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All Acc... Search... **Contacts** (New)

| ID | Company | Last Name | First Name | E-mail Address | Job Title        | Bu  |
|----|---------|-----------|------------|----------------|------------------|-----|
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| 2  | Edu99   | Edu       | Guru       | abc@yahoo.com  | Business Analyst | 45  |

1 Select 'Contact' Table.

2 Click on Form

The screenshot shows the Microsoft Access interface. In the left-hand pane, the 'Contacts' table is selected under the 'Forms' section, indicated by a green box and a green arrow pointing to a text box that says 'Select 'Contact' Table.' with a green circle containing the number '1'. In the top ribbon, the 'Form' button is highlighted with a green box and a green arrow pointing to a text box that says 'Click on Form' with a green circle containing the number '2'. The main window displays a table view of the 'Contacts' table with columns: ID, Company, Last Name, First Name, E-mail Address, Job Title, and Bu. The table contains two records.

# Microsoft Access How To Guide

**Michael Hoelscher**



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