



Grid View

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Grid view

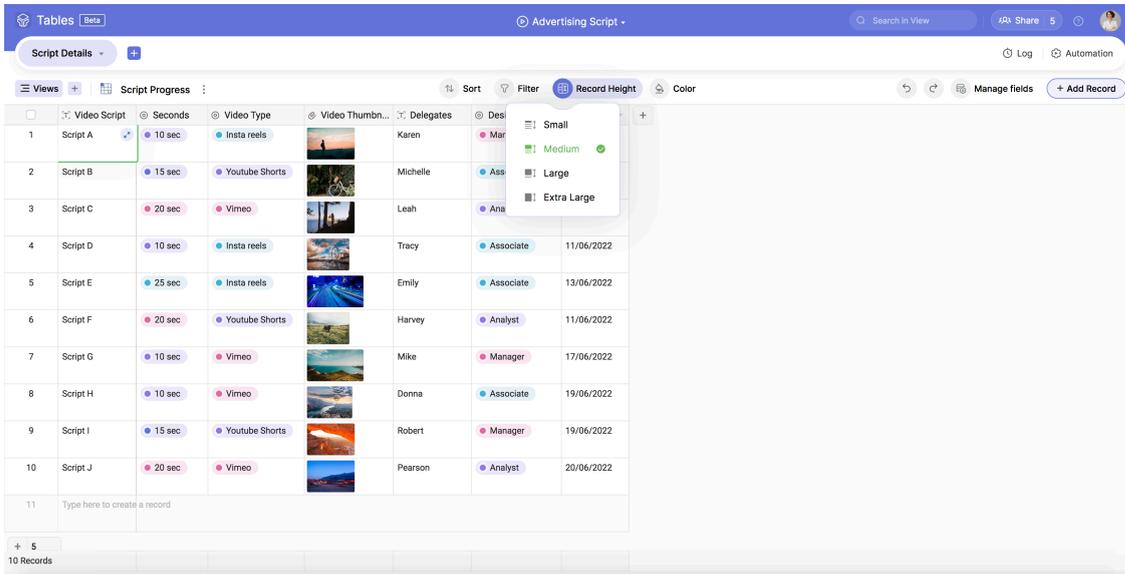
Grid view is the default tabular view of your data, consisting of records and fields. It is the view you will land upon once you create the base. Grid view makes adding information to the table easier by importing files or copying and pasting data from a spreadsheet application.

The screenshot shows the Zoho Tables interface for a table named "Advertising Script". The table has 10 records and 7 columns: Video Script, Seconds, Video Type, Video Thumbn..., Delegates, Designation, and Date. The interface includes a top navigation bar with "Tables [Beta]", "Advertising Script", and "Search in View". Below the table, there are controls for "Views", "Script Progress", "Sort", "Filter", "Record Height", and "Color". A "Manage fields" button and a "+ Add Record" button are also visible.

	Video Script	Seconds	Video Type	Video Thumbn...	Delegates	Designation	Date
1	Script A	10 sec	Insta reels		Karen	Manager	29/05/2022
2	Script B	15 sec	Youtube Shorts		Michelle	Associate	06/06/2022
3	Script C	20 sec	Vimeo		Leah	Analyst	09/06/2022
4	Script D	10 sec	Insta reels		Tracy	Associate	11/06/2022
5	Script E	25 sec	Insta reels		Emily	Associate	13/06/2022
6	Script F	20 sec	Youtube Shorts		Harvey	Analyst	11/06/2022
7	Script G	10 sec	Vimeo		Mike	Manager	17/06/2022
8	Script H	10 sec	Vimeo		Donna	Associate	19/06/2022
9	Script I	15 sec	Youtube Shorts		Robert	Manager	19/06/2022
10	Script J	20 sec	Vimeo		Pearson	Analyst	20/06/2022
11	Type here to create a record						

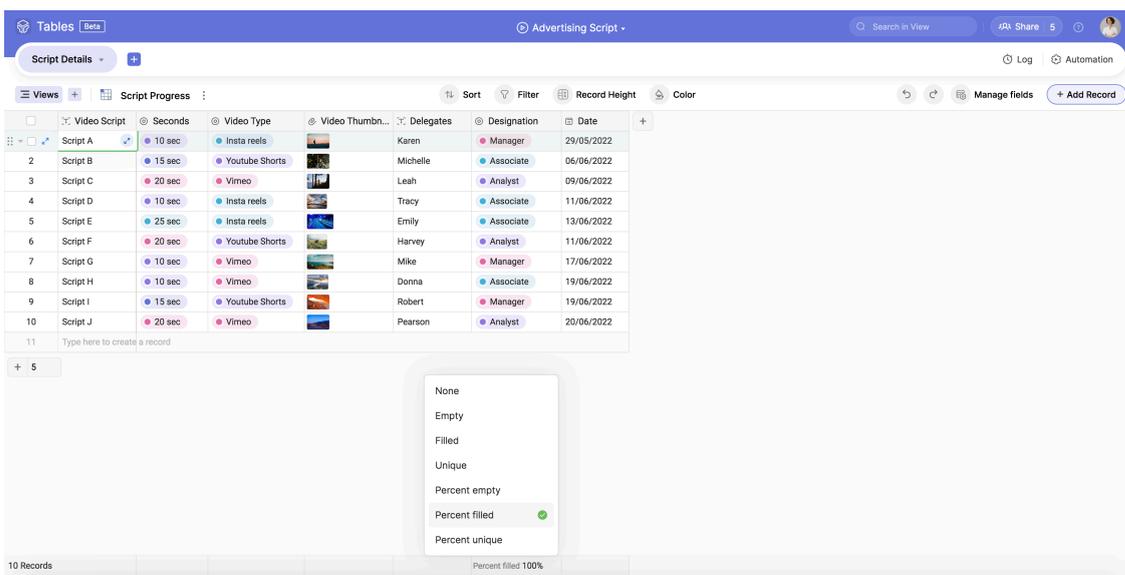
Record Height

The record height switcher helps to adjust the height of rows on your grid view. If you think the rows of your grid are too narrow to display all the information, you can use the record height switcher to heighten the cells.



Summary Measure

The summary measure bar at the bottom of each field, shows quick stats per the field type and value. Use the **Sort** and **Filter** options at the view bar to arrange or filter data as per your preference. Read more about Summary Measure [here](#).



Expand Record

A click on the **expand icon** on the row header, will open up the record in an **almost full-size page**, so you can examine it in detail. Through this article you can read more about [Expand record](#).

Video Script	Seconds	Video Type	Video Thumbn...	Delegates	Designation	Date
Script A	10 sec	Insta reels		Karen	Manager	31/05/2022
Script B	15 sec	Youtube Shorts		Michelle	Associate	08/06/2022
Script C	20 sec	Vimeo		Leah	Analyst	11/06/2022
Script D	10 sec	Insta reels		Tracy	Associate	13/06/2022
Script E	25 sec	Insta reels		Emily	Associate	15/06/2022
Script F	20 sec	Youtube Shorts		Harvey	Analyst	13/06/2022
Script G	10 sec	Vimeo		Mike	Manager	19/06/2022
Script H	10 sec	Vimeo		Donna	Associate	21/06/2022
Script I	15 sec	Youtube Shorts		Robert	Manager	21/06/2022
Script J	20 sec	Vimeo		Pearson	Analyst	22/06/2022

Script B

Video Script

Script B

Seconds

15 sec

Video Type

Youtube Shorts

Video Thumbnail

2.jpg

Delegates

Michelle

+ Add a field

Log

TUE, 06 DEC

Added 2 file in Video Thumbnail field in Script Details table
by Eva

MON, 05 DEC

Modified record data from 07/06/2022 to 07/06/2022 in Script Details
by Eva

Pasted Field 1 field value for a record in Script Details table
by Eva

Cut Field 1 field value for a record in Script Details table
by Eva

Entered 10/06/2022 into a record in Script Details
by Eva