



# Charis Alexandra Training Ltd

## Editing and Deleting Records

To make changes to an existing record:

1. Select record required.
2. Position cursor on the field to be changed.
3. Go into Edit Mode by either clicking at the appropriate place or by pressing F2 key.
4. Make changes to current field.
5. Repeat steps 2 – 4 as required.
6. Save the record.

A single ESC will remove the changes to the current field, and a double ESC will lose all the changes to the current record.

## Deleting Records

At times records will need to be removed from a table. May be because they are old records that are no longer active, (should they be archived instead?), they were input incorrectly, or were duplicated (with a unique key).

Customers					
	Customer	Company Name	Contact Name	Contact Title	Address
+	AROUT	Around the Horn	Thomas Hardy	Sales Representa	120 Hanover Sq.
+	BERGS	Berglunds snabbköp	Christina Bergl	Order Administr	Berguvsvägen 8
+	BLAUS	Blauer See Delikatessen	Hanna Moos	Sales Representa	Forsterstr. 57
→ +	BLOGG	Bloggs Boards Inc	Fred Bloggs	Owner	99 The Route
+	BLONP	Blondel père et fils	Frédérique Cit	Marketing Manag	24, place Kléber
+	BOLID	Bólido Comidas preparadas	Martín Somme	Owner	C/ Araquil, 67
+	BOU	Bonaparte	Leopoldo Góme	Owner	12, rue des Br

1. Select record(s) to be deleted by clicking on the record selector. (If multiple records



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are required then you need to drag on the record selector to highlight the necessary records).

2. Click on the Del button on the keyboard or the delete button on the records section of the home ribbon.
3. Click yes on the are you sure dialog box.

