

Microsoft Access – Column Views



Column Views

At times, you do not want to view the table in a particular way.

Sometimes there will be columns that you do not want to see as they are not relevant at that point in time for what you need.

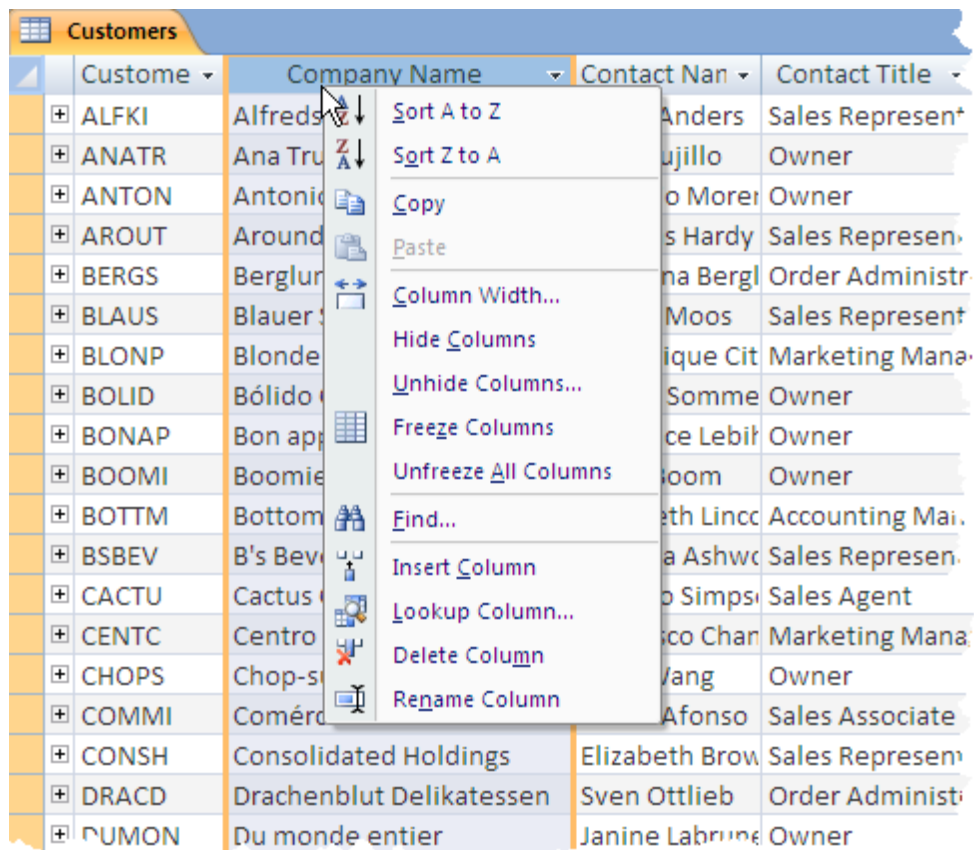
At other times as you scroll across to view other columns you still want to be able to see key columns.

Hiding /unhiding columns

Columns can be hidden by

1. Highlight column(s).
2. Right click on column heading of column to be hidden.
3. Select Hide columns.

Microsoft Access – Column Views



Columns can be unhidden by

Highlight column(s) on either side of the hidden column(s)

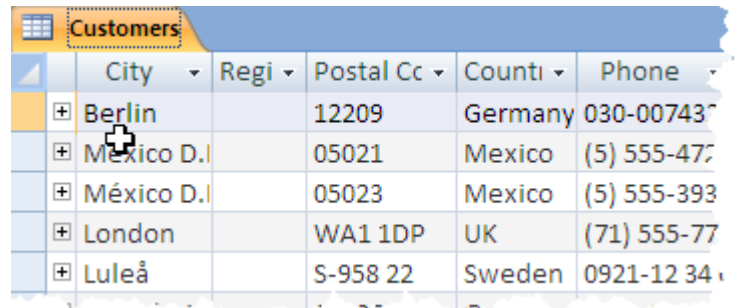
1. Right click on column heading.
2. Select Unhide Columns.

Microsoft Access – Column Views

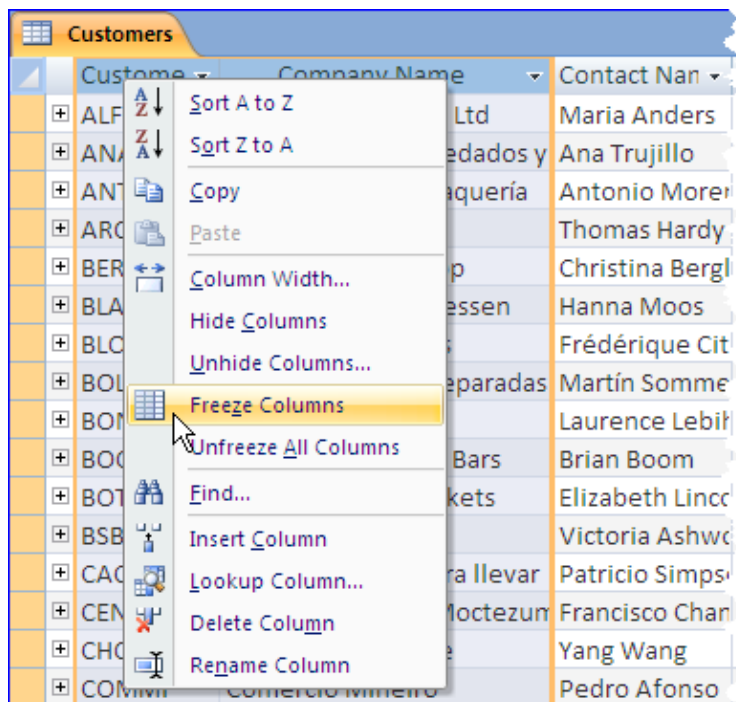
Freezing Columns

At times as you scroll across the screen, you want to be able to always see certain columns rather than have them disappear to the left so that you can identify the records.

In this example, we can see the city, country and telephone numbers but we can't tell who the customers are.



	City	Regi	Postal Cc	Counti	Phone
+	Berlin		12209	Germany	030-00743
+	Mexico D.I.		05021	Mexico	(5) 555-47
+	México D.I.		05023	Mexico	(5) 555-393
+	London		WA1 1DP	UK	(71) 555-77
+	Luleå		S-958 22	Sweden	0921-12 34



Columns can be frozen by:

1. Highlight columns to be frozen.
2. Right click on column heading
3. Select Freeze Columns.

(Frozen Columns can be unfrozen by selecting the Unfreeze All Columns command).

By freezing customer id and customer name columns as you scroll across to see other data you will still see the two frozen columns.

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The screenshot shows a Microsoft Access interface with a table named 'Customers' displayed in column view. The table has five columns: 'CustomerID', 'CompanyName', 'Country', and 'Phone'. Each row represents a customer record. The first row is expanded, showing the details for 'Alfreds Futterkiste Ltd' in Germany with phone number '030-0074321'. The other rows are collapsed, showing only the 'CustomerID' column.

CustomerID	CompanyName	Country	Phone
ALFKI	Alfreds Futterkiste Ltd	Germany	030-0074321
ANATR	Ana Trujillo Emparedados y	Mexico	(5) 555-4729
ANTON	Antonio Moreno Taquería	Mexico	(5) 555-3932
AROUT	Around the Horn	UK	(71) 555-778
BERGS	Berglunds snabbköp	Sweden	0921-12 34 56