Lesson 5 Entering Data into the Table

Opening a table will display the Datasheet view. Once open, you can begin entering data into the table.

The following explains how to enter data into your table.

1. 1. Click on the first *blank* cell.

1.

1

2, Begin typing your data into the cell. When finished typing your dat into the cell, ppress the Tab key on your keyboard to move right to the next cell.

3. Continue entering data into the cells. **2**

Note: For cells that have *Default Values*, you will see data pre-populate the cell You may leave the data as is or enter different data as needed.

2

For cells that use *Lookup Value* data type:

4. Click on the appropriate cell. A *dropdown* arrow will *appear*. **3**

3

5. Click the dropdown arrow. 4

4

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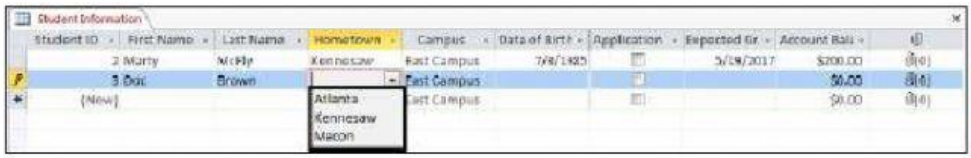
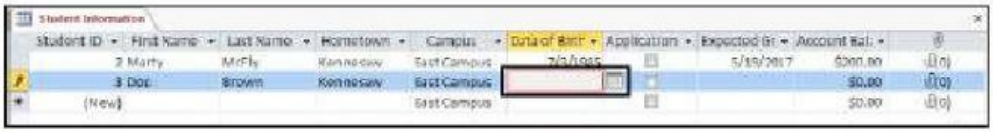
6. Select the appropriate **Lookup Value 5**



5

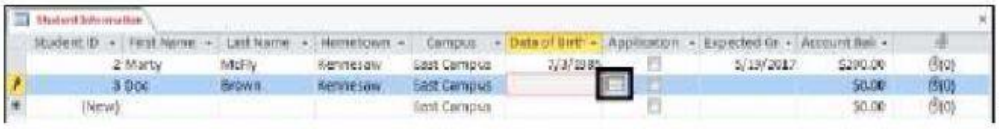
For cells that use the *date/Time data* type:

7. Click on the **appropriate** cell. The **Calendar** icon will appear nest to the cell.6



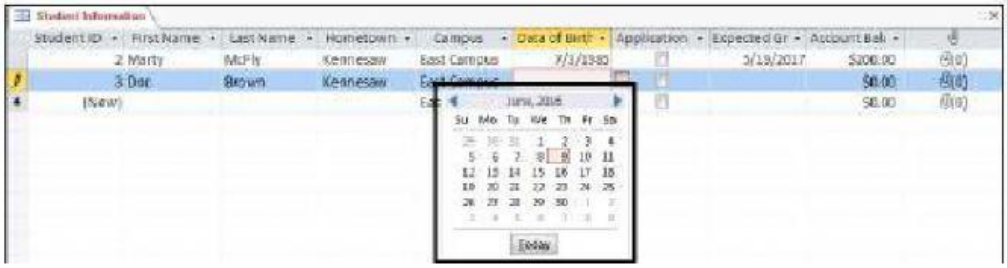
6

8. Click the Calendar icon



7

9. The Calendar will appear. Select the appropriate **date** or **manually type** the date into the cell.**8**

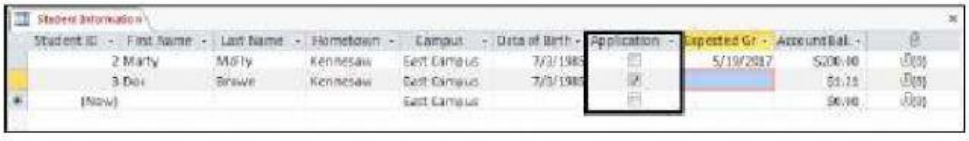


8

For cells that use the **Yes/No** date type:

10. Click on the checkbox to indicate the **yes/no** value.A **checked** box indicate a *Yes* value.

An **unchecked** box indicate a *No* value,**9**



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For cells that use the Currency data type:

11. Simply enter the *value*. Your number will automatically be entered as **currency**. **10**

Student ID	First Name	Last Name	Hometown	Campus	Date of Birth	Application	Expected Gr	Account Bal
1	Marty	Molly	Kennesaw	East Campus	7/3/1985	☐	5/19/201	$200.00
3	Bec	Brown	Kennesaw	East Campus	7/3/1985	☑	5/19/201	$1.23
(New)				East Campus		☐		$0.00

10

Questions

1. **Explain what you need to do with a cell that use yes/no.**

2. **Explain wht you need to do with cells that use currency.**

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