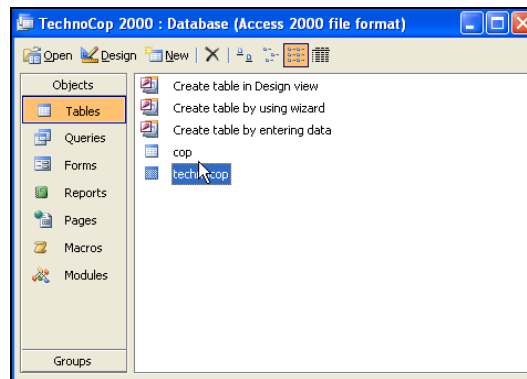


How to Delete a Record in TechnoCop

You may wish to delete a record added by a student into the TechnoCop database.

Access 2000, XP, or 2003

1. Open the TechnoCop database.
2. From the Window menu, select UNHIDE. Click OK.
3. In the left pane, click *Tables*. **Double click** technocop.



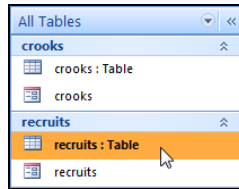
4. Position the cursor in the record you would like to delete.
5. Click *Delete Record*. Click *Yes* to delete record.



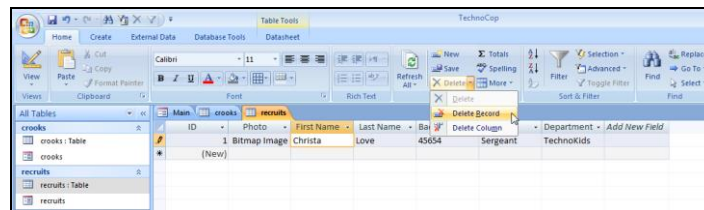
6. When finished deleting records, from the File menu, select *Exit*.

Access 2007

1. Open the TechnoCop database.
2. From the navigation pane, double click *recruits: Table*.



3. Position the cursor in the record you would like to delete.
4. From the Records Group, click *Delete*.
5. From the drop down menu, click *Delete Record*.
6. Click *Yes* to delete record.



7. When finished deleting records, click the *Office Button*. Click *Exit Access*.