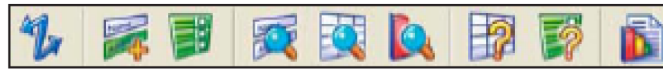


## Getting to know the Database Toolbar



**Connect** - connect to a data file



**Add Field** - Add a new field to the database



**Field Lists** - Opens the field list window to select which fields to display or edit field properties



**Form View** - Switch to form to view individual records



**Datasheet View** - Switch to datasheet to view all / found records in a datasheet



**Worksheet View** - Switch to worksheet to create, edit or view charts and graphs



**Query** - Create a new query (Search your database)



**Query List** - Open the query list window to view all active and inactive queries



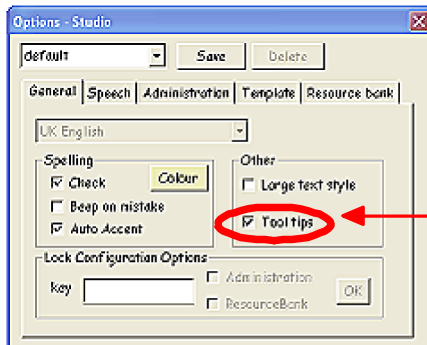
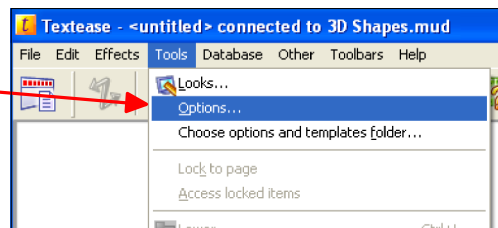
**Chart** - Create a chart or graph

### Top Tip:

Make sure you have Tool tips on so you can hover over the icons and see what they are.

### How to turn Tool tips on

1. Click on **Tools** and select **Options**.  
The '**Option-Studio**' will open



2. Put a tick next to Tool tips