

# MICROSOFT ACCESS 2007: FORM



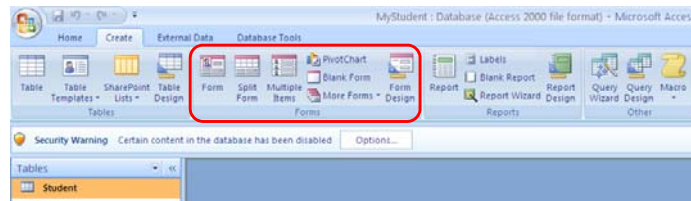
Before we start

◦ Grab practice database at:

<http://goo.gl/SHF4ud>

The file name should be  
*13\_Students\_class\_fin.accdb*

## Overview



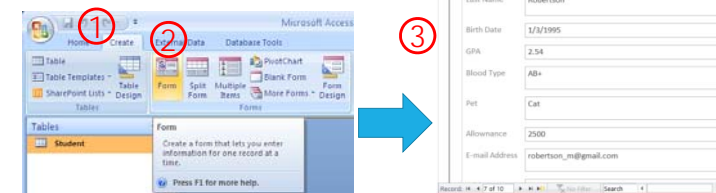
Under *Create* Tab:

- Form
  - One click form. One record at a time.
- Split Form
  - Show both datasheet (table) and form
- Multiple Items
  - Show multiple records at once
- More Forms
  - Form Wizard — Step-by-step form creation
- Blank Form
  - Form Design
    - Create blank form in Design view

## Form Button



◦ Create a simple form that you can edit/enter data on record at a time.



1. Click *Create* Tab
2. Click *Form* Button
3. The form will appear

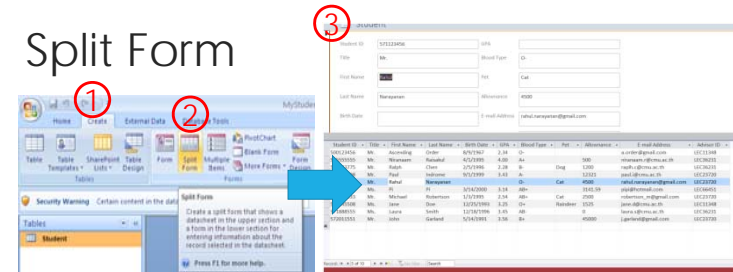
## A Form

Show current record and total number of records

Move to another record

Enter new record

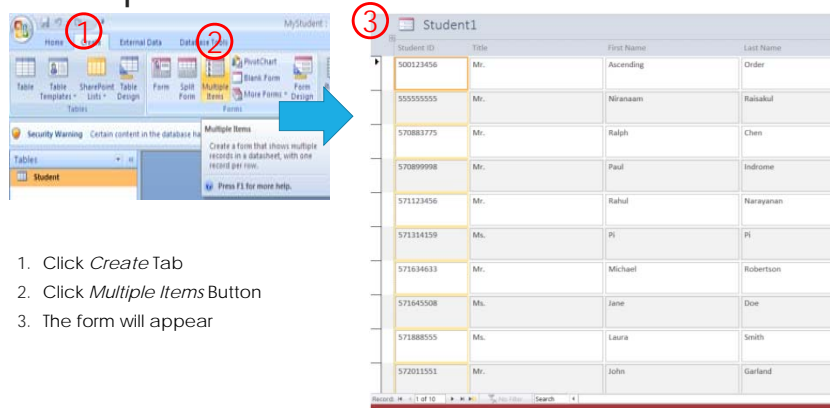
## Split Form



1. Click *Create Tab*
2. Click *Split Form*
3. The form will appear

Split Form will have both form part and the datasheet (table) part.

## Multiple Items Form

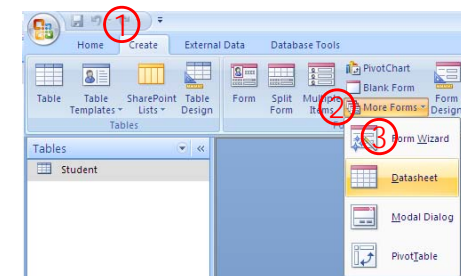


1. Click *Create Tab*
2. Click *Multiple Items* Button
3. The form will appear

## Form Wizard (1)

- Create Form with step-by-step process
- Start the Form Wizard

1. Click *Create Tab*
2. Click *More Forms*
3. Click *Form Wizard*




## Form Wizard (2)

◦ Then, we will select table and fields to appear on the form

1. Under *Tables/Queries*, select the table you want to use
2. Then, from *Available Fields*, select the fields you want to appear on the form:

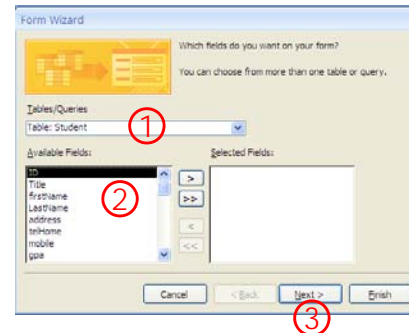
 Put the highlighted field from *Available Fields* to *Selected Fields*

 Put all fields to *Selected Fields*

 Remove highlighted field from *Selected Fields*

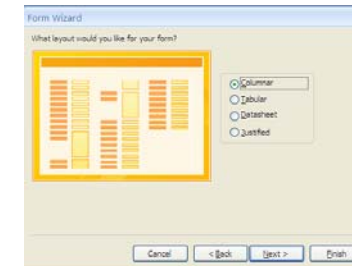
 Remove all fields from *Selected Fields*

3. Click *Next* to continue



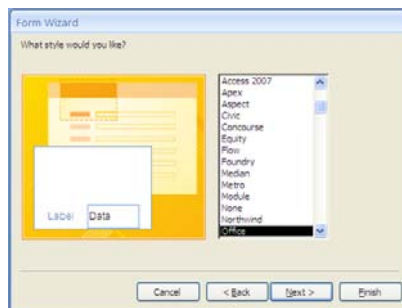
## Form Wizard (3)

◦ Then, we select the layout of the form, then click *Next* to continue.



## Form Wizard (4)

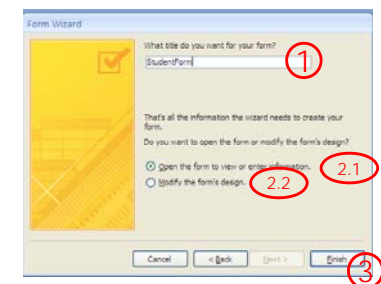
◦ Next, we select the style (color, background) of the form, then click *Next* to continue



## Form Wizard (5)

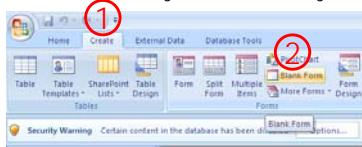
◦ Finally, we name the form and select what to do with it.

1. Choose the name for the form
2. Select whether to (2.1) open form to view/enter data or (2.2) go to Design view and change the form's appearance
3. Click *Finish*



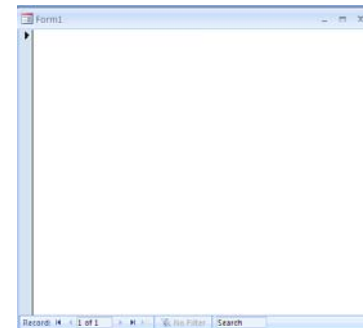
## Blank Form (1)

- Create a blank form from where you can add your own fields



1. Click *Create* Tab
2. Click *Blank Form*
3. The form will appear, now you need to insert fields

## Blank Form (2)

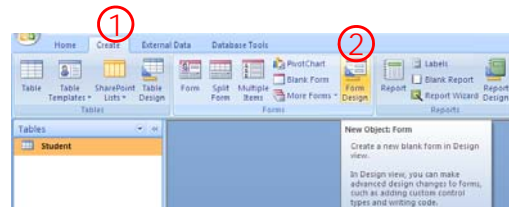


- Click + to show table's fields
- Drag the field name and drop it on the form

## Form Design (1)

- Also will create a blank form, but will take you to changes to the form directly.

1. Click *Create* Tab
2. Click *Form Design*
3. The form will appear

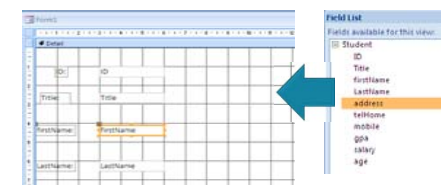


## Form Design (2)

- New tab, *Design* will appear.



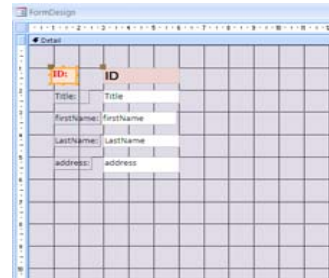
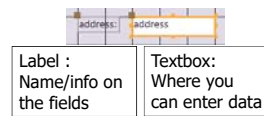
- You can click on *Add Existing Fields* and use drag-and-drop to add fields into the form.



## Form Design (3)

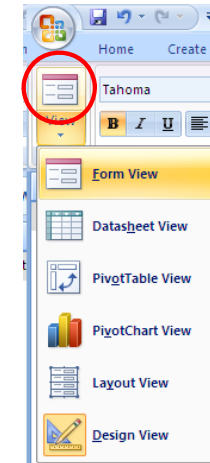
### Further Modifications

- Move fields
- Resize fields
- Selecting Multiple Fields: You can click to select a field, then press and hold shift and click select other fields
- Font management (color, size, typeface)
- Background color



## Form Design (4)

- After you finish
  - Click *Save* to save the form
    - Name the form
  - Under *Home* tab, click *View Form View* to view the finished form.




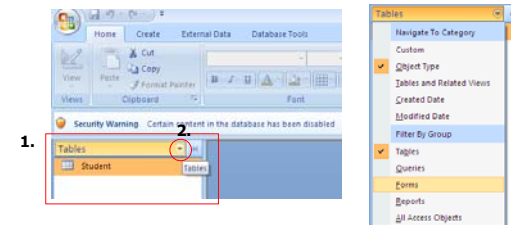
## Form Components

- Form header
- Page header
- Detail
- Page footer
- Form footer

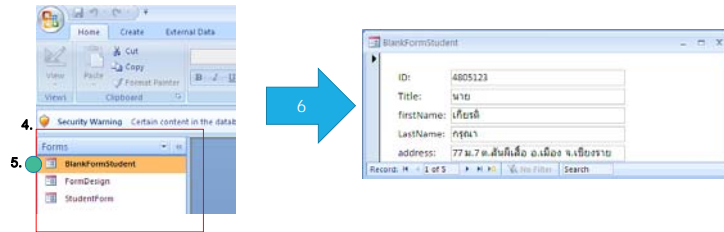


## Working with Form Components

- Go to object list in navigation pane
- Click  to show list of objects to be shown on navigation pane
- Select *Form*

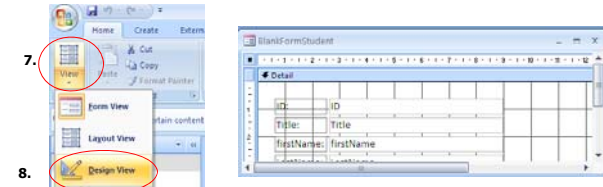


4. Forms will appear on navigation pane
5. Double click the form you want to work with
6. The form will appear



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7. Click **View** to select another view
8. Click **Design View**

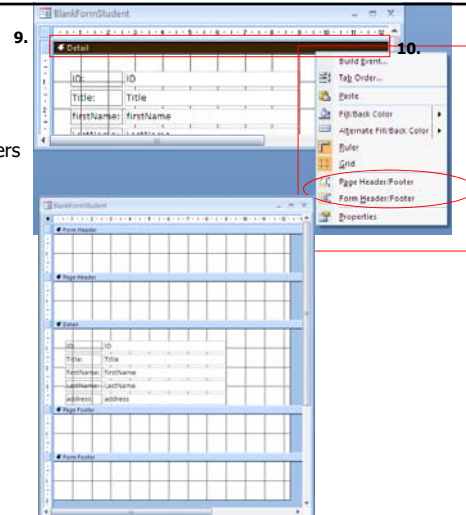


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9. Click Detail area
10. Right click and choose
  - Page Header/Footer
  - Form Header/Footer

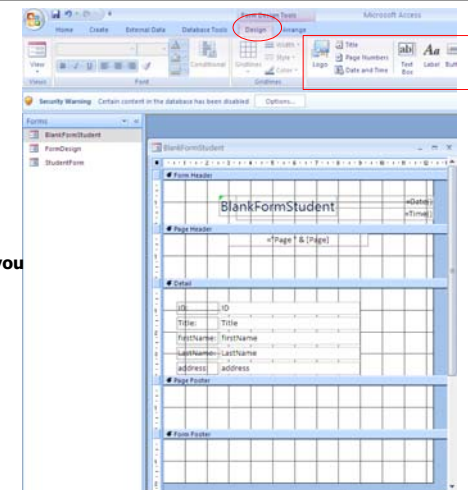
You can now see and edit the headers and footers

You can also resize the components by click and drag the corners



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- Under **Design** tab
- Click icons
  - logo :add logo
  - Title : Title of the form
  - Page Numbers
  - Date and Time
  - Label – text
- You can also add/change fonts/color/background as you see fit



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Click *View* → *Form View* to view finished form

