


## Changing and printing the contents of a database table

Open the database *CD\_database* and the table *CD\_table*.

- **Add the following record:**

Artist	<b>Zahara</b>
CD_name	<b>Loliwe</b>
Genre	<b>Afrosoul</b>
Replacement	<b>R139.00</b>
Owner	<b>Misha Howard</b>
ContactDetails	<b>0823362220</b>

Click once on the  button on the navigation bar and a new blank record will be created. Your cursor will be placed in this new record — ready for you to enter the details.

OR

Right-click in the small, light blue column on the far left of any row and select *New Record*.

Note that all new records are always inserted at the end of the table.

- **Delete the record** with the *Number 285* (CD\_name: Where we stand).

Right-click on the small, light blue column on the left of the record you want to delete and select *Delete Record*.

OR

Left click in any column of the row you want to delete. Click on the dropdown arrow of the *Delete* command in the *Records* group on the *Home* tab. Select *Delete record*.

Select **Yes** when asked to confirm that you really want to delete the record.

- **Change** the title of record 240 (The road) to *The long road*.
- **Change** the owner of record 198 (Sing when you're winning) to *Kyla Roets* with the contact number 0725648765.
- Print the first 10 records of the table. If necessary change the page orientation to landscape.

The contents of a table can be printed as follows:

- Open the table.
- If you do not want to print all the records, then select the records you want to print. Use the Shift key to select certain consecutive records. This is the only data that will be printed if the option *Selected Record(s)* in the Print dialog box is selected.

Always Preview the table before you start printing. It often happens that the table in a database is too wide to fit on one page. The columns that do not fit will then be printed on a separate page. You can then set the margins, page orientation, and page size as in *Word* and *Excel* to ensure that the table fits on one page.