

[See this page in the course material.](#)

Learning Outcomes

- Delete records in datasheets

Deleting a record is as easy as selecting the far left field of the row and selecting “Delete.”

Deleting multiple contiguous records is also simple: start by selecting the first record in the list and hold down the “Shift” key while you click on the last record in the group to highlight multiple records, then hit “Delete.”

Here is an example of a multi-record selection.

Supplier List							
New Supplier Collect Data via E-mail Add From Outlook E-mail List							
ID	Company	First Name	Last Name	E-mail Address	Business Phone	Job Title	
11	Supplier 11	Stan	Bellis	sbellis@supplier 11.com	866-111-6789	Marketing Manager	
6	Supplier 6	Maria	Chan	mchan@supplier6.com	800-999-0987	Marketing Assistant	
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	
10	Supplier 10	Luis	Jones	ljones@supplier10.com	866-800-9999	Inside Sales	
4	Supplier 4	Pasha	Khan	khanpash@supplier4.com	800-765-9900	Marketing Manager	
9	Supplier 9	Demitri	Koenig	dkoenig@supplier9.com	800-413-7878	Sales Manager	
5	Supplier 5	Amanda	Lee	leeamand@supplier5.com	866-542-3388	Sales Manager	
2	Supplier 2	Leticia	Merriwether	lmerri@supplier2.com	800-222-5566	Sales Manager	
7	Supplier7	David	Rittler	ritdavid@supplier7.com	800-444-7654	Marketing Manager	
3	Supplier 3	Mandy	Smith	msmith@supplier3.com	800-900-6543	Sales Representativ	
12	Supplier 12	Caitlin	Andrews	candrews@supplier12.com	866-222-7890	Sales Director	
✱	(New)						
Total		12					

If the records to be deleted are connected to other tables and records through a parent/child relationship, etc. then Access will prevent the deletion with the following error message.

Supplier List							
New Supplier Collect Data via E-mail Add From Outlook E-mail List							
ID	Company	First Name	Last Name	E-mail Address	Business Phone	Job Title	
11	Supplier 11	Stan	Bellis	sbellis@supplier 11.com	866-111-6789	Marketing Manager	
6	Supplier 6	Maria	Chan	mchan@supplier6.com	800-999-0987	Marketing Assistant	
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	
10	Supplier 10	Luis	Jones	ljones@supplier10.com	866-800-9999	Inside Sales	
4	Supplier 4	Pasha	Khan				
9	Supplier 9	Demitri	Koenig				
5	Supplier 5	Amanda	Lee				
2	Supplier 2	Leticia	Merriwether				
7	Supplier 7	David	Rittler				
3	Supplier 3	Mandy	Smith				
12	Supplier 12	Caitlin	Andrews	candrews@supplier12.com	866-222-7890	Sales Director	
✱	(New)						
Total		12					

Microsoft Access

The record cannot be deleted or changed because table 'Purchase Orders' includes related records.

OK

Help

Practice Question

Henrique has had help from an intern entering data into a sales table. He notices that the middle 9 rows have been double-entered. How can he quickly delete 9 rows of data?

☐ Click Delete forty-five times.

[See this interactive in the course material.](#)

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