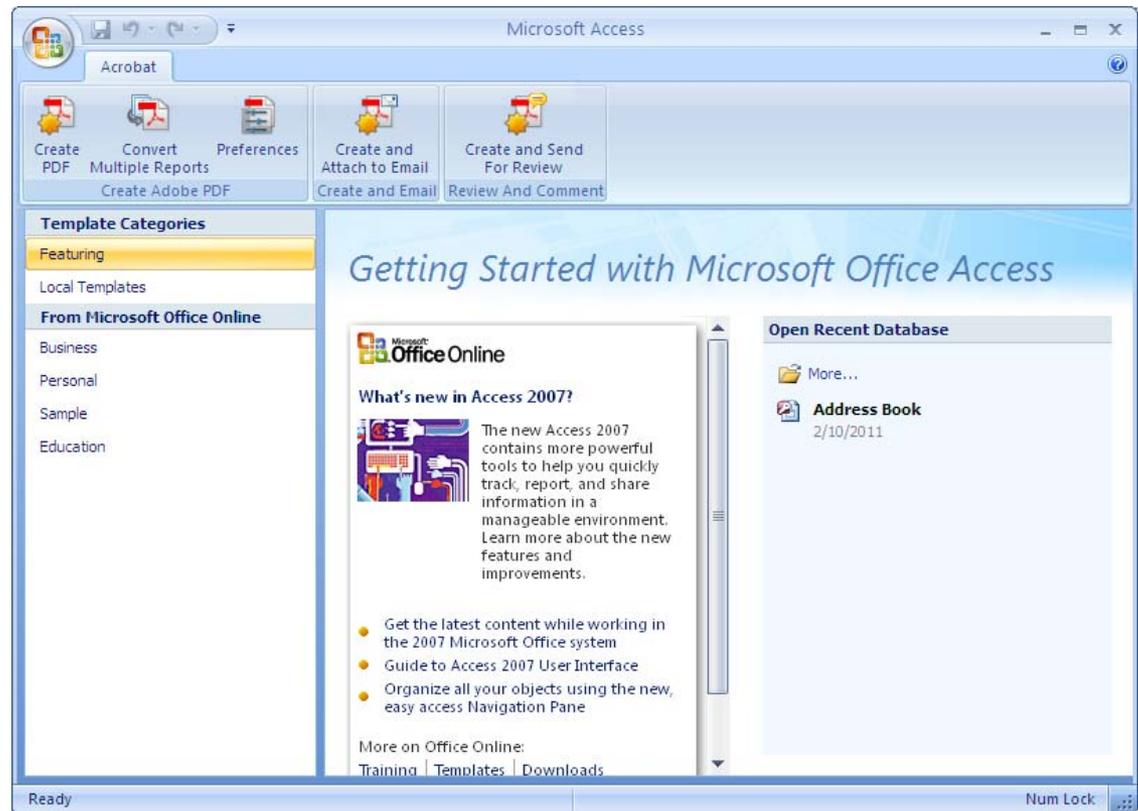


Making a Form

February 10, 2009

Opening an Existing Database

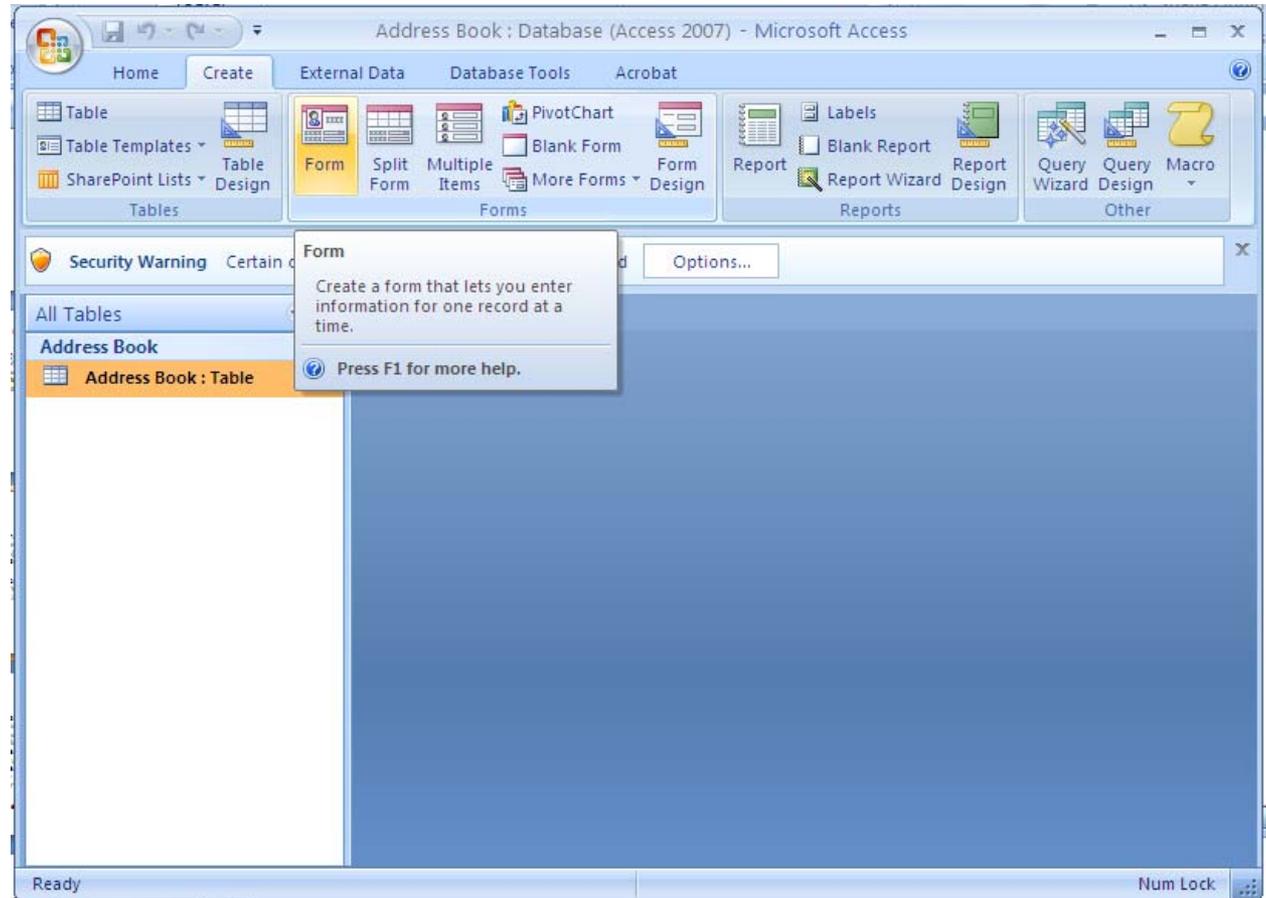
Open Access and select the Address Book database listed in the recent database list.



Create a Basic Form

In the Menu Ribbon, select Create.

Click on Form.



The Form

Here is the finished form.

Address Book : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Acrobat

View Paste Font Rich Text Records Sort & Filter Find

Security Warning Certain content in the database has been disabled Options...

All Tables Address Book

Address Book : Table

Address Book

ID:	1	Cell Phone Number:	
Last Name:	Robbins	Work Phone Number:	
First Name:	Charles	Fax Number:	
Middle Initial:	W	Personal Email:	
Street Address:		Professional Email:	
Apt No.:		Work Title:	
City:		Organization Name:	
State:	OH	Birthday:	
Zip Code:		Comment:	
Country:	USA		
Home Phone Number:			

Record: 1 of 1 No Filter Search

Form View Num Lock

Entering the From Design View

To reposition and change the size of the labels and the textboxes, we select the Design View tool on the Menu Bar.

The screenshot shows an Access form titled 'Address Book' in Design View. The form is divided into two sections: 'Form Header' and 'Detail'. The 'Form Header' section contains a label 'Address Book'. The 'Detail' section contains a grid of fields with labels and textboxes. The fields are arranged in two columns. The first column contains: ID, Last Name, First Name, Middle Initial, Street Address, Apt. No., City, State, Zip Code, Country, and Home Phone Number. The second column contains: Cell Phone Number, Work Phone Number, Fax Number, Personal Email, Professional Email, Work Title, Organization Name, Birthday, and Comment. The form is displayed on a grid background with a ruler at the top and bottom.

Field Label	Field Name
ID:	ID
Last Name:	Last Name
First Name:	First Name
Middle Initial:	Middle Initial
Street Address:	Street Address
Apt. No.:	Apartment Number
City:	City
State:	State
Zip Code:	Zip Code
Country:	Country
Home Phone Number:	Home Phone Number
Cell Phone Number:	Cell Phone Number
Work Phone Number:	Work Phone Number
Fax Number:	Fax Number
Personal Email:	Personal Email
Professional Email:	Professional Email
Work Title:	Work Title
Organization Name:	Organization Name
Birthday:	Birthday
Comment:	Comment

Moving Form Objects

Click on the Form just to the upper left of the label Home Phone Number and holding down the left button, make a window around the field object on the form. When the mouse is inside the selected area, a black move arrow appears.

The image shows a Microsoft Access form in Design View. The form is titled "Detail" and contains a table of fields. The fields are arranged in two columns. The first column contains: ID, Last Name, First Name, Middle Initial, Street Address, Apt No., City, State, Zip Code, Country, and Home Phone Number. The second column contains: Cell Phone Number, Work Phone Number, Fax Number, Personal Email, Professional Email, Work Title, Organization Name, Birthday, and Comment. The "Home Phone Number" field is highlighted with a dashed orange border, indicating it is selected for movement. The form also has a "Form Footer" section at the bottom.

Detail			
ID:	ID	Cell Phone Number:	Cell Phone Number
Last Name:	Last Name	Work Phone Number:	Work Phone Number
First Name:	First Name	Fax Number:	Fax Number
Middle Initial:	Middle Initial	Personal Email:	Personal Email
Street Address:	Street Address	Professional Email:	Professional Email
Apt No.:	Apartment Number	Work Title:	Work Title
City:	City	Organization Name:	Organization Name
State:	State	Birthday:	Birthday
Zip Code:	Zip Code	Comment:	Comment
Country:	Country		
Home Phone Number:	Home Phone Number		

Form Footer

Moving Form Objects (cont.)

Click and hold down the left mouse button and move the object up to above the Cell Phone Number textbox and let go. The Home Phone Number will be on the top of the list.

ID:	ID	Home Phone Number:	Home Phone Number
Last Name:	Last Name	Cell Phone Number:	Cell Phone Number
First Name:	First Name	Work Phone Number:	Work Phone Number
Middle Initial:	Middle Initial	Fax Number:	Fax Number
Street Address:	Street Address	Personal Email:	Personal Email
Apt No.:	Apartment Number	Professional Email:	Professional Email
City:	City	Work Title:	Work Title
State:	State	Organization Name:	Organization Name
Zip Code:	Zip Code	Birthday:	Birthday
Country:	Country	Comment:	Comment

Form Footer

The Finished Form

Click on the View button and select Form to return to entering data into the form. After keying in data for a record, press the arrow to the right of the 1 and the second record will appear. The first record is automatically saved. Enter in 100 records to make a good address book.

The screenshot shows a software window titled "Address Book" with a light blue header. On the left is a vertical "Navigation Pane". The main area contains a form with the following fields:

ID:	<input type="text" value="1"/>	Home Phone Number:	<input type="text"/>
Last Name:	<input type="text" value="Robbins"/>	Cell Phone Number:	<input type="text"/>
First Name:	<input type="text" value="Charles"/>	Work Phone Number:	<input type="text"/>
Middle Initial:	<input type="text" value="W"/>	Fax Number:	<input type="text"/>
Street Address:	<input type="text"/>	Personal Email:	<input type="text"/>
Apt No.:	<input type="text"/>	Professional Email:	<input type="text"/>
City:	<input type="text"/>	Work Title:	<input type="text"/>
State:	<input type="text" value="OH"/>	Organization Name:	<input type="text"/>
Zip Code:	<input type="text"/>	Birthday:	<input type="text"/>
Country:	<input type="text" value="USA"/>	Comment:	<input type="text"/>

At the bottom of the window, there is a status bar with the text "Record: 1 of 1", navigation arrows, "No Filter", and a "Search" button. The bottom-most bar shows "Form View" on the left and "Num Lock" with system icons on the right.