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Learning Outcomes

- Define datasheets
- Discuss datasheet windows within Microsoft Access

A datasheet is a useful way of viewing data in Access. Most importantly, datasheet view allows a user to view many table records at the same time. In datasheet view, information is displayed in rows and columns—similar to a spreadsheet. Records are displayed as rows, so each row is an individual record. Within each row, columns represent fields within the record.

ID	Customer ID	Customer Na	Customer Zip	Customer Sta	Customer Cit	Annual Order	Do Not Call	Click to Add
1	1	Nebraska U	56789 NE	Omaha		\$345,234.00	<input checked="" type="checkbox"/>	
2	2	Ohio State	87654 OH	Buckeye		\$453,987.00	<input type="checkbox"/>	
3	3	Northeastern	98716 IL	Chicago		\$897,654.00	<input type="checkbox"/>	
4	4	MIT	54321 MA	Boston		\$345,231.00	<input checked="" type="checkbox"/>	
5	5	Georgia Tech	89765 GA	Atlanta		\$789,098.00	<input type="checkbox"/>	
6	6	Baylor	76543 TX	College Station		\$212,345.00	<input type="checkbox"/>	
7	7	USC	67890 CA	Los Angeles		\$999,999.00	<input type="checkbox"/>	
8	8	Bucknell	89765 PA	Lewistown		\$67,890.00	<input type="checkbox"/>	
9	9	San Diego St	89432 CA	San Diego		\$876,543.00	<input checked="" type="checkbox"/>	
10	10	UNR	58134 NV	Reno		\$98,765.00	<input type="checkbox"/>	
11	11	Kansas State	98765 KS	Manhattan		\$98,454.00	<input type="checkbox"/>	
12	12	Wash St	89098 WA	Spokane		\$67,543.00	<input type="checkbox"/>	
13	13	Oregon	45678 OR	Corvallis		\$459,087.00	<input checked="" type="checkbox"/>	
14	14	Texas	45345 TX	Austin		\$87,654.00	<input type="checkbox"/>	
*	(New)	0	0			\$0.00	<input type="checkbox"/>	

Practice Question

What is one of the biggest advantages of datasheets?

The ability to print multiple tables.

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Datasheet Windows

At the top of the datasheet window are the title bar, the Quick Access toolbar, and the Ribbon. The bottom of the window has a status bar and on the right side of the window a scroll bar as you would expect.

Many of the features that are common to spreadsheets are present in Access datasheet windows. A user can modify row height, column width, font size to change the amount of data that fits without scrolling. A user can also change the order of the rows or columns displayed in the window.

Datasheet views are a common display tool for tables, queries, and forms in Access. There are some irregularities in the functionality of the datasheet windows for these depending on the underlying data sources.

ID	Company	First Name	Last Name	E-mail Address	Business Phone	Job Title
1	Supplier 1	Marcia	Chapman	mchapman@supplier1.com	800-123-4567	Customer Service
8	Supplier 8	John	Goodenow	jgoodenow@supplier8.com	866-321-8765	Marketing Director
7	Supplier 7	David	Rittler	ritdavid@supplier7.com	800-444-7654	Marketing Manager
6	Supplier 6	Maria	Chan	mchan@supplier6.com	800-999-0987	Marketing Assistant
5	Supplier 5	Amanda	Lee	leeamand@supplier5.com	866-542-3388	Sales Manager
3	Supplier 3	Mandy	Smith	msmith@supplier3.com	800-900-6543	Sales Representative
9	Supplier 9	Demitri	Koenig	dkoenig@supplier9.com	800-413-7878	Sales Manager
4	Supplier 4	Pasha	Khan	khanpash@supplier4.com	800-765-9900	Marketing Manager
10	Supplier 10	Luis	Jones	ljones@supplier10.com	866-800-9999	Inside Sales
2	Supplier 2	Leticia	Merriwether	lmerri@supplier2.com	800-222-5566	Sales Manager
11	Supplier 11	Stan	Bellis	sbellis@supplier 11.com	866-111-6789	Marketing Manager
Total		11				

Practice Question

What functionality do datasheet windows provide similar to most Office applications?

The ability to perform spell check.

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