






NAVIGATION BUTTONS IN FORM VIEW

It is also possible to navigate from one record to another using the Navigation keys at the bottom left hand side of the Form View window. These keys are illustrated and explained in the table below.

Use	Description
First Record	 This button is used to move to the first record in the table.
Previous Record	 Use this button to move to the previous record in the table associated with the form.
Record Number	<input type="text" value="2"/> This box is used to display the current record number. To display the record highlight the number in the box, input a new number, and press Enter to move to the specified record in the form.
Next Record	 This button is used to move from one record to the next in a form.
Last Record	 Use this button to move to the last record in the table.
New Record	 To add a new record to the table that is associated with this form, click this button.
Number of Records	<input type="text" value="of 10"/> This is the last item in this row. It specifies the total number of records in the table associated with the form.