

## Access Object Views

There are different options for viewing objects in a database. The table below describes each of these views.

View	Description
<b>Table</b>	
<b>Datasheet View</b>	This view shows the table with columns and rows similar to an Excel worksheet. Changes to the design of the table using the Table Tools Datasheet ribbon can be made to the field type and field format. Additional fields may be added in this view.
<b>Design View</b>	This view is used to define the structure of the table and to make changes to a table after it has been created.
<b>Report</b>	
<b>Report View</b>	This view shows the report on the screen. Revisions to the report cannot be made in this view.
<b>Print Preview</b>	To view a report as it will be printed, use this view. Changes cannot be made to the report in this view.
<b>Layout View</b>	This view is similar to Report View. Changes to the report can be made when in this view. This is usually the easiest way to make formatting changes to a report. Data from the underlying table will display when in this view.
<b>Design View</b>	When using this view, changes can be made to the report. However, the data in the report is not shown.
<b>Form</b>	
<b>Form View</b>	This view displays the form on the screen. It is not possible to make changes to the report in this view.
<b>Layout View</b>	This view is similar to Form view in that it shows the form on the screen. Data cannot be updated in this view. However, changes to the design of the form can be completed when in this view.
<b>Design View</b>	Use this view to make changes to the design of the form. When in this view, the form will not display in the window. To see what the form looks like, a different view must be used.
<b>Query</b>	
<b>Datasheet View</b>	This view shows the query results with columns and rows similar to an Excel worksheet. Changes to the design of the table using the Table Tools Datasheet ribbon can be made to the field type and field format. Additional fields may be added in this view.
<b>SQL View</b>	SQL is a language that is used to write code in an Access Database. It is used by programmers when working in the Microsoft Office Access programs.
<b>Design View</b>	This is the area where the query is defined. Fields from tables are added in this view and criteria for the query are defined. All the tables in the Database are displayed in a list. These tables are added to Design View and then fields from the table are added to the Query. Fields from more than one table can be used in a Query.