

# MS Access 2003 - Lesson 12: Working with a table

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**You have learned how to create and design tables in Access. And now it's time to learn how to manipulate all tables.** Do not confuse this concept with the known editing feature in chapter 2 'Access Learning in 1 hour'. Those features only refer to individual fields or records in a table.

In the next 3 sections, you will learn how to do the following:

1. Copy a table
2. Rename the table
3. Clear the table

## Copy the table

Sometimes you want to copy the whole table. For example, you need to copy a table so you can use that copy as another table. Or you want to copy it to keep a temporary backup.

To copy a table, perform the following steps:

1. Select the **Table** button in the Database window. You will see a list of tables in the database.
2. Select the table name you want to copy. For example, select the *Addresses* table.
3. Select **Copy** from the **Edit** menu, or press **CTRL + C**
4. Select **Paste** from the Edit menu, or press **CTRL + V** key combination. In turn, Access displays the Paste Table As dialog box as shown in Figure 1.

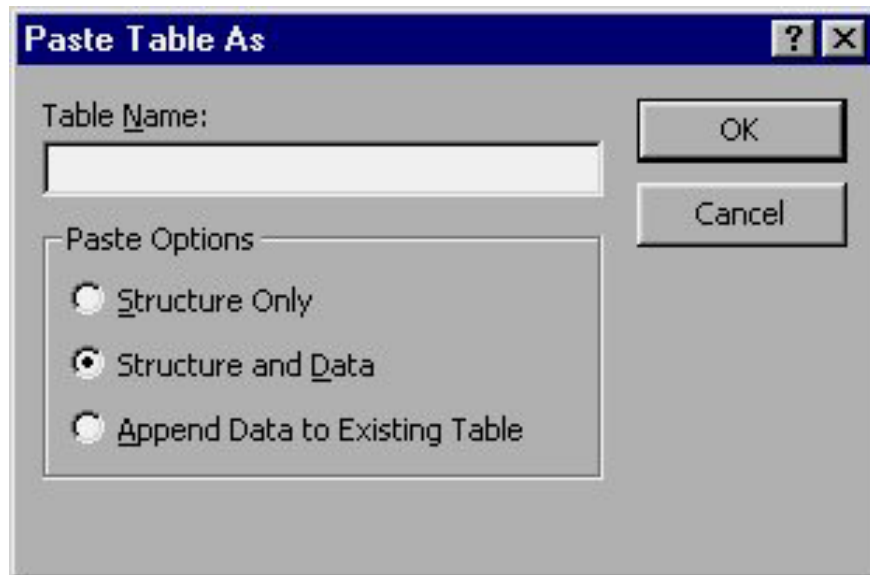


Figure 1: Paste Table As dialog box

5. In **Table Name** , enter the name of the copy table you just created. For example, enter the name *Temporary Addresses* , but do not press the ENTER button

6. In the **Paste Options** section, select the type of copy you want. When you want to copy the whole table, select the second option, **Structure and Data** . (If you only want to copy the structure without data, select **Structure Only** )

7. Click your mouse on the **OK** button, Access will copy the table and update the new table into the Database window as shown in Figure 2.

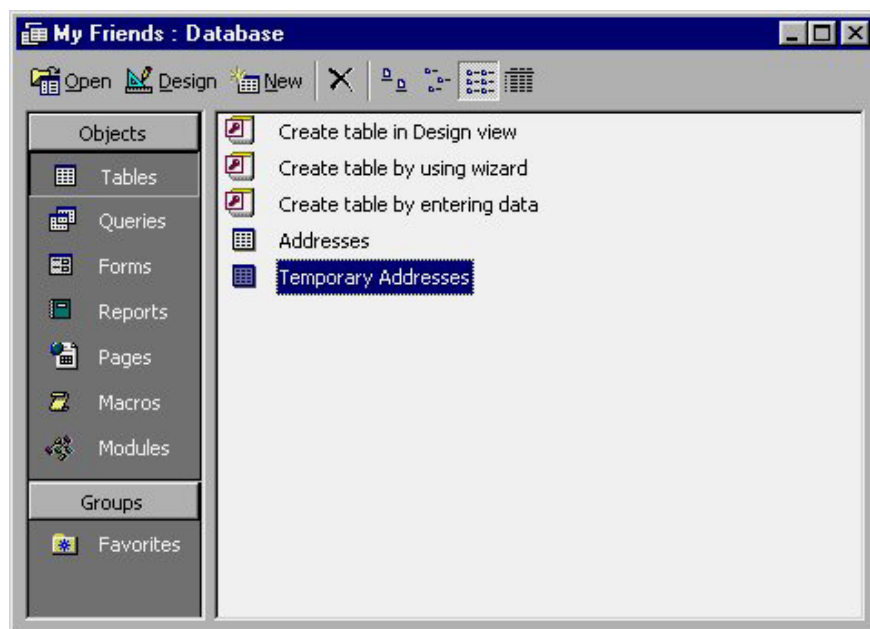


Figure 2: Database window has been updated

## Rename the table

Access allows you to rename a file similar to the way Windows File Manager renames files. To rename the table, follow these steps:

1. Select the **Table** button from the Database window. You will see a list of tables in the database.
2. Select the name of the table you want to change. For example, select the *Temporary Addresses* table.
3. Select **Rename** from the **Edit** menu. Access blackens the table name and performs a name change, so the table can be renamed
4. Enter a new name for the table or edit the existing name. Do not use the name already in the table. For example, you can type the name *New Addresses* .
5. Press ENTER or click your mouse anywhere outside the work area. Access renames the table and adds a new name to the Database window (Figure 3).

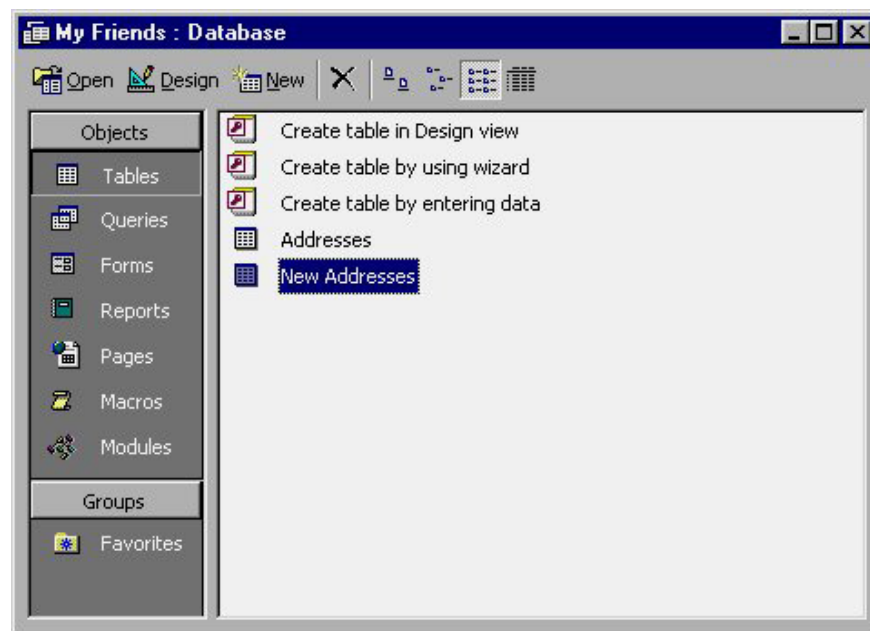


Figure 3: The Database window after renaming the table

## Delete a table

Removing a table is as easy as copying or renaming. In fact, you can delete a table in many ways like deleting documents or subdirectories in many other Windows applications. To delete a table, follow these steps:

1. Select the **Table** button from the Database window. You can see a list of tables in the database.
2. Select the name of the table you want to delete. For example, select the *New Addresses* table.

3. Select **Delete** from the **Edit** menu or simply press the **DEL** key on the keyboard. Access will ask you to confirm the action.

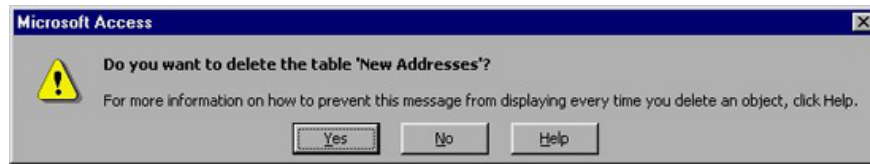


Figure 4: Confirm deleting the table

Click your mouse on the **Yes** button to delete the table or click the **No** button to ignore this option.

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