

SOLUTION 3004 – ADDING RECORDS TO A DATABASE TABLE

People

Title	Surname	Forename	Joined
MR	BAINES	KEVIN	01/11/2002
MR	BOLTON	PETER	01/08/2001
MRS	BUTTERS	LYNNE	01/11/2000
MRS	SMITH	ELIZABETH	03/07/2004
MRS	CAPEL	LINDA	03/09/2003
MISS	GILBERT	SAMANTHA	12/10/2002
MRS	CLOUGH	JULIA	04/08/2004
MRS	WILLETT	BRENDA	07/03/2002
MRS	HOWARTH	STELLA	09/05/2002
MR	TAYLOR	HENRY	12/03/2005
MISS	KNOWLES	SUSAN	14/05/2005
MRS	RUSEDISKI	MARY	12/03/2006
DR	MULLERY	ALBERT	31/12/2005

Added

Marking checklist

Database opened
Records added as indicated above
Table printed in portrait orientation
All data and headings visible
The database application closed