

TYPES OF SUBFORMS

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.

A Form can be used to view, edit, or add records. The table below shows the Keyboard navigation keys that may be used in Form View.

Keyboard Navigation 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 Next Field
Control + Tab	Exit Subform, Move to Next Field
Shift + Tab	Move to Previous Field
Control + Shift + Tab	Exit Subform, Move to Previous Field
Control + Shift + Home	Move to First Field in Master Form
End	Move to Last Field in Last Record
Control + End	Move to Last Field in Last Record
Home	Move to First Field in Current Record
Control + Home	Move to First Field in First Record
Control + Page Down	Move to Current Field in Next Record
Control + Page Up	Move to Current Field in Previous Record