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