

Microsoft Office 2007: Essentials, Revised Edition



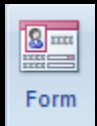
Lesson 23: Working with Forms and Reports

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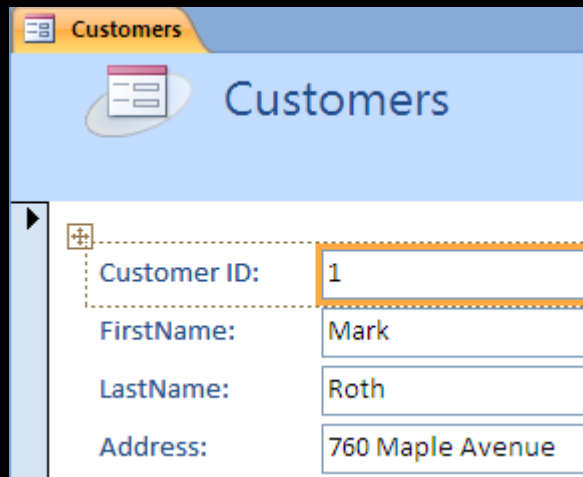


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Using Forms



Use the Form button to automatically create simple forms

A screenshot of a software interface showing a form for a customer. The form is titled "Customers" and is displayed in "Layout View". The form fields are: Customer ID (1), FirstName (Mark), LastName (Roth), and Address (760 Maple Avenue).

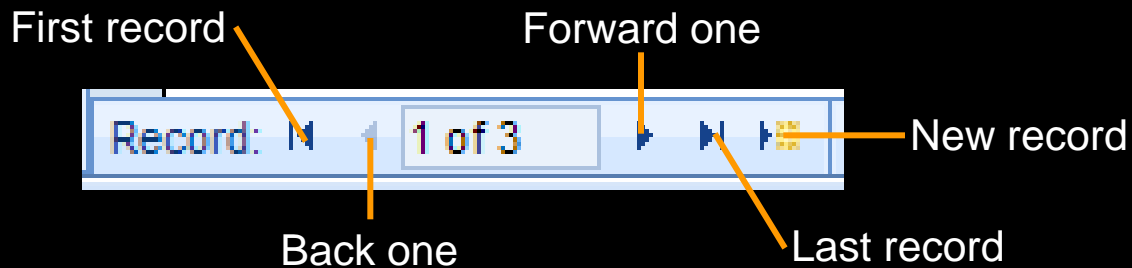
Customer ID:	1
FirstName:	Mark
LastName:	Roth
Address:	760 Maple Avenue

- Forms open in Layout View; add records in Form View




Using Forms

- Enter data
- Navigate through records



Using Forms

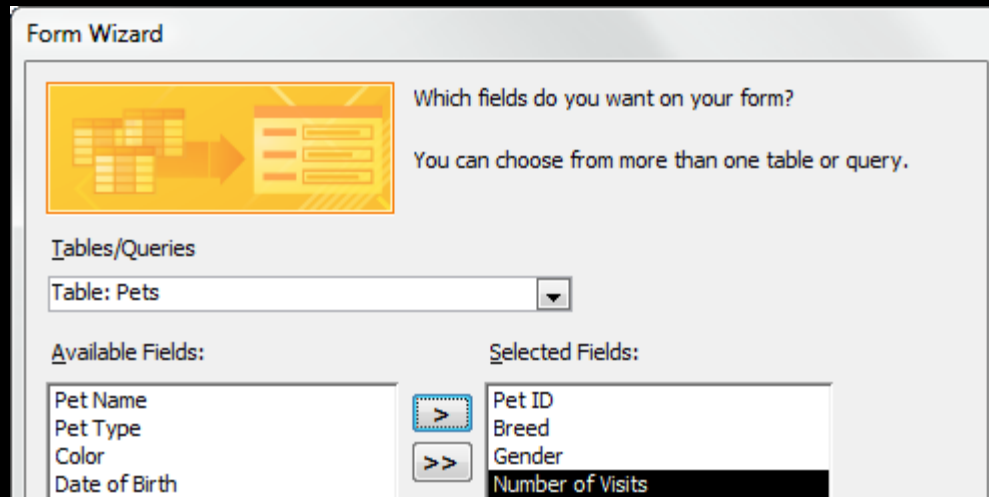
- **Delete records with forms**  **Delete** ▾
 - ▲ Navigate to the form *before* deleting it
- **Edit records with forms**
 - ▲ Navigate to the form *before* editing it
- **Print forms**



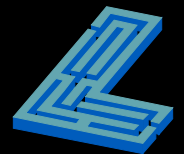
Using Forms

- **The Form Wizard**

- ▲ Guides you through the process of creating a form



The screenshot shows the 'Form Wizard' dialog box in Microsoft Access. The title bar reads 'Form Wizard'. Inside the dialog, there is a yellow icon on the left showing a table and a form. To the right of the icon, the text asks 'Which fields do you want on your form?' and 'You can choose from more than one table or query.' Below this, there is a section labeled 'Tables/Queries' with a dropdown menu currently set to 'Table: Pets'. Underneath, there are two columns: 'Available Fields:' and 'Selected Fields:'. The 'Available Fields:' list contains 'Pet Name', 'Pet Type', 'Color', and 'Date of Birth'. The 'Selected Fields:' list contains 'Pet ID', 'Breed', 'Gender', and 'Number of Visits'. Between the two lists are two arrow buttons: a single right-pointing arrow and a double right-pointing arrow.



Using Reports

- Preview and print reports
- Complex reports include
 - ▲ Calculated fields that can sum values in number fields
 - ▲ Grouping levels that organizes data into logical levels




The screenshot shows a report titled "Outstanding Balances" with a table containing four columns: "FirstName", "LastName", "Phone", and "Current Balance". The data rows are as follows:

FirstName	LastName	Phone	Current Balance
Mark	Roth	(510) 555-9090	\$235.00
Tony	Simpson	(510) 555-2233	\$185.00
Jason	Jones	(415) 555-2312	\$48.00
Maria	Rodriquez	(404) 555-8002	\$250.50



Managing Objects

- **Copy objects to:**
 - ▲ Same database
 - ▲ Different database
 - ▲ Another application
- **Delete objects**
- **Rename objects**
 - ▲ If you rename the underlying table for an object, Access will *not* be able to open that object

TIP  *Deleting objects is permanent!*



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