

Microsoft Access – Notes

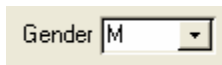
Canceling Changes to a Field or Record (The ESC key)

If you wish to cancel some changes you've made to a field and the pencil is showing as the record pointer, you may press the ESC key to cancel the changes made to a field. If wish to cancel all of the changes made to the entire record, press the ESC key twice, ESC ESC.

Example: Suppose you are adding lines to an invoice and realize that you are in the middle of adding a row that has already been entered. To cancel that entry you would press ESC ESC, the contents of that row would be discarded.

Combo Boxes

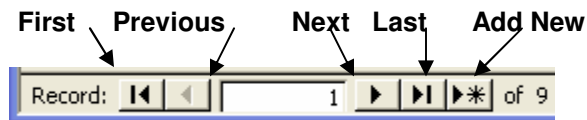
A Combo Box allows you to choose from a list of items to enter into a field. These are sometimes referred to as dropdowns.



Press the down arrow on the right side of the combo box will display the list. If the list is large or you would rather type the appropriate selection, you may type all or part of the field to narrow down your selection.

Navigation Buttons

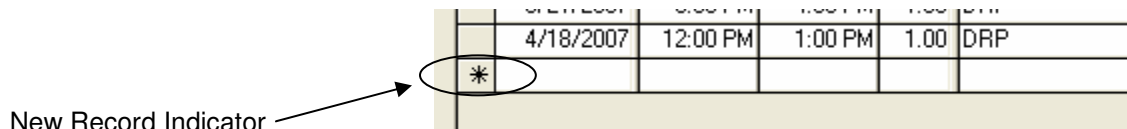
At the bottom of many screens, there is a row of buttons referred to as Navigation Buttons. These allow you to move to the *first*, *previous*, *next* or *last* records as well as *add new* records to the database.



The records will appear in the order defined when the database was designed. Most of the time this will relate to the Key used in the database design, but can be changed if a more useful order is available or required.

New Record Indicator

On some entry forms, you will find an asterisk next to an empty row of data. The asterisk indicates that you may enter new data into this area of the form.



You may add new data into the database by typing information into the empty fields.

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Record Selector

This symbol, which looks like a dark black right arrow, indicates a particular record or row is selected.

Record Selector

	Date	In	Out	Hrs	Comments
▶	1/29/2007	11:45 AM	12:30 PM	0.75	Thesis Statements
	2/7/2007	11:30 AM	12:15 PM	0.75	verbs
	2/21/2007	11:30 AM	12:30 PM	1.00	pronouns
	3/2/2007	12:30 PM	1:00 PM	0.50	runons fraa

Clicking on this symbol can sometimes be done to select a row and allow you to perform a subsequent action. When you click on the symbol, it becomes inverted.

Record Selector Inverted

	Date	In	Out	Hrs	Comments
▶	1/29/2007	11:45 AM	12:30 PM	0.75	Thesis Statem
	2/7/2007	11:30 AM	12:15 PM	0.75	verbs
	2/21/2007	11:30 AM	12:30 PM	1.00	pronouns
	3/2/2007	12:30 PM	1:00 PM	0.50	runons fraa

Here is an example of use. Suppose you needed to delete a row. You would begin by selecting the row. Once the row has been selected (Record pointer is inverted) you could then delete the record by pressing the Delete key on the keyboard.

Record Changed Indicator

While a user is making a change to a record, the system will change the record selector from an arrow to a pencil. This indicates that the changes to that record have not been stored yet. They will be stored when you move to another record, close the form, close the database or press the F9 key.

Record Changed Indicator

	Date	In	Out
	1/29/2007	11:45 AM	12:30 PM
✎	2/7/2007	11:30 AM	12:15 PM
	2/21/2007	11:30 AM	12:30 PM