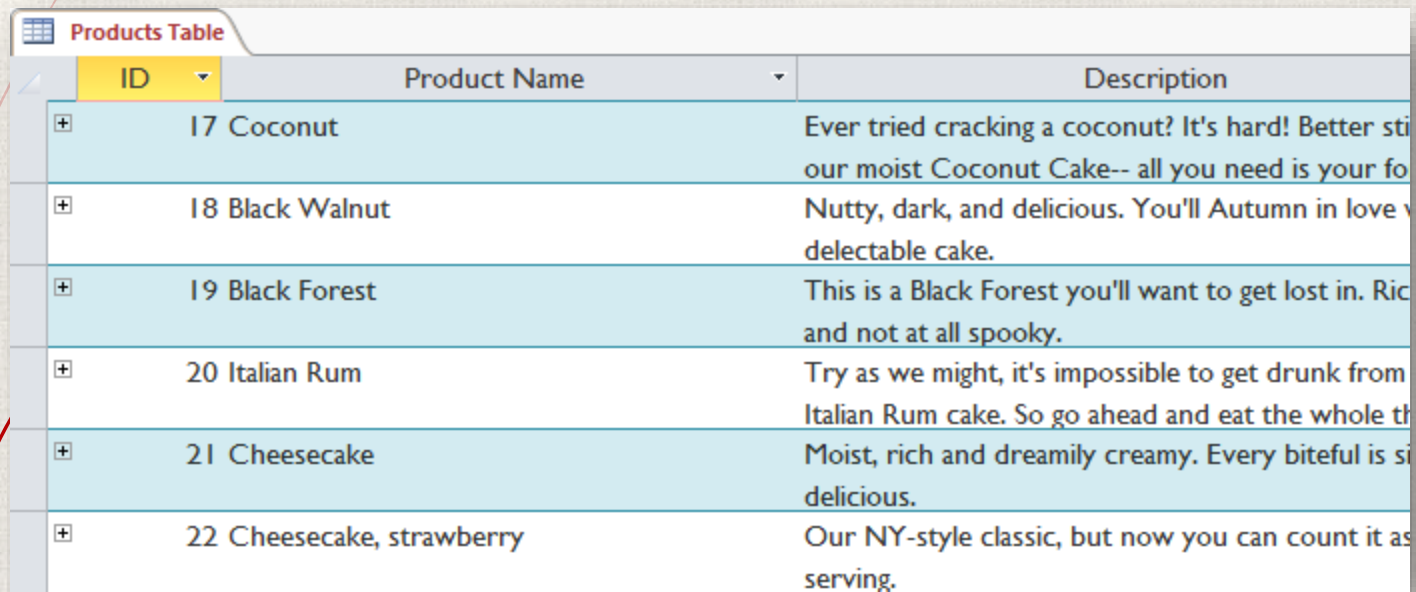
Customize which gridlines appear

1. Select the **Home** tab, locate the **Text Formatting** group, and click the **Gridlines** drop-down arrow.
2. Select the gridlines you want 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.



Customize which gridlines appear

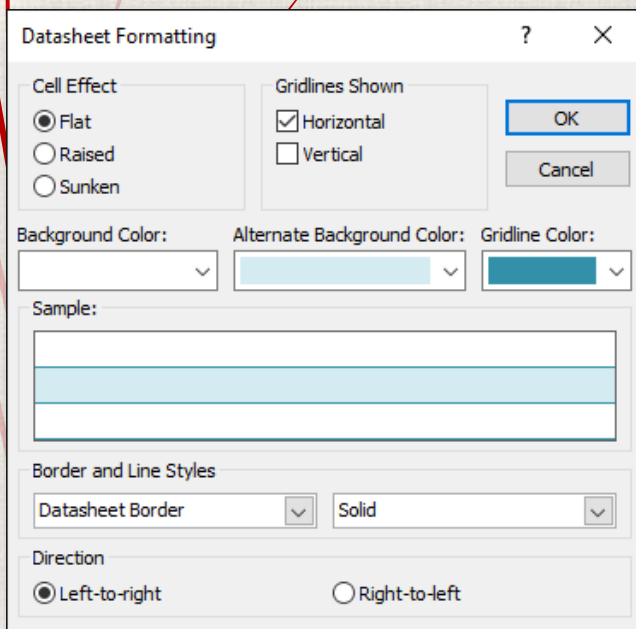
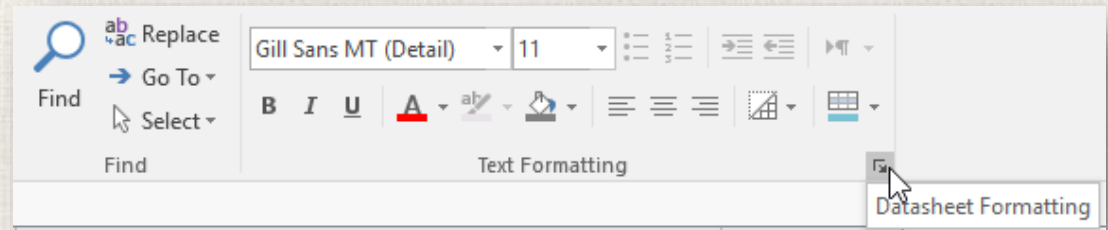
3. The gridlines on your table will be updated.



ID	Product Name	Description
17	Coconut	Ever tried cracking a coconut? It's hard! Better stick to our moist Coconut Cake-- all you need is your favorite frosting.
18	Black Walnut	Nutty, dark, and delicious. You'll be in love with this delectable cake.
19	Black Forest	This is a Black Forest you'll want to get lost in. Rich and not at all spooky.
20	Italian Rum	Try as we might, it's impossible to get drunk from this Italian Rum cake. So go ahead and eat the whole thing.
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22	Cheesecake, strawberry	Our NY-style classic, but now you can count it as a healthy serving.

Additional formatting options

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



- The **Datasheet Formatting** dialog box offers several 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.

Practice

- Open **practice database**.
- Open the **Customers** table.
- Add a new **record** to the table. Be sure to enter data for every field.
- **Find** the record with the name **Sula Smart**, and **replace** it with a name of your choice.
- **Hide** a field, then **unhide** it.
- Change the **alternate row color**.



THE END
THE END