

Form Design

When creating a form in Access from the form wizard, there are four different layout options to choose from: **Columnar**, **Tabular**, **Datasheet**, & **Justified**.

- **Columnar** and **Justified** are both **single-record views**, meaning they display one record at a time.
- **Tabular** and **Datasheet** are both **spreadsheet views**, meaning they display many records like an Excel spreadsheet.

Figure 1: The Form Wizard

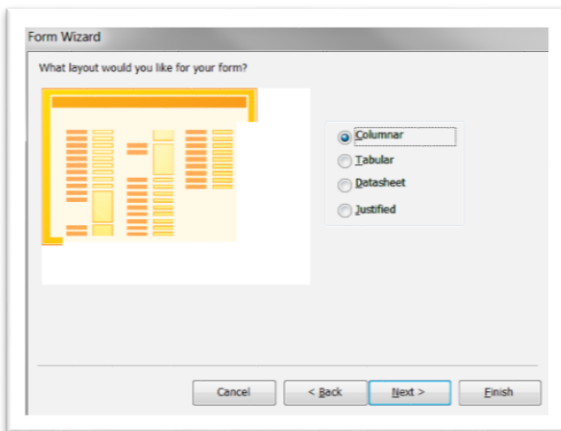
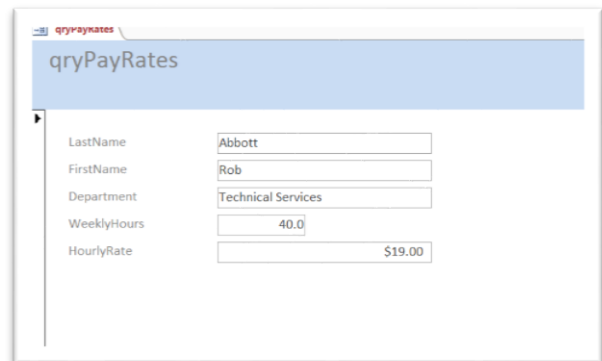


Figure 2: Columnar



LastName	Abbott
FirstName	Rob
Department	Technical Services
WeeklyHours	40.0
HourlyRate	\$19.00

Columnar displays the single-record view stacked vertically.

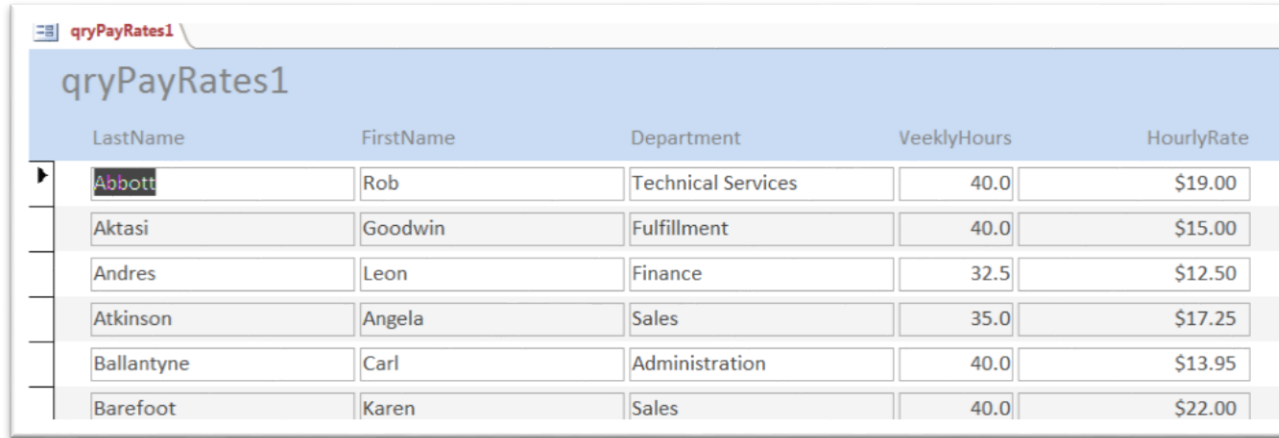
Figure 3: Justified



LastName	Abbott	FirstName	Rob	Department	Technical Services	WeeklyHours	40.0
HourlyRate	\$19.00						

Justified displays the single-record view horizontally.

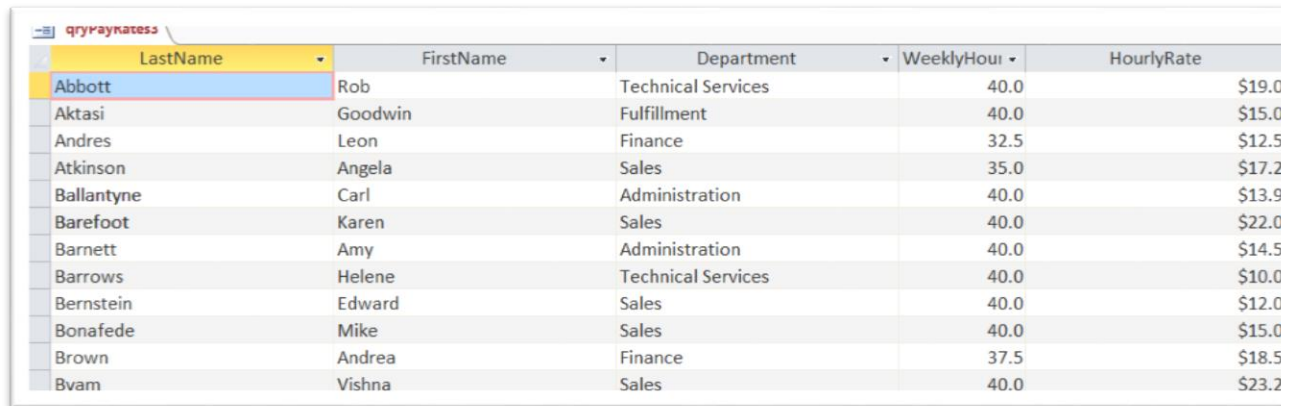
Figure 4: Tabular



LastName	FirstName	Department	WeeklyHours	HourlyRate
Abbott	Rob	Technical Services	40.0	\$19.00
Aktasi	Goodwin	Fulfillment	40.0	\$15.00
Andres	Leon	Finance	32.5	\$12.50
Atkinson	Angela	Sales	35.0	\$17.25
Ballantyne	Carl	Administration	40.0	\$13.95
Barefoot	Karen	Sales	40.0	\$22.00

Tabular displays the data in spreadsheet view with borders and a form header.

Figure 5: Datasheet



LastName	FirstName	Department	WeeklyHours	HourlyRate
Abbott	Rob	Technical Services	40.0	\$19.0
Aktasi	Goodwin	Fulfillment	40.0	\$15.0
Andres	Leon	Finance	32.5	\$12.5
Atkinson	Angela	Sales	35.0	\$17.2
Ballantyne	Carl	Administration	40.0	\$13.9
Barefoot	Karen	Sales	40.0	\$22.0
Barnett	Amy	Administration	40.0	\$14.5
Barrows	Helene	Technical Services	40.0	\$10.0
Bernstein	Edward	Sales	40.0	\$12.0
Bonafede	Mike	Sales	40.0	\$15.0
Brown	Andrea	Finance	37.5	\$18.5
Bvam	Vishna	Sales	40.0	\$23.2

Datasheet displays the data in spreadsheet view with banded rows, no borders, and no form header.