

CHAPTER 1

InFocus

DATA VALIDATION

There is a saying in computer circles: garbage in, garbage out.

One of your primary concerns with your system should be to ensure that, to the best of your ability, you'll always have accurate and relevant information in the system. The saying above is generally correct when it comes to databases – you won't be able to produce meaningful information from the database if the data that is entered into it in the first place isn't accurate.

That is why in good database software, such as Microsoft Access, there are plenty of little features and facilities that can help to reduce the likelihood of incorrect data entering the system. Access allows you to make changes to the **field properties** of a table.

Properties are attributes that control the way that an object either works or looks. There are several field properties that can be used to check what has been typed and to restrict errors and unwanted data being entered into the table.

Ensuring the accuracy of the data is known as **validation** and is an important aspect of any system design.

In this session you will:

- ✓ learn how to assign default values to a field
- ✓ learn how to enter validation rules for a field
- ✓ learn how to validate numbers
- ✓ learn how to set fields as required
- ✓ learn how to work with validations.

ASSIGNING DEFAULT VALUES

With some fields it's easy to anticipate what data would normally be entered into them. When this occurs you can **assign a default value** that automatically appears in the field whenever a

new record is accessed. In our *Employees* table most new employees are full time and work a 35 hour week. These values can be made the default value when new records are created in the table.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file A1312 Data Validation_1.accdb...

If the yellow Security Warning appears, click on [Enable Content]

- 1 In the **Navigation** pane, right-click on the **Employees** table and select **Design View** to see the table in **Design View**
- 2 Click on **WeeklyHours** to display the **Field Properties**
- 3 Select the value (if any) in **Default Value**, type **35** and press **Enter**

35 hours will now be the default **WeeklyHours** value for all new records...
- 4 Click on the **Fulltime** field in the top part of the window to display the **Field Properties**
- 5 Double-click on **No** in **Default Value**, type **Yes** and press **Enter**

All new employees will appear as **Fulltime** as a default...
- 6 Click on **Save** in the **Quick Access Toolbar (QAT)** to save the design changes
- 7 Click on **Close** at the right of the table to close it

1

Field Name	Data Type	Description (Optional)
EmpNo	Short Text	Records the employee number
FirstName	Short Text	Records the employee's first name
LastName	Short Text	Records the employee's family name
Department	Short Text	Records the employee's department
PhoneNo	Short Text	Records the employee's phone number
Started	Date/Time	Records the employee's starting date
DateOfBirth	Date/Time	Records the employee's date of birth
FullTime	Yes/No	Records employment status
WeeklyHours	Number	Records the normal weekly hours
Salary	Currency	Records the employee's annual salary
Comments	Long Text	Records comments about the employee

Field Properties

Property	Value
Field Size	6
Format	
Input Mask	
Caption	
Default Value	35
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

3

Field Properties

Property	Value
Field Size	Long Integer
Format	
Decimal Places	1
Input Mask	
Caption	
Default Value	Yes
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

5

Field Properties

Property	Value
Field Size	Yes/No
Format	
Decimal Places	
Input Mask	
Caption	
Default Value	Yes
Validation Rule	
Validation Text	
Required	No
Indexed	No
Text Align	General

For Your Reference...

To **assign default values** to **fields**:

1. Open the table in **Design View**
2. Click on the desired field
3. Click in the **Default Value** property and type the appropriate value

Handy to Know...

- If you want to show the *current date* as a **Default Value** in a date field, type the function **Date()** into the **Default Value** property of the field. This will show the system date (that is, the current date) in all new records.

VALIDATION RULES AND TEXT

Validation rules are instructions telling Access what data to accept and what data to reject when the user types information into a field. For example, you can use validation rules to ensure

that new employees are older than 18 years, that salaries are between a specific amount, and the like. Rules are generally entered as formulas, which in Access are known as **expressions**.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file A1312 Data Validation_2.accdb...

- 1 In the **Navigation** pane, right-click on the **Employees** table and select **Design View**
- 2 Click on **DateOfBirth** to display the **Field Properties**
- 3 Click in **Validation Rule** and type **<=Date()-(365.25*18)** then press **Enter** to move to **Validation Text**
- 4 Type **Employee must be 18 years or older** then press **Enter**
- 5 Click on **Save** in the **QAT** to save the design changes
You will be asked if you wish to test the rule against the existing records...
- 6 Click on **[Yes]** to test all of the records in the table
- 7 Close the table

4

Field Properties	
General	Lookup
Format	Medium Date
Input Mask	
Caption	
Default Value	
Validation Rule	<=Date()-(365.25*18)
Validation Text	Employee must be 18 years or older
Required	No
Indexed	No
IME Mode	No Control
IME Sentence Mode	None
Text Align	General
Show Date Picker	For dates

In Access, dates are converted to numbers – every day has its own sequential number. The Date() function returns the number for the current date. The formula above says that the number for the date entered by the user must be earlier than the number for today, less the number for the day 18 years (365.25*18) from today.

For instance, let's say the number for today is 84,356. Eighteen years ago, the number would have been 77,781 (84,356 less 6575). Therefore the number for the date that the user enters must be less than this to ensure the employee's age is 18 or older.

Microsoft Access

Data integrity rules have been changed; existing data may not be valid for the new rules.

This process may take a long time. Do you want the existing data to be tested with the new rules?

Yes No Cancel

[Was this information helpful?](#)

5

For Your Reference...

To **assign** a **validation rule** to a **field**:

1. Open the table in **Design View**
2. Click on the field
3. Click in the **Validation Rule** property and type the rule as an expression (formula)

Handy to Know...

- **Validation Text** appears when the user types a value in a field that doesn't match the expression.

VALIDATING NUMBERS

Validation rules for fields are entered into field properties as a formula, known as an expression. Numbers are usually validated in terms of a **range** – for example, the number entered by the

user has to be greater than, less than or equal to a specific value. These expressions are usually entered using **operators** that represent greater than and less than.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *A1312 Data Validation_3.accdb...*

- 1 In the **Navigation** pane, right-click on the **Employees** table and select **Design View**
- 2 Click on **WeeklyHours** to display the **Field Properties**
- 3 Click in **Validation Rule** and type **<=35**, then press **Tab** to move to **Validation Text**
- 4 Type **Weekly hours cannot exceed 35** then press **Tab**
- 5 Click on **Save** in the **QAT** to save the design changes
You will now be asked if you wish to test the rule against existing records...
- 6 Click on **[Yes]** to test all of the records
This time a violation error appears, indicating that some records do not match the new rule. We'll correct this later...
- 7 Click on **[Cancel]** to stop testing records
- 8 Close the table

4

Field Properties	
General	Lookup
Field Size	Long Integer
Format	
Decimal Places	1
Input Mask	
Caption	
Default Value	35
Validation Rule	<= 35
Validation Text	Weekly hours cannot exceed 35
Required	No
Indexed	No
Text Align	General

5

Microsoft Access

Data integrity rules have been changed; existing data may not be valid for the new rules.
This process may take a long time. Do you want the existing data to be tested with the new rules?

Yes No Cancel

[Was this information helpful?](#)

6

Microsoft Access

Existing data violates the new setting for the "Validation Rule" property for field "WeeklyHours."
Do you want to keep testing with the new setting?
* To keep the new setting and continue testing, click Yes.
* To revert to the old setting and continue testing, click No.
* To stop testing, click Cancel.

Yes No Cancel

[Was this information helpful?](#)

For Your Reference...

To **validate numbers**:

1. Open the table in **Design View**
2. Click on the desired field
3. Click in the **Validation Rule** property and type the rule as an expression (formula)

Handy to Know...

- Common operators used in formulas are:
 - < less than
 - <= less than or equal to
 - > greater than
 - >= greater than or equal to
 - = equal to
 - <> not equal to

SETTING REQUIRED FIELDS

There will usually be one or more fields in a table which absolutely must have a value whenever a record is entered. In our *Employees* table, each employee must have an employee number. We

can also set other fields as required using the **Required** field property. This will ensure that an entry is made into these fields whenever a new record is created in the table.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *A1312 Data Validation_4.accdb...*

- 1 In the **Navigation** pane, right-click on the **Employees** table and select **Design View**
- 2 Ensure that **EmpNo** is selected, then check that **Yes** appears in the **Required** field
- 3 Click on **LastName**, then double-click in the **Required** field property until **Yes** appears
Double-clicking acts as a toggle between No and Yes...
- 4 Repeat step 3 for the **Started**, **DateOfBirth** and **Salary** fields
- 5 Click on **Save** to save the design changes
You will now be asked if you wish to test the rule against existing records...
- 6 Click on **[No]** to skip record testing
- 7 Close the table

2

Field Properties

General	Lookup
Field Size	6
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General


3

Field Properties

General	Lookup
Field Size	25
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	Yes
Allow Zero Length	Yes
Indexed	Yes (Duplicates OK)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Text Align	General

5

Microsoft Access

 Data integrity rules have been changed; existing data may not be valid for the new rules. This process may take a long time. Do you want the existing data to be tested with the new rules?

Yes No Cancel

[Was this information helpful?](#)

For Your Reference...

To **mark a field as required**:

1. Open the table in **Design View**
2. Click on the desired field
3. Double-click on the current value in the **Required** property until **Yes** appears

Handy to Know...

- You can mix and match field properties to achieve accurate data entry. For example, you can mark a field as required to ensure that something is entered, and then create a validation rule to ensure that it is entered correctly.

WORKING WITH VALIDATIONS

It is a good idea to thoroughly test the validations that you enter into a table to ensure that they work as anticipated. This also helps you to understand how your user will see the system,

especially the various error messages that you have created as *Validation Text*. It is important that the error messages accurately reflect the *Validation Rules* and how to satisfy them.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *A1312 Data Validation_5.accdb...*

- 1 In the **Navigation** pane, double-click on the **Employees** table to open it
- 2 Click on the **New (blank) record** button at the bottom of the window to create a new record
- 3 Type the details as shown, pressing **Tab** after each to move to the next field
- 4 Ensure that you are in the **DateOfBirth** field, then type **10/9/03** and press **Tab**
Because this makes the employee younger than 18, a validation message will appear...
- 5 Click on **[OK]**, then double-click on **03** in the date, type **83** and press **Tab** until you reach **Salary**
- 6 Type **27000** then click on another record to save the new record
- 7 Close the table

2

114	Victor	Brown	Administratio	61001
115	Sandra	Kendall	Administratio	61002
117	Charles	Morris	Administratio	61004
118	Lance	Williams	Administratio	61005
119	Antony	De Rozario	Marketing	63010
120	Belinda	Moore	Sales & Marke	63034
124	Emily	Hansdon	Sales & Marke	63018
125	Hanna	Goldblum	Sales & Marke	63002
126	Ian	Lyons	Sales & Marke	63001
127	John	Georges	Sales & Marke	63026
128	Keith	Hanbery	Sales & Marke	63019

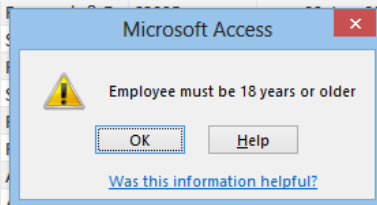
Click on the **New (blank) record** button to create a new record

3

EmpNo: 208
 FirstName: Fred
 LastName: Smith
 Department: Administration
 PhoneNo: 64705
 Started: 04/04/08

4

Andric	Sales & Marke	63036	03-Jan-08	13-May-87
Beaman	Research & De	62014	27-Nov-07	20-Dec-82
Berninghauser				27-Jul-67
Munro				07-Jul-65
Badea				14-Jun-86
O'Connor				21-Feb-62
Rockland				28-Jun-57
Amirudin				31-Mar-82
Hutchins				30-Aug-54
Baker-Smith				15-Nov-53
Abelseth	Administratio	61014	02-Dec-07	26-May-81
Smith	Administratio	64705	04-Apr-08	10/9/03



For Your Reference...

To **work** with **validations**:

1. Open the table in **Datasheet View** and create a new record
2. Enter data into the fields – correct errors as they are notified to you

Handy to Know...

- The trickiest validation is the **Required** property. If you leave a required field empty, you will only be notified when you move off the record – this is when Access attempts to save the record and discovers that something that is required has been missed.

CHAPTER 2

InFocus

FORMATTING TABLES

Formatting refers to the process of changing the appearance of something, usually so that it is more visually pleasing or easier to read.

The default formatting for tables in Access is rather bland. Fortunately Access provides a number of tools for formatting tables including changing the gridlines between columns and rows, shading the background of cells, and changing fonts and font colours.

Since tables can be easily printed, formatting a table provides a quick and efficient way of creating and printing simple reports of the data.

In this session you will:

- ✓ learn how to change the width of table columns
- ✓ learn how to format cells in a table
- ✓ learn how to change the fonts used in a table
- ✓ learn how to move fields in a table
- ✓ learn how to freeze and unfreeze columns in a table
- ✓ learn how to hide columns in a table
- ✓ learn how to unhide columns in a table that have been hidden.

CHANGING COLUMN WIDTHS

Often you will find that the width of a column in **Datasheet** view is not appropriate for the data in the field. Either the column is too small and you can't see the data, or the column is unnecessarily

wide. Access allows you to change the width of a column. You can use commands in the ribbon for precise sizing or you can drag the column heading using the mouse.

Try This Yourself:

Open
File

Before starting this exercise you **MUST** open the file **A1313 Formatting Tables_1.accdb...**

- 1 In the **Navigation** pane, double-click on the **Employees** table to open it
- 2 Click on any **LastName** field
- 3 On the **HOME** tab, click on **More** in the **Records** group and select **Field Width** to display the **Column Width** dialog box
- 4 Type **20** and click on **[OK]** to widen the **LastName** column
- 5 Move the mouse pointer to the border between the **FirstName** and **LastName** headers, until it changes to a double-headed arrow, then click and drag right until the **FirstName** field is about half as wide again, as shown
- 6 Move the mouse pointer to the border between **Department** and **PhoneNo**, then double-click to perform a best fit on the **Department** column
- 7 Click on **Save** in the **QAT** to save the design changes
- 8 Close the table

2

EmpNo	FirstName	LastName	Department	PhoneNo
101	Julianne	Kerr	Executive	75001
102	Harry	Jones	Executive	75002
103	Angel	Harrington	Executive	75003
104	Peter	Dawson	Executive	75004
105	Mark	Jones	Executive	75005
106	Maureen	Grayson	Executive	61021
107	Augustine	Millson	Administratior	61022
108	Amanda	Bennet	Administratior	61023
110	Neville	Smith	Administratior	61025

3

Column Width

Column Width: 11.75

OK

☐ Standard Width

Cancel

Best Fit

4

EmpNo	FirstName	LastName	Department	PhoneNo
101	Julianne	Kerr	Executive	75001
102	Harry	Jones	Executive	75002
103	Angel	Harrington	Executive	75003
104	Peter	Dawson	Executive	75004
105	Mark	Jones	Executive	75005
106	Maureen	Grayson	Executive	61021
107	Augustine	Millson	Administratior	61022
108	Amanda	Bennet	Administratior	61023
110	Neville	Smith	Administratior	61025

5

EmpNo	FirstName	LastName	Department	PhoneNo
101	Julianne	Kerr	Executive	75001
102	Harry	Jones	Executive	75002
103	Angel	Harrington	Executive	75003
104	Peter	Dawson	Executive	75004
105	Mark	Jones	Executive	75005
106	Maureen	Grayson	Executive	61021
107	Augustine	Millson	Administratior	61022
108	Amanda	Bennet	Administratior	61023
110	Neville	Smith	Administratior	61025

For Your Reference...

To **adjust table column widths**:

1. Click in the column, then on the **HOME** tab, click on **More** in the **Records** group and select **Field Width**, or
Drag the field name border to change width

Handy to Know...

- To retain the changes to layouts you must save them by clicking on **Save** in the **Quick Access Toolbar**.
- Changing the width of a column on screen doesn't change the field size property – the field size determines how much data can be placed in a field.

FORMATTING CELLS IN A TABLE

Access provides a number of options for changing things such as the grid lines displayed in the table, the background colours of cells, the alternate background colours of cells and much

more. Formatting cells in the table is achieved using the various commands on the ribbon or through the options in the **Datasheet Formatting** dialog box.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *A1313 Formatting Tables_2.accdb...*

- 1 Double-click on the **Employees** table to open it
- 2 On the **HOME** tab, click on the dialog box launcher in the **Text Formatting** group to open the **Datasheet Formatting** dialog box
- 3 Click on the options in **Cell Effect** and observe the changes in **Sample** – when done, click on **Flat**
- 4 Click on the drop arrow for **Alternate Background Colour** and click on **Maroon 2** in **Standard Colours** (column 6, row 3)
- 5 Ensure that both **Horizontal** and **Vertical** appear ticked in **Gridlines Shown**
- 6 Click on the drop arrow for **Gridline Colour** and click on **Green** in **Standard Colours** (column 7, row 1)
- 7 Click on **[OK]** to apply the changes
- 8 Save and close the table

EmpNo	FirstName	LastName	Department
101	Julianne	Kerr	Executive
102	Harry	Jones	Executive
103	Angel	Harrington	Executive
104	Peter	Dawson	Executive
105	Mark	Jones	Executive
106	Maureen	Grayson	Executive
107	Augustine	Millson	Administration
108	Amanda	Bennet	Administration
110	Neville	Smith	Administration

1

2

EmpNo	FirstName	LastName	Department
101	Julianne	Kerr	Executive
102	Harry	Jones	Executive
103	Angel	Harrington	Executive
104	Peter	Dawson	Executive
105	Mark	Jones	Executive
106	Maureen	Grayson	Executive
107	Augustine	Millson	Administration
108	Amanda	Bennet	Administration
110	Neville	Smith	Administration

7

For Your Reference...

To **change cell formatting**:

1. On the **HOME** tab, click on the dialog box launcher in the **Text Formatting** group
2. Change the effects as desired
3. Click on **[OK]**

Handy to Know...

- Unlike a spreadsheet application, such as Microsoft Excel, you can't change individual cells. In Access, formatting a table is all or nothing.

CHANGING FONTS

Access uses a set of standard fonts to display your data in a Datasheet, but you can change the font and apply virtually any font installed on your computer. You can increase or decrease the font

sizes, apply coloured fonts and much more. Most importantly, make sure you use a font that is easy to read for accuracy's sake.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *A1313 Formatting Tables_3.accdb...*

- 1 Double-click on the **Employees** table to open it
- 2 On the **HOME** tab, click on the drop arrow for **Font Colour** in the **Text Formatting** group to display a palette of colours
- 3 Click on **Dark Blue** in **Standard Colours** (column 4, row 1) to change the colour of the font
- 4 Click on the drop arrow for **Font Size** and click on **14** to increase the font size
A little overwhelming...
- 5 Click on the drop arrow for **Font Size** and click on **8** to decrease the font size
Now it's a bit small...
- 6 Repeat step 5 and increase the font size to **11**
- 7 Click on the drop arrow for **Font** and click on **Book Antiqua** to change the font
Perhaps not...
- 8 Repeat step 7 and set the font back to **Calibri (Detail)**
- 9 Save and close the table

EmpNo	FirstName	LastName	Department
101	Julianne	Kerr	Executive
102	Harry	Jones	Executive
103	Angel	Harrington	Executive
104	Peter	Dawson	Executive
105	Mark	Jones	Executive
106	Maureen	Grayson	Executive
107	Augustine	Millson	Administration
108	Amanda	Bennet	Administration

EmpNo	FirstName	LastName	Department
101	Julianne	Kerr	Executive
102	Harry	Jones	Executive
103	Angel	Harrington	Executive
104	Peter	Dawson	Executive
105	Mark	Jones	Executive
106	Maureen	Grayson	Executive
107	Augustine	Millson	Administration
108	Amanda	Bennet	Administration
110	Neville	Smith	Administration
111	Petra	Henricks	Administration
112	Vivienne	Clark	Administration
113	Jerry	Hancock	Administration
114	Victor	Brown	Administration
115	Sandra	Kendall	Administration

EmpNo	FirstName	LastName	Department
101	Julianne	Kerr	Executive
102	Harry	Jones	Executive
103	Angel	Harrington	Executive
104	Peter	Dawson	Executive
105	Mark	Jones	Executive
106	Maureen	Grayson	Executive
107	Augustine	Millson	Administration

For Your Reference...

To **change** the **fonts** in a **table**:

1. On the **HOME** tab, click on the respective drop arrows in the ribbon for **Font**, **Font Size** and **Font Colour** in the **Text Formatting** group
2. Click on the appropriate option

Handy to Know...

- There are a myriad of font formatting options available. However, sometimes keeping the default settings is the most pleasing to the eye. Don't go overboard with "busy" fonts and colours unless you are really trying to make a statement.

MOVING COLUMNS IN A TABLE

The order in which columns are presented in a table is determined by the order in which fields were defined in the design of the table. While these positions may have made sense when the

table was designed, they may be inappropriate for viewing the data in a table. You can alter the column positions in a table and move columns around by dragging.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file A1313 Formatting Tables_4.accdb...

- 1 Double-click on the **Employees** table to open it
- 2 Click on the **LastName** field header to select the entire column
- 3 Move the mouse pointer to the bottom of the field name until the pointer changes to a four-headed arrow, as shown
The four-headed arrow is the move pointer...
- 4 Hold down the left mouse button and drag left until a thick line appears to the left of the **FirstName** column, as shown
- 5 Release the mouse button to reposition the **LastName** column
- 6 Save and close the table

3

EmpNo	FirstName	LastName	Department
101	Julianne	Kerr	Executive
102	Harry	Jones	Executive
103	Angel	Harrington	Executive
104	Peter	Dawson	Executive
105	Mark	Jones	Executive
106	Maureen	Grayson	Executive
107	Augustine	Millson	Administration
108	Amanda	Bennet	Administration
110	Neville	Smith	Administration

4

EmpNo	FirstName	LastName	Department
101	Julianne	Kerr	Executive
102	Harry	Jones	Executive
103	Angel	Harrington	Executive
104	Peter	Dawson	Executive
105	Mark	Jones	Executive
106	Maureen	Grayson	Executive
107	Augustine	Millson	Administration
108	Amanda	Bennet	Administration
110	Neville	Smith	Administration

5

EmpNo	LastName	FirstName	Department
101	Kerr	Julianne	Executive
102	Jones	Harry	Executive
103	Harrington	Angel	Executive
104	Dawson	Peter	Executive
105	Jones	Mark	Executive
106	Grayson	Maureen	Executive
107	Millson	Augustine	Administration
108	Bennet	Amanda	Administration
110	Smith	Neville	Administration

For Your Reference...

To **move a field** in a **table**:

1. Click on the column header of the field to select it
2. Drag the column to the desired location

Handy to Know...

- Dragging field headers in a table does not alter the position of fields in the table structure when viewed in **Design View**.

FREEZING COLUMNS IN A TABLE

When you have a table that contains many fields, chances are that as you scroll right through the table, the information in the fields at the left will disappear because the screen is not wide

enough to display all of the data. This can be annoying, particularly if there is *reference point data* in the left fields. You can freeze columns in a table, thereby keeping fields locked on the screen.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *A1313 Formatting Tables_5.accdb...*

- 1 Double-click on the **Employees** table to open it
- 2 Click on the **EmpNo** header, hold down **Shift** and click on the **LastName** header to select both columns
- 3 On the **HOME** tab, click on **More** in the **Records** group, then select **Freeze Fields**
The selected fields will now be locked on the screen...
- 4 Using the horizontal scroll bar, scroll right until **WeeklyHours** appears next to **LastName**
Let's unfreeze the fields again...
- 5 On the **HOME** tab, click on **More** in the **Records** group, and select **Unfreeze All Fields**
- 6 Save and close the table

Employees				
	EmpNo	LastName	FirstName	Department
	101	Kerr	Julianne	Executive
	102	Jones	Harry	Executive
	103	Harrington	Angel	Executive
	104	Dawson	Peter	Executive
	105	Jones	Mark	Executive
	106	Grayson	Maureen	Executive
	107	Millson	Augustine	Administration
	108	Bennet	Amanda	Administration
	110	Smith	Neville	Administration

Employees					
	EmpNo	LastName	WeeklyHou	Salary	Comments
	101	Kerr	40	\$250,000.00	
	102	Jones	40	\$140,000.00	
	103	Harrington	40	\$145,000.00	
	104	Dawson	40	\$140,000.00	
	105	Jones	40	\$132,000.00	
	106	Grayson	40	\$85,000.00	Promoted to
	107	Millson	40	\$85,000.00	
	108	Bennet	40	\$87,000.00	
	110	Smith	40	\$78,000.00	Studying M

For Your Reference...

To **freeze** or **unfreeze columns** in a **table**:

1. Select the column(s) to freeze or unfreeze
2. On the **HOME** tab, click on **More** in the **Records** group
3. Select **Freeze Fields** or **Unfreeze All Fields**

Handy to Know...

- You can only freeze multiple columns that are next to one another. If you wish to freeze a column further to the right you will need to reposition it to be alongside the other column(s) first.