

### Delete a Record

- Click the record you want to delete.
- Click **Delete Record** on the toolbar



### Add a New Record

To add a new record, click **New Record** on the toolbar, type the data, and then press TAB to go to the next field. At the end of the record, press TAB to go to the next record.



### Edit a Record

To edit data within a field, click in the field you want to edit, and then type the data. To replace the entire value, move the pointer to the leftmost part of the field until it changes into the plus pointer, and then click. Type the data.

### Save a Record

On the record navigation toolbar, click **Save Record**



When you move to another record or close the form, Microsoft Access automatically saves the record

### Corrections

- To correct a typing mistake, press BACKSPACE.
- To cancel your changes in the current field, press ESC.
- To cancel your changes in the entire record, press ESC again before you move out of the field
- Press SHIFT+F2 to expand a field, property box or text box to make it easier to edit

### Navigation

The navigation buttons are located at the bottom of the window. You can use these buttons to move quickly between records.

- 1 - First record
- 2 - Previous record
- 3 - Record number
- 4 - Next record
- 5 - Last record
- 6 - New record

