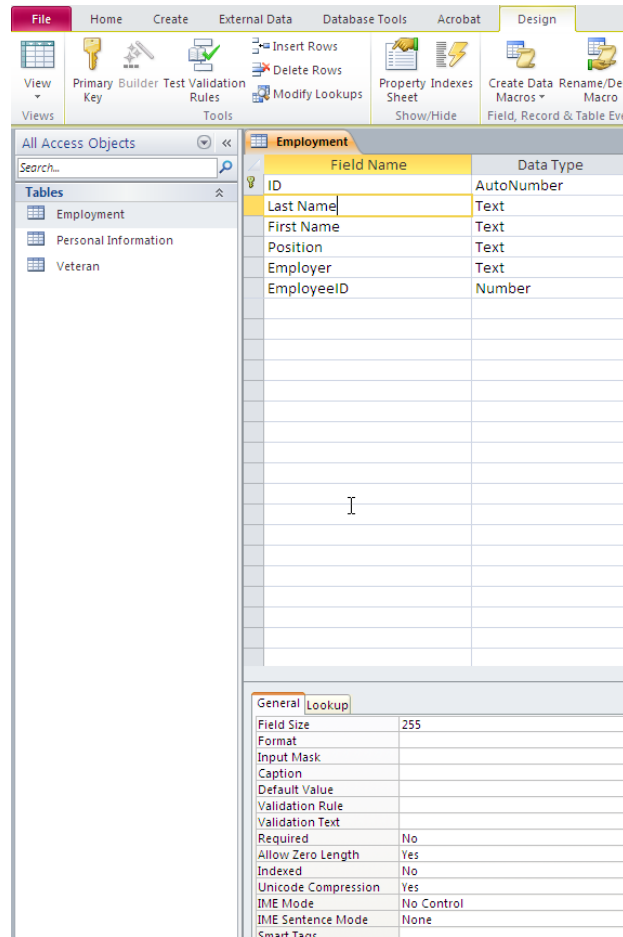


Table Views

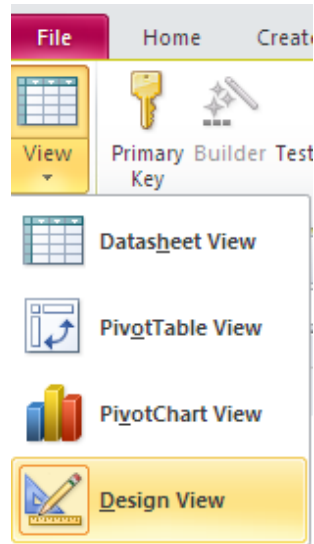
There are two ways to view a table in Access to add data to the table: **Design View** and **Datasheet View**.

In **Design View** you can view all the fields with the data types and descriptions. The records of information that has been added to the database are not viewable.

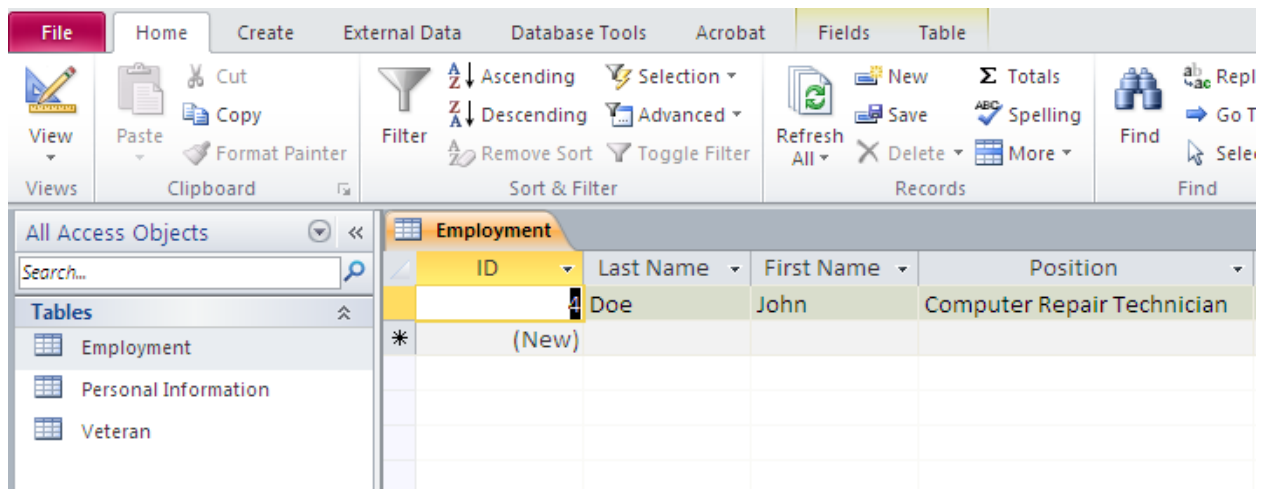


To go to **Design View**:

- Click the down arrow on the **View** button
- Click **Design View**



In **Datasheet View** you can display the records in a table, where one row is one record. The column headers are the fields you have defined for the database.



To go to **Datasheet View**:

- Click the down arrow on the **View** button
- Click Datasheet View

File Home Crea



View



Paste



Cut



Copy



Format



Datasheet View



PivotTable View



PivotChart View



Design View