Microsoft Office 2007: Essentials, Revised Edition

Lesson 22: Modifying and Maintaining Tables

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Changing the Structure of a Table

- **Impact on data**
  - Think carefully before you make structural changes or data may be lost!

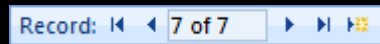- **Switch between object views**
  - Design View
  - Datasheet View

- **Default field values**
  - Change defaults by typing over them

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Managing Records

- **Navigation**

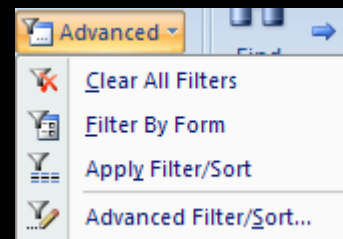
- **Deleting Records**
  - ▲ Single or multiple records
- **Replacing Data**
  - ▲ Replace or Replace All
- **Filtering Records**
  - ▲ By selection
  - ▲ By form
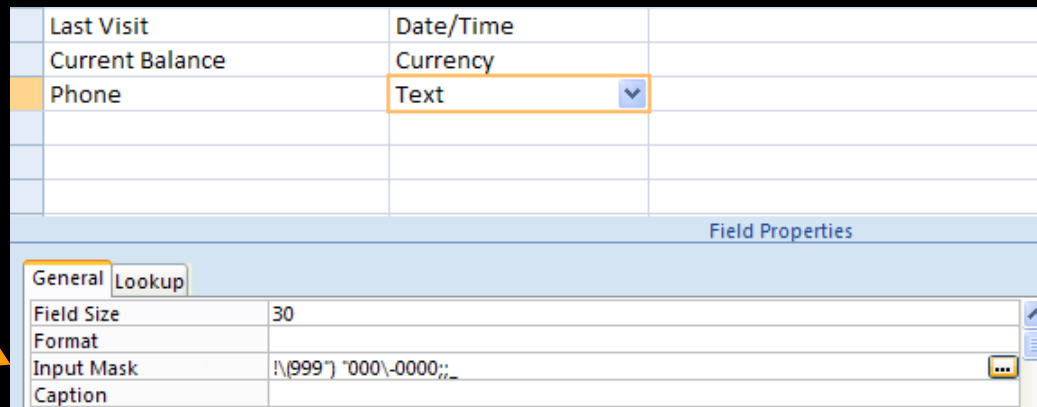 - ▲ Filter

Using the Table Templates

- **Access provides Table Templates with sample tables and fields**

- **Input Masks**
  - ▲ Assist in entering formatted data
    - ◆ Force characters to appear in UPPERCASE
    - ◆ Set phone numbers with parentheses and dashes (555) 123-4567
  - ▲ Apply to queries, forms, and reports
  - ▲ Input Mask Wizard


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Creating Validation Rules

- **Limit control data entered into fields**
  - ▲ Specify a range
  - ▲ Specify a specific field
  - ▲ Specify a default field
  - ▲ Specify a collection of legal values
  - ▲ Validation text

- **Wildcards**
  - ▲ Symbols that stand for other characters
    - ◆ Asterisk (*) – Any number of characters
    - ◆ Question mark (?) – A single character
    - ◆ Pound symbol (#) – A single numeric value

##Cat*

Entry must begin with two numbers, followed by "Cat," and the followed by any number of characters
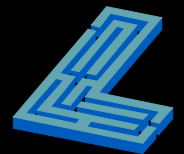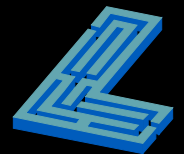
Creating Validation Rules

- **Lookup Fields**
  - Allow users to pick from preset options

First day of obed	Follow-up	☑
First day of obed	Follow-up	☑
New patient, set	Walk-in ⌄	☑
	Scheduled	☐
	Walk-in	
	Promotion	
	Follow-up	

These are the only entries that can be entered into this field

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