

Table Tools-Design Tab

This ribbon is used to change the formatting of reports in Access. There are three tabs within this ribbon that can be used to perform different tasks in relation to the form. The table below lists and describes the tabs, groups, and buttons available on the Design Tab. This tab is available in both Layout View and Design View. Some of the buttons in the Tools Group are not available in Layout View.



Groups/Buttons	Description
Views Group	
Datasheet View	Click this button to display the table in datasheet view. This is the view that displays the table in rows and columns.
Design View	To change the design of the table, click this button. The design grid will display with a list of the fields at the top and the field properties displayed at the bottom.
Tools Group	
Primary Key	This button is used to designate a field(s) as the primary key for a table. A primary key keeps the user from inserting more than one item of the same value into a table, such as an ID number.
Builder	Use this button to create a calculation for a field in the table.
Test Validation Rules	This button warns the user when a validation rule has been violated. It also warns when Required or Allow Zero Length rules have been violated.
Insert Rows	To insert a new row into a table, click this button.
Delete Rows	Click this button to delete a row in a table.
Modify Lookups	Use this button to modify the lookup field and any relationship it has with records in another table.
Show/Hide Group	
Property Sheet	Click this button to open the Property Sheet for the table.
Indexes	To display a list of the fields on which the table is indexed, click this button.
Field, Record, and Table Events	
Create Data Macros	This option is used to create code to update the table. It runs when it is called from a macro.
Rename/Delete Macro	To rename a data macro or delete a data macro, select this option.
Relationships Group	
Relationships	Use this button to specify how the data in two tables, such as an ID, is related.
Object Dependencies	This button is used to show how objects in a database, such as queries or other tables, are related to a selected table.