Zoho Corporation

Grid View

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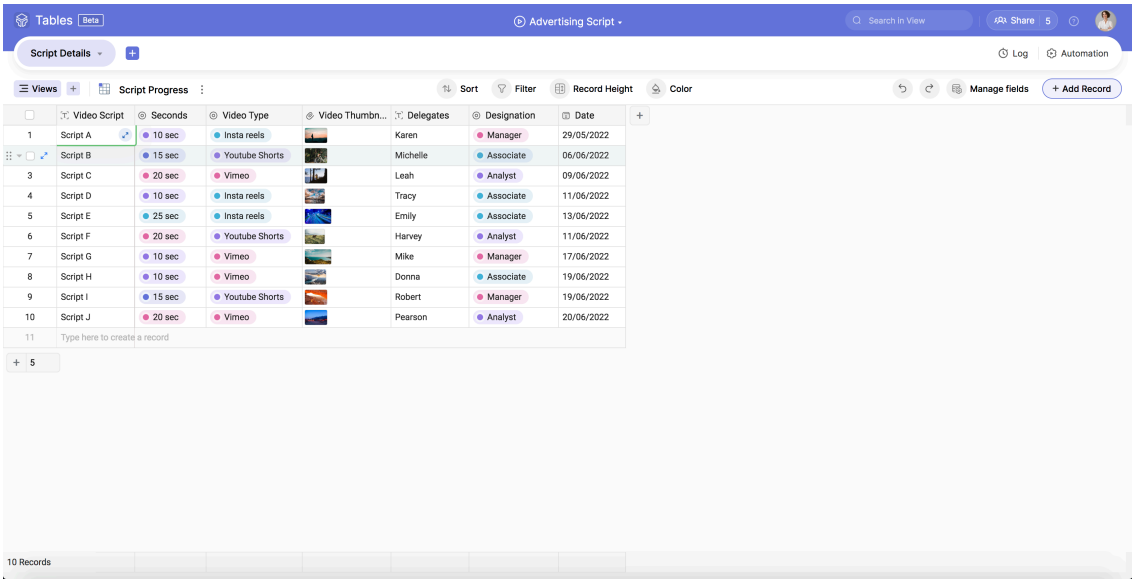
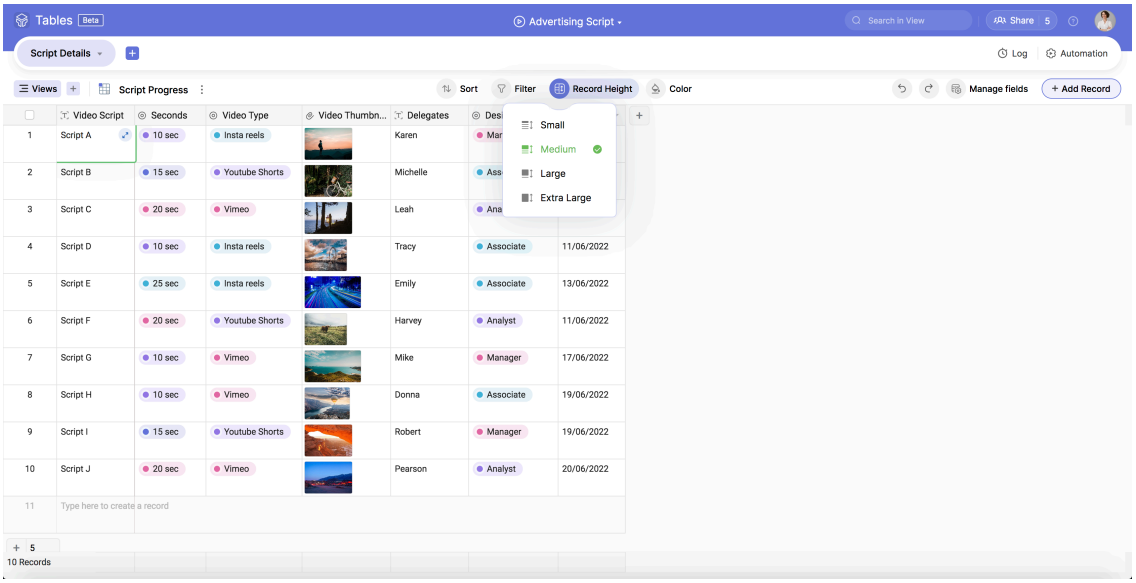
Grid view

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.



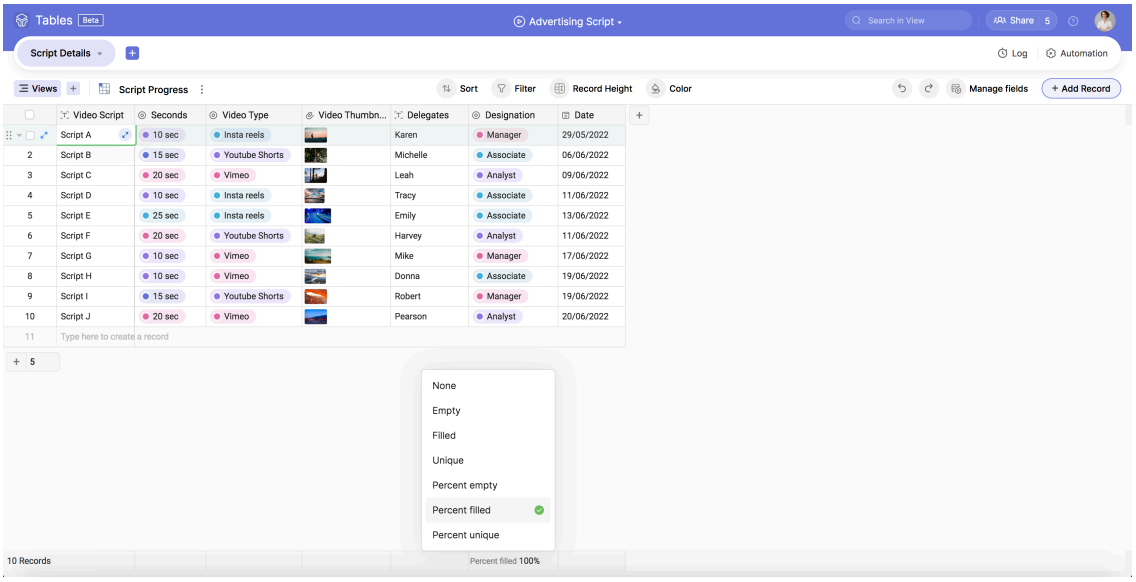
Record Height

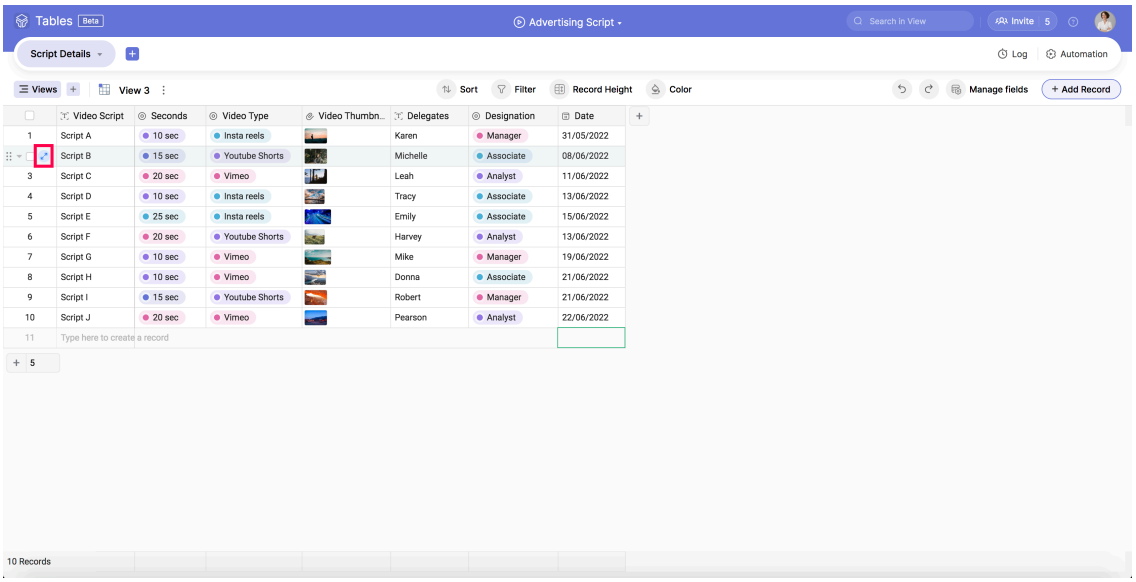
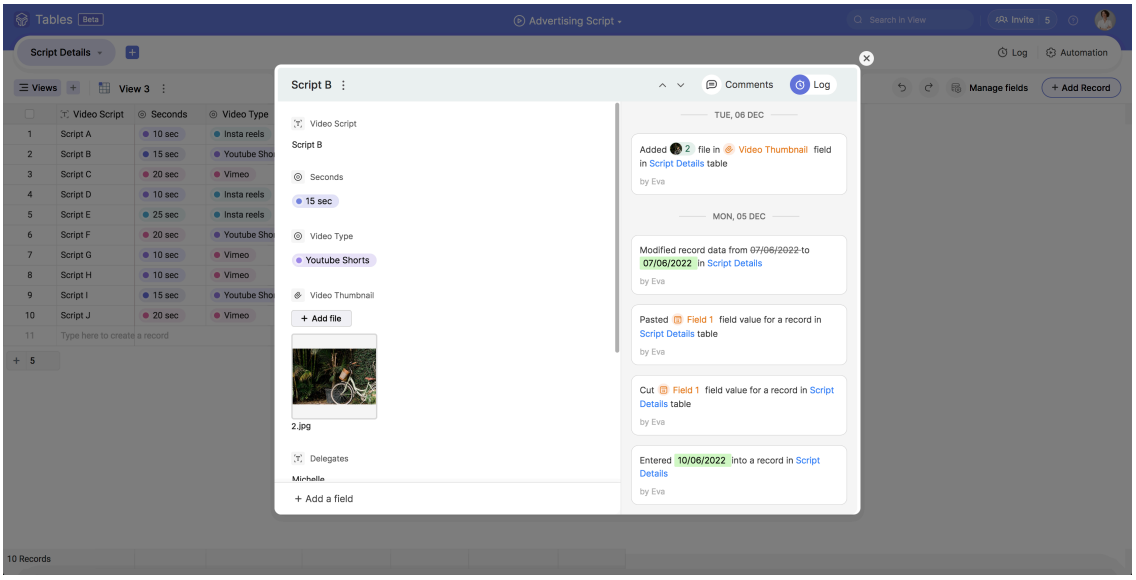
The record height switcher helps to adjust the height of rows on your grid view. If you think the rows of your grid are too narrow to display all the information, you can use the record height switcher to heighten the cells.



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.]