After completing this lesson, you will be able to:

- Change the format of a table.
- Sort records in a table.
- Find records in a table
- Use filters with a table.

(continued)

After completing this lesson, you will be able to:

- Establish relationships between tables.
- Create subdatasheets.
- Import records from an external source.

Formatting a Table

To change the format of a table

1. Display the table in Datasheet view.
2. On the View menu, point to Toolbars and click Formatting (Datasheet) if necessary.
3. On the Formatting toolbar, use the buttons for Font, Font Size, Bold, Italic, Underline, and Font/Fore Color to modify the font.
4. To resize the columns, double-click the line between the field names of the columns that you want to change.

Sorting Records in a Table

To sort records in a table

1. Display the table in Datasheet view.
2. Click in the field by which you want to sort the records.
3. Click the Sort Ascending or Sort Descending button.

Finding Records in a Table

To find records in a table

1. Display the table in Datasheet view.
2. In the field that you want to search, click any cell.
3. On the Table Datasheet toolbar, click the Find button.
4. In the Find And Replace dialog box, type the text that you want to find and click Find Next.

Applying a Filter to a Table

To apply a filter to a table

1. Display the table in Datasheet view.
2. Click in any cell in the table that contains the value that you want to use to filter and then click the Filter By Selection button.

Or

(continued)

Applying a Filter to a Table

To apply a filter to a table *(continued)*

1. Display the table in Datasheet view.
2. On the Table Datasheet toolbar, click the Filter By Form button.
3. Click in the first record of the field to which you want to apply a filter, click the down arrow that appears, and then click the item that you want to use to filter.
4. On the Filter/Sort toolbar, click the Apply Filter button.

Removing a Filter

To remove a filter

- On the Table Datasheet toolbar, click the Remove Filter button.

Establishing a Relationship

To establish a relationship

1. On the Database toolbar, click the Relationships button.
2. On the Relationship toolbar, click the Show Table button if necessary.
3. Add the tables that you want to use in the relationship to the Relationships window and click Close.

(continued)

Establishing a Relationship

To establish a relationship (*continued*)

4. Drag the field that you want to use to create the relationship from one field list to its location in the other field list.
5. In the Edit Relationships dialog box, click Create.
6. Save the Relationships window.

Enforcing Referential Integrity

To enforce referential integrity

1. On the Database toolbar, click the Relationships button.
2. Double-click the relationship to which you want to apply referential integrity.
3. In the Edit Relationships dialog box, select the Enforce Referential Integrity check box and click OK.
4. Save the Relationships window.

Creating Subdatasheets

To create a subdatasheet

1. Verify that the two tables you want to use have a relationship.
2. Display the table on the *one* side of the relationship in Datasheet view.
3. On the Insert menu, click Subdatasheet.
4. Verify that the table on the *many* side of the relationship is selected and click OK.
5. Click the plus sign (+) to the left of the record for which you want to see the subdatasheet.

Importing Records from an External Source

To import records from an external source

1. On the File menu, point to Get External Data and click Import.
2. Click the Files of type down arrow and then click the type of file that you want to import.
3. In the Look in box, navigate to the location of the file that you want to import.

(continued)

Importing Records from an External Source

To import records from an external source (*continued*)

4. Click the name of the file that you want to import and then click Import.
5. Follow the instructions in the Import Wizard. The steps will vary depending on the type of file that you are importing.

Copying Records into a Table

To copy records into a table

1. Select the records that you want to copy.
2. On the Table Datasheet toolbar, click the Copy button.
3. Open the table to which you want to add the records and select the first record where the new records should go.
4. On the Table Datasheet toolbar, click the Paste button.
5. In the alert box that appears, click Yes.