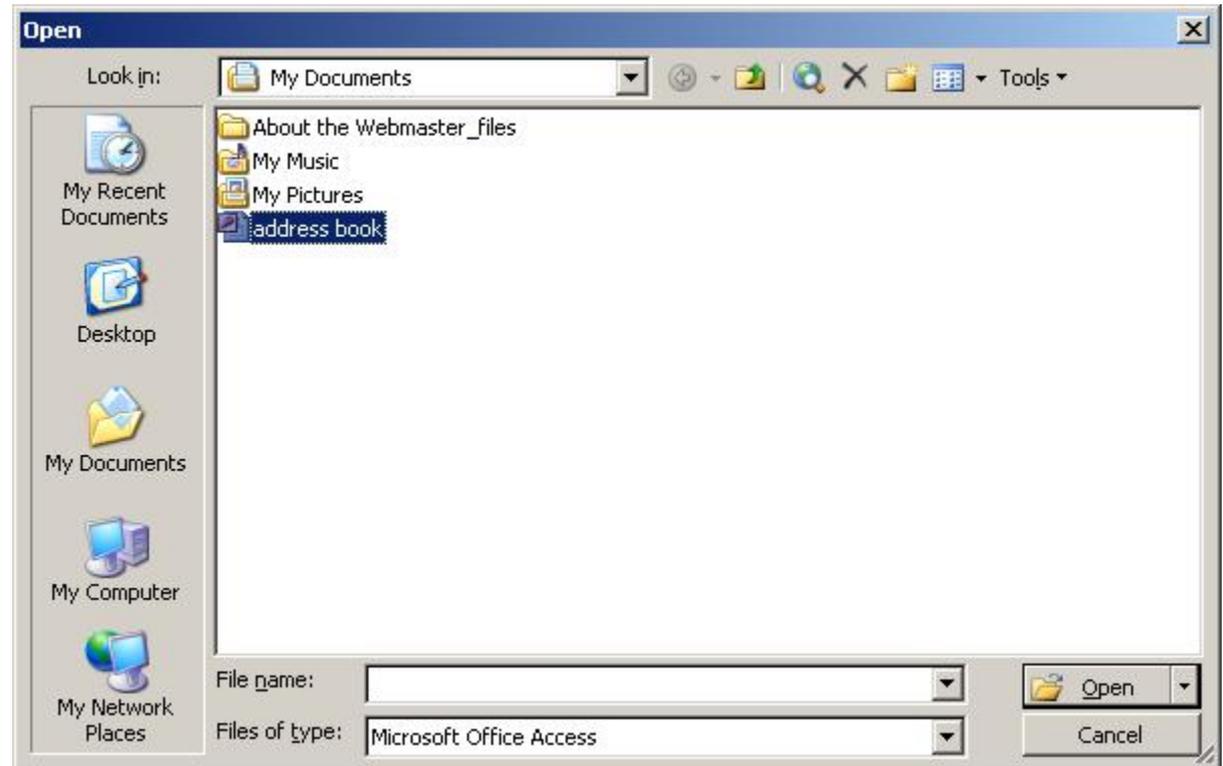


Making a Form

June 2, 2009

Opening an Existing Database

Open Access and select File on the Menu Bar and choose Open. The Open window will appear, so pick the address book database and the Open command button.



Opening an Existing Database (cont.)

Answer yes to do you want to block unsafe expressions.

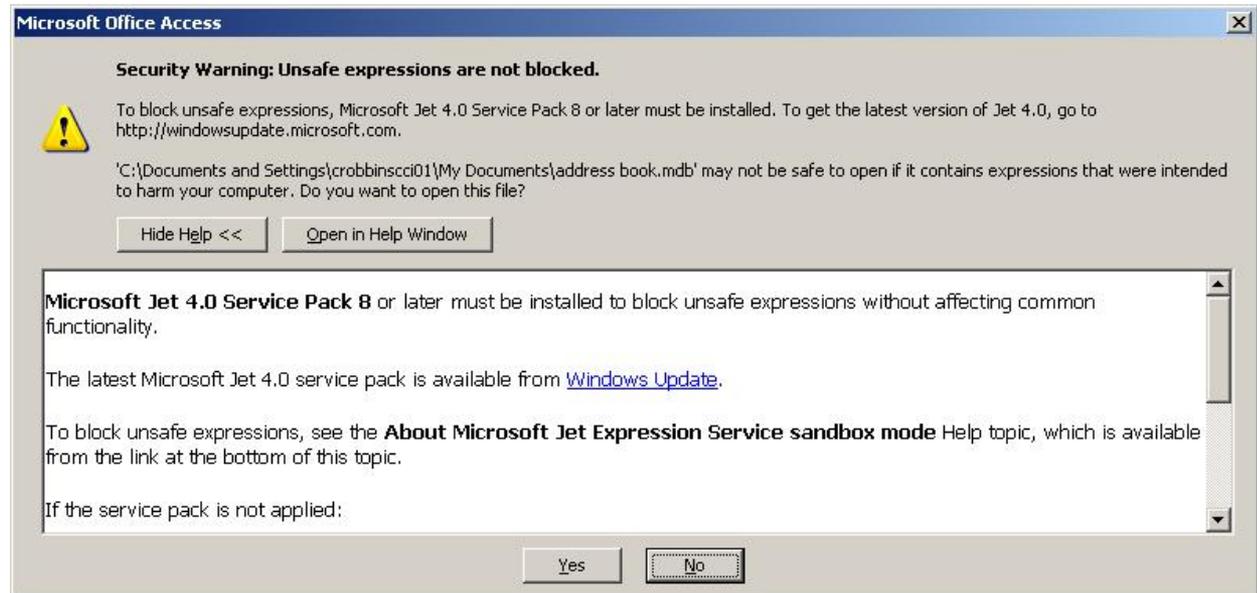


For individuals who answer yes, but the system administrator has not authorized the system setting, press OK



Opening an Existing Database (cont.)

Since the unsafe expressions are not blocked, we will get a security warning. Press OK.



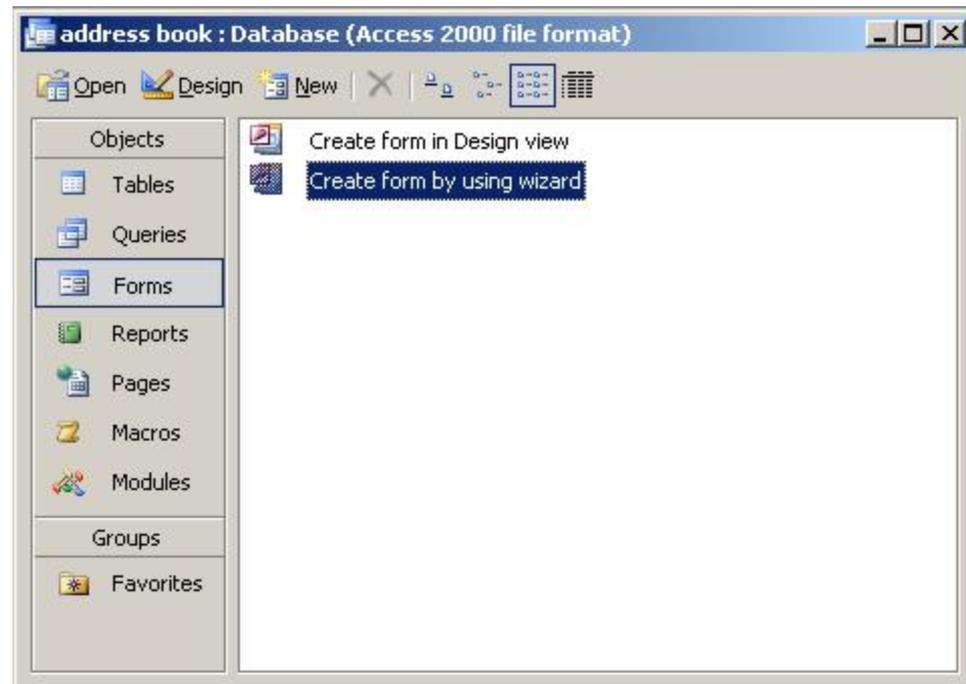
Finally, to open the database, press the Open command button.



Create a Basic Form

Choose Forms from the list of objects on the main menu.

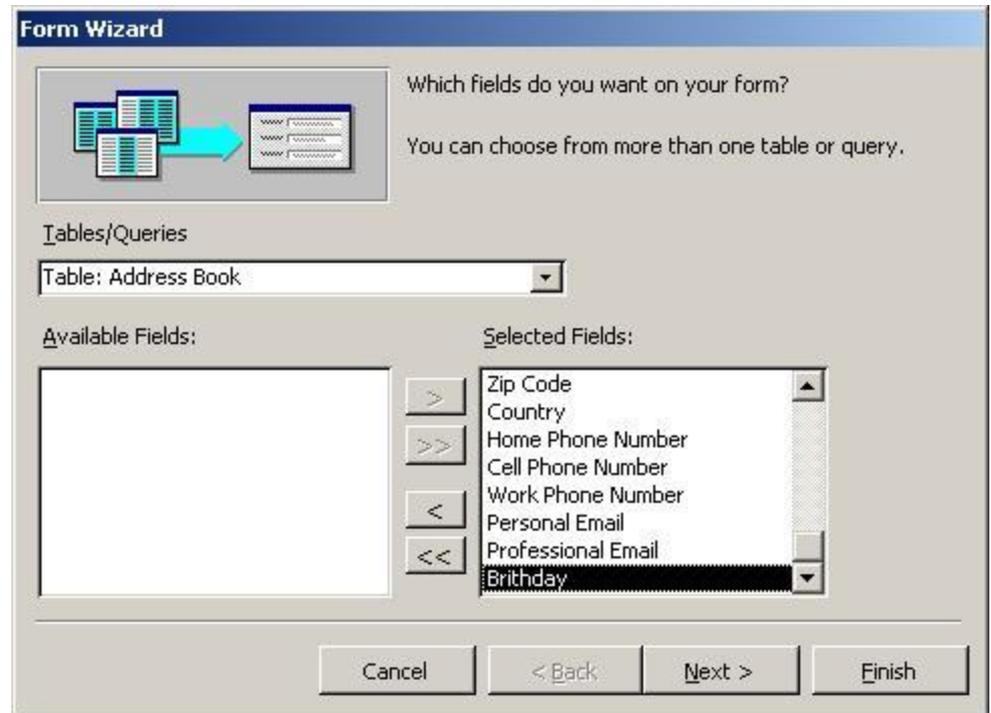
Double click on Create form by using wizard.



Select the Fields for the Form

Make sure the table and queries list box should say Table: Address book. Then we move all of the available fields from the left list to the right by pressing the double arrays (>>).

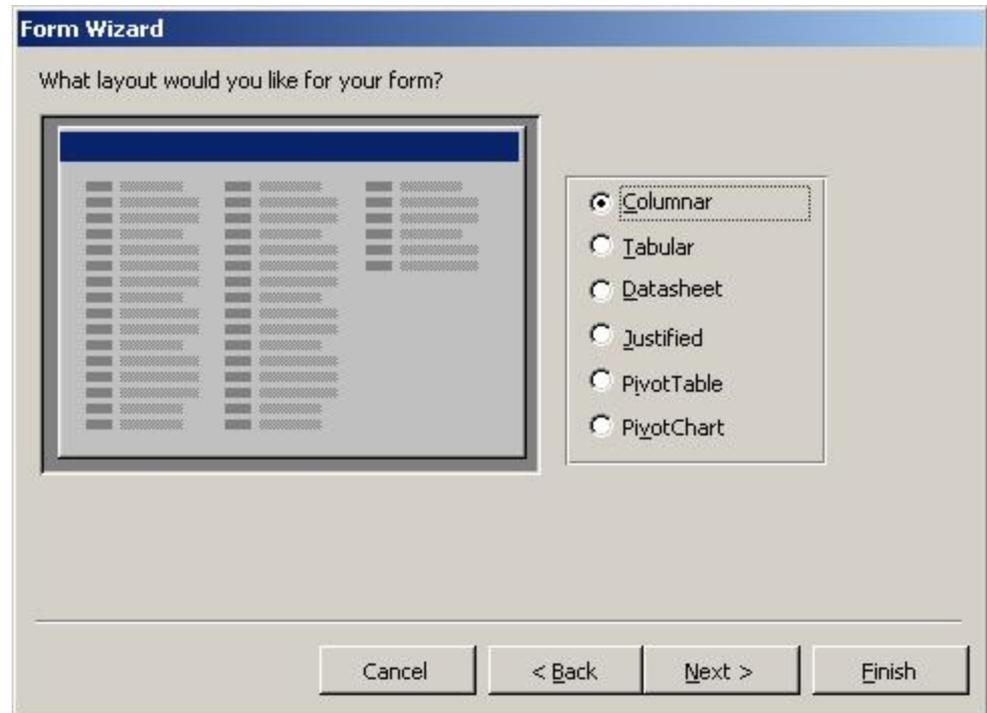
Press Next.



Select the Layout for the Form

There are multiple types layouts for the form such as columnar, tabular, datasheet, justified , pivot table and pivot chart.

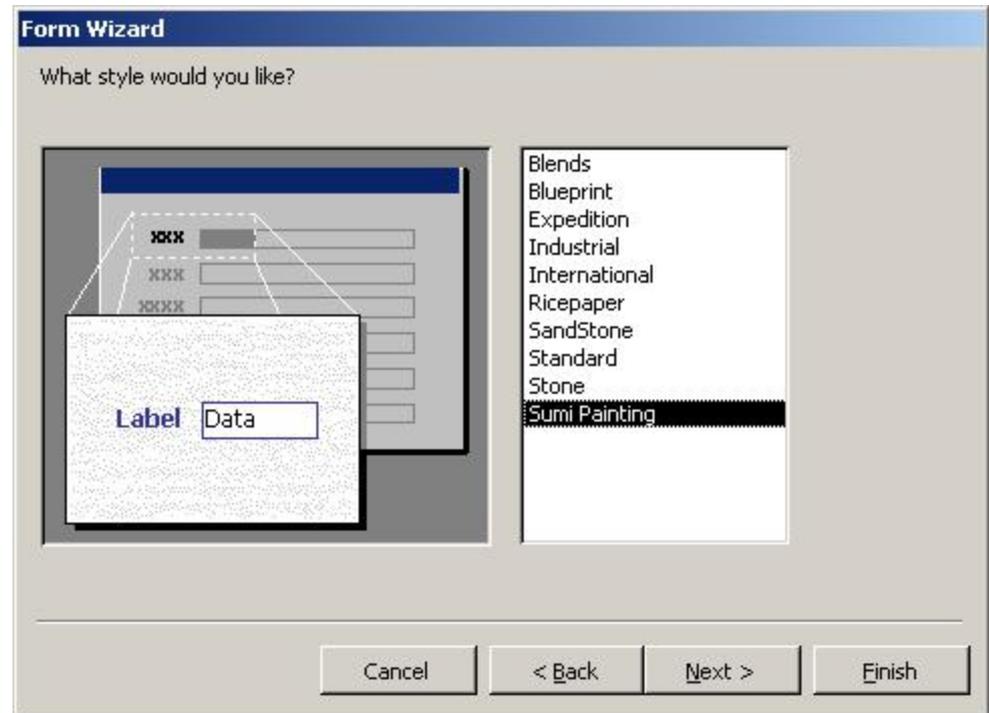
Select Columnar and press Next.



Select the Background for the Form

There are multiple backgrounds for the form such as blends, blueprint, expedition, industrial, international, rice paper, sandstone, standard, stone and Sumi painting.

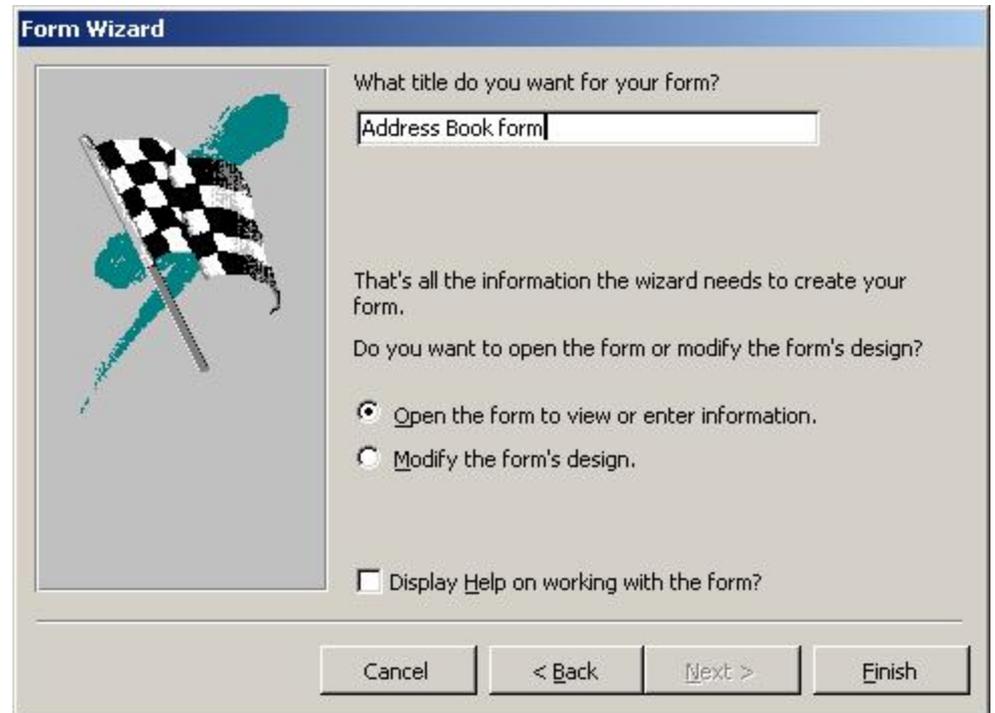
Pick a background that is not busy and will make the form hard to read. Then select Next.



Select the Name for the Form

Type Address Book Form for the name of the form.

Press Finish.



Form Wizard

What title do you want for your form?

Address Book form

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

Open the form to view or enter information.

Modify the form's design.

Display Help on working with the form?

Cancel < Back Next > Finish

The Form

Here is the finished form.

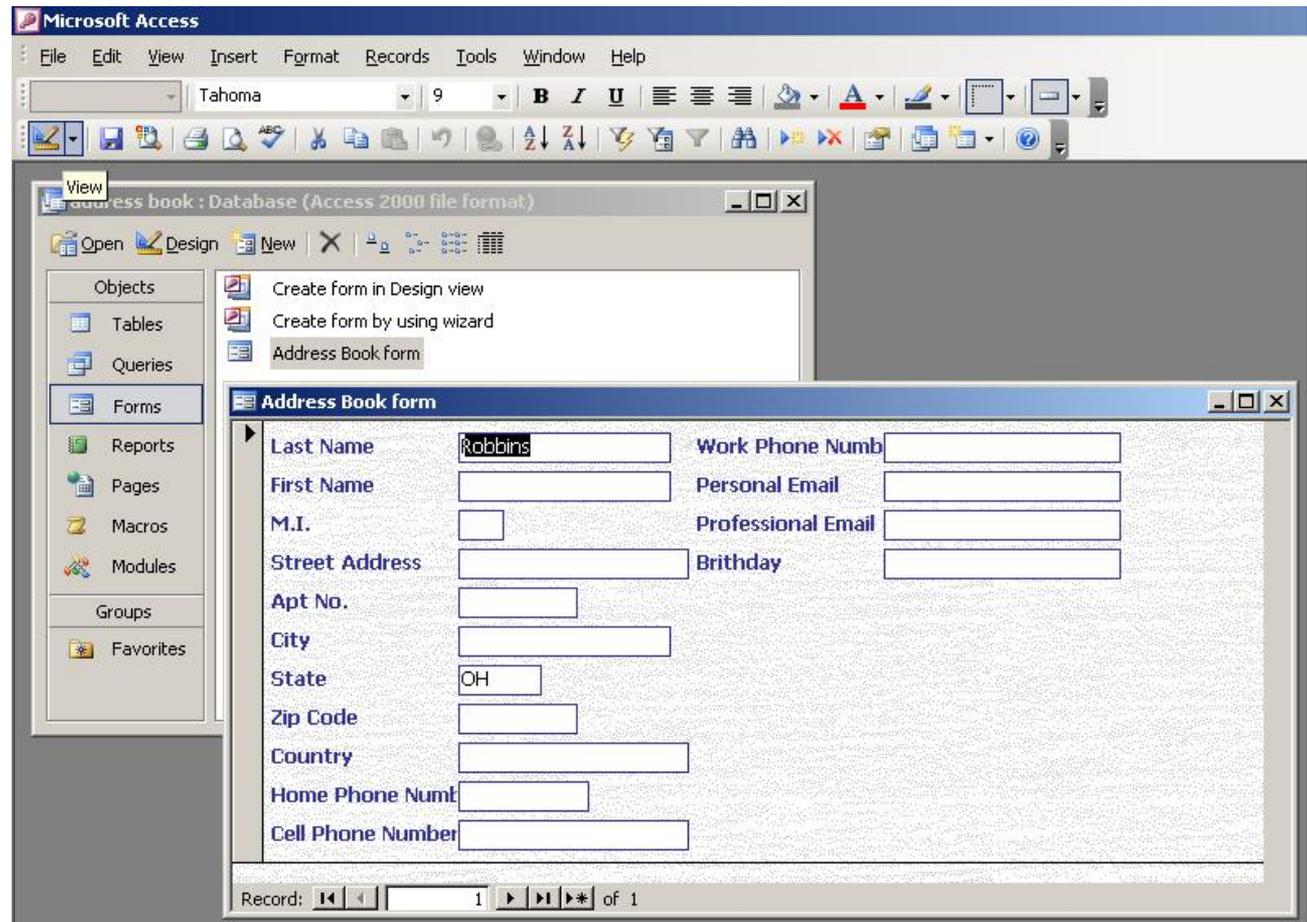
The screenshot shows a window titled "Address Book form" with a standard Windows-style title bar (minimize, maximize, close buttons). The form contains the following fields:

Last Name	Robbins	Work Phone Num	
First Name		Personal Email	
M.I.		Professional Email	
Street Address		Brithday	
Apt No.			
City			
State	OH		
Zip Code			
Country			
Home Phone Num			
Cell Phone Number			

At the bottom of the window, there is a record navigation bar that reads "Record: 1 of 1" with navigation icons for first, previous, next, and last records.

Entering the From Design View

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



Moving Form Objects

Click on the Form just to the lower left of the label Birthday and holding down the left button, make a window around the four field objects on the form. When the mouse is inside the selected area, a black hand appears. Click and hold down the left mouse button and move the objects down two spaces as shown.

The screenshot shows a form titled "Address Book form : Form" with a grid layout. The form is divided into sections: Form Header, Detail, and Form Footer. The Detail section contains the following fields:

Last Name	Last Name	Work Phone Number	Work Phone Number
First Name	First Name	Personal Email	Personal Email
M.I.	Midd	Professional Email	Professional Email
Street Address	Street Address	Birthday	Birthday
Apt No.	Apartment N		
City	City		
State	State		
Zip Code	Zip Code		
Country	Country		
Home Phone Number	Home Phone N		
Cell Phone Number	Cell Phone Number		

Red dashed lines indicate a selection box around the four fields: Work Phone Number, Personal Email, Professional Email, and Birthday. A black hand cursor is visible over the selection box. To the right of the form, there is a "Toolbc" (Toolbar) and a "Address..." (Address List) window. The Address List window shows a list of fields: Last Name, First Name, Middle Initial, Street Address, Apartment Nur, City, and State.

Moving Form Objects (cont.)

Repeat the same process with the two telephone labels and textboxes in the left column of the form and move them to the open position above Work Phone Number.

The screenshot shows the design view of an Access form titled "Address Book form : Form". The form is organized into a grid with columns and rows. The left column contains the following objects from top to bottom: "Last Name" label and text box, "First Name" label and text box, "M.I." label and text box, "Street Address" label and text box, "Apt. No." label and text box, "City" label and text box, "State" label and text box, "Zip Code" label and text box, "Country" label and text box, "Home Phone Number" label and text box, and "Cell Phone Number" label and text box. The right column contains: "Work Phone Number" label and text box, "Personal Email" label and text box, "Professional Email" label and text box, and "Brithday" label and text box. A red dashed box highlights the "Home Phone Number" and "Cell Phone Number" labels and text boxes. On the right side, there is a "Toolbox" window with a list of objects: "Last Name", "First Name", "Middle Initial", "Street Address", "Apartment Number", "City", "State", "Home Phone Number", and "Cell Phone Number". The "Home Phone Number" and "Cell Phone Number" objects are highlighted in the toolbox. The form also has a "Form Header" and "Form Footer" section.

Resizing Text Labels

Use another window to just highlight the text labels as shown. The sizing handles will appear around the labels. Place the mouse on the middle left sizing handle and the black two sided arrow will appear. Pull the label to the left so we can read the entire field name.

The screenshot shows a software interface for designing an address book form. The form is titled "Address Book form : Form" and is divided into sections: "Form Header", "Detail", and "Form Footer". The "Detail" section contains a grid of fields. On the right side, there is a "Toolbc" (toolbar) and a "Address..." window. The "Address..." window lists the fields: Last Name, First Name, Middle Initial, Street Address, Apartment Number, City, and State. The "Toolbc" contains various icons for design tools. The "Detail" section contains the following fields:

Last Name	Last Name	Home Phone Number	Home Phone I
First Name	First Name	Cell Phone Number	Cell Phone Number
M.I.	Midd	Work Phone Number	Work Phone Number
Street Address	Street Address	Personal Email	Personal Email
Apt. No.	Apartment N	Professional Email	Professional Email
City	City	Brithday	Brithday
State	State		
Zip Code	Zip Code		
Country	Country		

The "Home Phone Number" label is highlighted with a red dashed border, and a black double-headed arrow is visible on its left side, indicating it is being resized. The "Address..." window is open, showing the list of fields. The "Toolbc" is also visible on the right side of the form.

Resizing Textboxes

Use another window to just highlight the textboxes as shown. The sizing handles will appear around the labels and textboxes. Place the mouse on the middle right sizing handle and the black two sided arrow will appear. Pull the label to the right so we can read the entire email address and birthday.

The screenshot shows a software interface for designing an 'Address Book form'. The form is organized into sections: 'Form Header', 'Detail', and 'Form Footer'. The 'Detail' section contains a grid of labels and textboxes. A red dashed box highlights the 'Personal Email', 'Professional Email', and 'Brithday' textboxes. A toolbar (Toolbc) is visible on the right side of the form, and a 'Form Footer' is at the bottom.

Form Header	
Detail	
Last Name	Last Name
Home Phone Number	Home Phone Number
First Name	First Name
Cell Phone Number	Cell Phone Number
M.I.	Midd
Work Phone Number	Work Phone Number
Street Address	Street Address
Personal Email	Personal Email
Apt No.	Apartment N
Professional Email	Professional Email
City	City
Brithday	Brithday
State	State
Zip Code	Zip Code
Country	Country
Form Footer	

The Finished Form

Click on the Form View icon below File on the Menu Bar 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.

The screenshot shows a window titled "Address Book form" with a standard Windows-style title bar. The form is organized into two columns of fields. The left column contains: Last Name (Smith), First Name (John), M.I. (A), Street Address (1234 High St.), Apt No. (12A), City (Columbus), State (OH), Zip Code (43201-), and Country (USA). The right column contains: Home Phone Number ((614) 999-8888), Cell Phone Number ((614) 999-8887), Work Phone Number ((614) 999-8886), Personal Email (smitty@gmail.com), Professional Email (jsmith@bigcompany.com), and Brithday (Thursday, January 01, 1976). At the bottom of the window, there is a record navigation bar with the text "Record: 1 of 1" and several navigation icons.

Last Name	Smith	Home Phone Number	(614) 999-8888
First Name	John	Cell Phone Number	(614) 999-8887
M.I.	A	Work Phone Number	(614) 999-8886
Street Address	1234 High St.	Personal Email	smitty@gmail.com
Apt No.	12A	Professional Email	jsmith@bigcompany.com
City	Columbus	Brithday	Thursday, January 01, 1976
State	OH		
Zip Code	43201-		
Country	USA		

Record: 1 of 1