

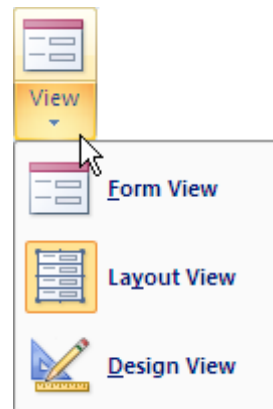
Microsoft Access – What are Forms



What are the Form, Design and Layout Views?

Forms can be displayed in different ways, it depends on what needs to be done as to which view is most appropriate.

The view can be changed by having a form open and then clicking on the view button and selecting the option required.



Form View This is how the data is displayed once the form has been generated, and how the form will eventually be used.

Design View The form can be set up and ammended in this view it gives you total control as to what needs to be changed or added.

Layout View Allows you to make basic changes to the form view, but it displays the data instead of the field names – this makes it easier to see what size the fields need to be.