**Basic Forms**

This handout is **NOT** meant to be a tutorial; rather it is an incomplete list of steps to aid you in catching up if you make a mistake or get behind. If you are not in the lab when this lab is done, this handout, probably, will be of little use to you. If you take notes on this page, it might help you as you work on your project.

**To Delete all Records in a Table:**

Open **tblAlumn** in datasheet view.

Click & Drag the gray square to the left of the rows to highlight all records.

Click the **Home** tab and, then, **Delete** in the records group.

**To Import a Table into an Open Database:**

Click **External Data** tab.

Click **Access Icon** in the Import group.

**Browse**  for the source Access database, **For Importing Data.mdb**

Click the radio button, **Import tables, queries, …**

**OK**

Click the **Tables** tab.

Select **tblAlumn.**

**OK > Close** the dialog box

**To Check Import Success:**

Open **tblAlumn1** in datasheet view. Are there 20 rows with reasonable data?

Close **tblAlumn1**.

**To Append the Records from tblAlumn1 into tblAlumn:**

Close all tables.

Click the source, **tblAlumn1**.

Click **Copy**.

Right click on the destination table, **tblAlumn2**

Click **Paste**.

Type **tblAlumn** in the Table Name Box.

Click the radio button **Append data to existing…** Click **OK**.

**To Delete a Table:**

Right click the desired table, **tblAlumn1.**

Select **Delete**.

If you do not have 20 records, use **tblAlumn1** for the rest of today's exercise. Before the next lab, though, you must get the correct 20 records in your **tblAlumn** because that is where all the input masks, indexes, descriptions exist. Then, you will need to create today's query and form for your **tblAlumn**.

**Basic Forms Tasks to Complete:**

* Create tblAlumn as specified in TIC and import 20 rows of data from For Importing Data.mdb
* Create a query on which to base the form
  + that sorts by first name within last name
  + Named **qrytblAlumn**.
* Create the first form
  + Named **frmqrytblAlumn**
  + Arrange objects in a logical sequence
  + Put a form title in the lower right corner.