

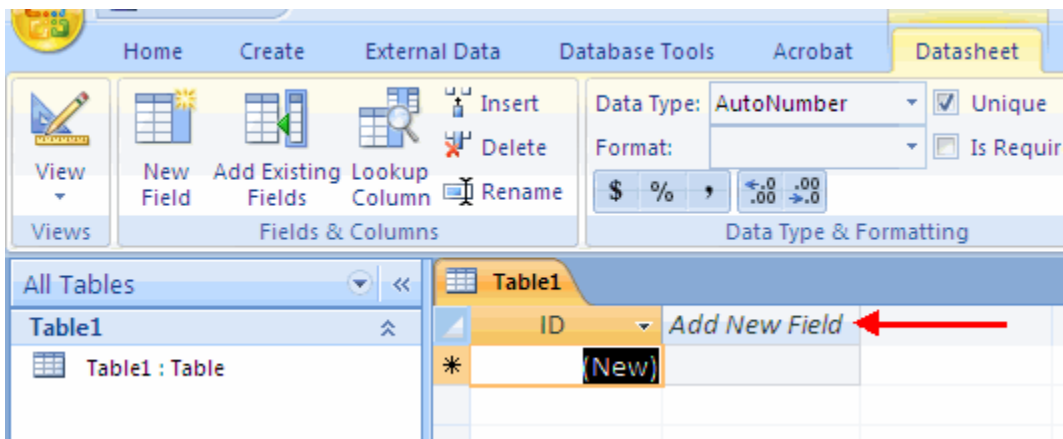
Adding New Fields

There are many ways to enter new fields into a database. New fields can be added in the Datasheet View or in the Design View.

There are two ways to add a new field in Datasheet View: Add A New Field or the New Field Button.

To add a New Field within the Datasheet:

- Click the **Add New Field** column



To add a new field by using the **New Field Button**

- Click the **Datasheet** tab on the Ribbon
- Click the **New Field Button**
- Choose the type of field you wish to add from the **Field Templates** window

