



Charis Alexandra Training Ltd

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.

Customer ID	SEVES
Company Name	Seven Seas Imports
Contact Name	Hari Kumar
City	London
Country	UK
Phone	(71) 555-1717

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.