

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



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