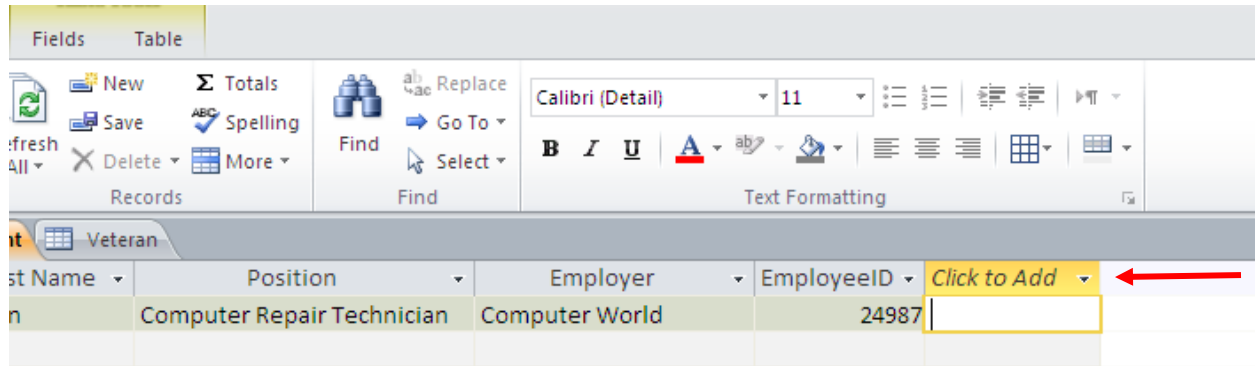


Adding New Fields

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.

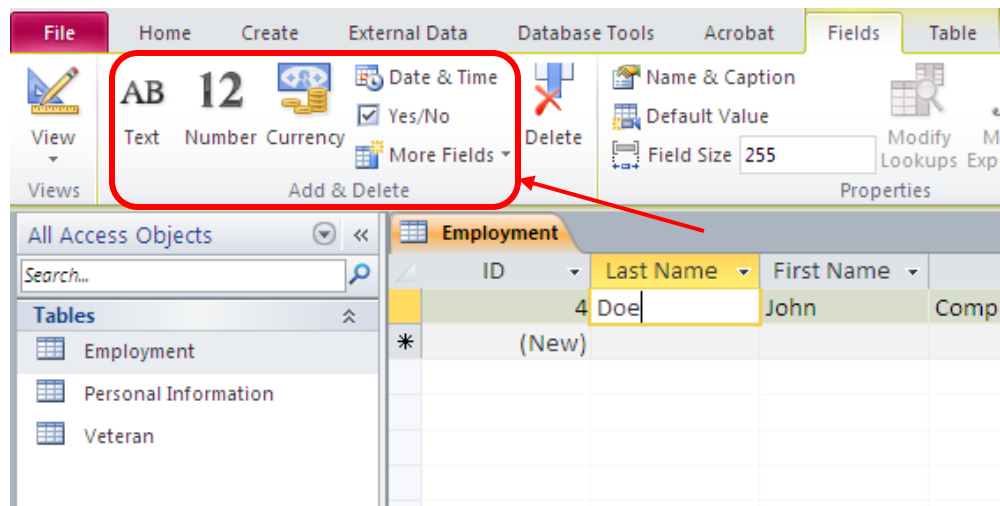
To add a New Field within the Datasheet View:

- Click the **Click to Add** column



To add a new field by using **Add & Delete** group

- Click the **Fields** tab on the Ribbon
- Click the type of field you desire in **Add & Delete** group



To add a new field in Design View:

- Click the **Design View** button
- Click on the next available field

