

MS Access 2003 - Lesson 9: Delete records and save information

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To delete a record, follow these steps:

1. Use the mouse to select a record you want to delete. Do this by moving the mouse over the gray area on the left side of the log. When the mouse points to this area, it changes the cursor to an arrow to the right.
2. Click your mouse to highlight the record.

Press **DEL** or select **Delete** from the **Edit** menu. Access displays a dialog box (shown in Figure 1) that prompts a prompt to determine whether to delete this record:

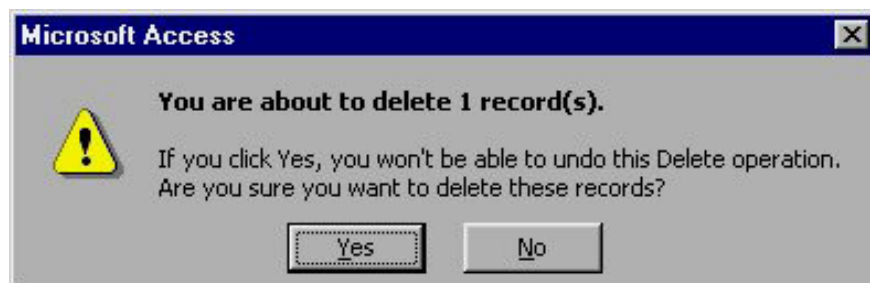


Figure 1: You need to specify the record to be deleted.

Click **Yes** to delete the record, or **No** to not delete.

***Note** : Make sure you really want to delete the selected record before clicking Yes. You cannot undo when the record has been deleted. In addition, Access allows pehaps to select multiple records at once to delete. To select those records, hold down the Shift key while selecting a record, which will select all records between the two selected records. To select non-contiguous records, hold down the Ctrl key and select each record in turn.*

Save creation and editing information

When adding and changing a record, a pencil icon will appear on the left side of the record. This icon marks which record is being edited and changed but has not been recorded. When you use the arrow keys to move to another record board. Access will automatically save the changes. Therefore, in fact there are no statements that need to be used to save the data.

Access automatically saves data this way to protect your information. If in case of a sudden power outage or shutdown, only the currently edited record is missing information (the log has a pencil icon). Access will save all the information you edited earlier.

***Note** : The correct operation of this data storage case is that the first information will be saved on the disk's buffer in the computer memory. When the buffer is full or when the program is closed, new information is saved on the disk. Although this arrangement speeds up computer performance, it also has risks. Information in the buffer (not saved to disk) will be lost if you accidentally shut down the computer. The only way to avoid this is to have a backup power supply and never press the Power button.*

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