

## TYPES OF SUBFORMS-KEYBOARD NAVIGATION

### Subform Types

When creating a Subform, the form can be designed to display in three different views. These views are listed and explained in the table below.

View	Description
Datasheet	This is the default setting and makes the Subform look like a table with rows and columns.
Single Form	With this view, only one record at a time is shown.
Continuous Forms	With this view, as many records as will fit on the computer screen or print out will be displayed.

### Keyboard Navigation in Form View

The table below shows the Keyboard navigation keys that may be used in Form View.

Keystroke(s)	Action
Page Down	Move Down One Page
Page Up	Move Up One Page
Tab or Right Arrow or Enter	Move to the Next Field in the Table
Control + Tab	Exit the Subform, Move to the Next Field in the Table
Shift + Tab	Move to the Previous Field in the Table
Control + Shift + Tab	Exit the Subform, Move to the Previous Field
Control + Shift + Home	Move to the First Field in the Master Form
End	Move to the Last Field in the Last Record
Control + End	Move to the Last Field in the Last Record
Home	Move to the First Field in the Current Record
Control + Home	Move to the First Field in the First Record
Control + Page Down	Move to the Current Field in the Next Record
Control + Page Up	Move to the Current Field in the Previous Record