FastCourse Series

Access Chapter 2: Working with Forms

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Learning Objectives

- After studying this chapter, you will be able to:
  - Create basic forms
  - Create forms using the Forms Wizard
  - Modify forms using Layout View
  - Modify forms using Design View
  - Set properties for form sections and form controls
  - Set the tab order of a form
  - Create multiple item forms and split forms

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What Is a Form?

- A form is a database object used to enter, edit, or view data for individual table records.
- It displays data from a record source, typically a single table or query.
- It display fields from related tables on the same form (relationship).
- Use the Form button or the Form Wizard.

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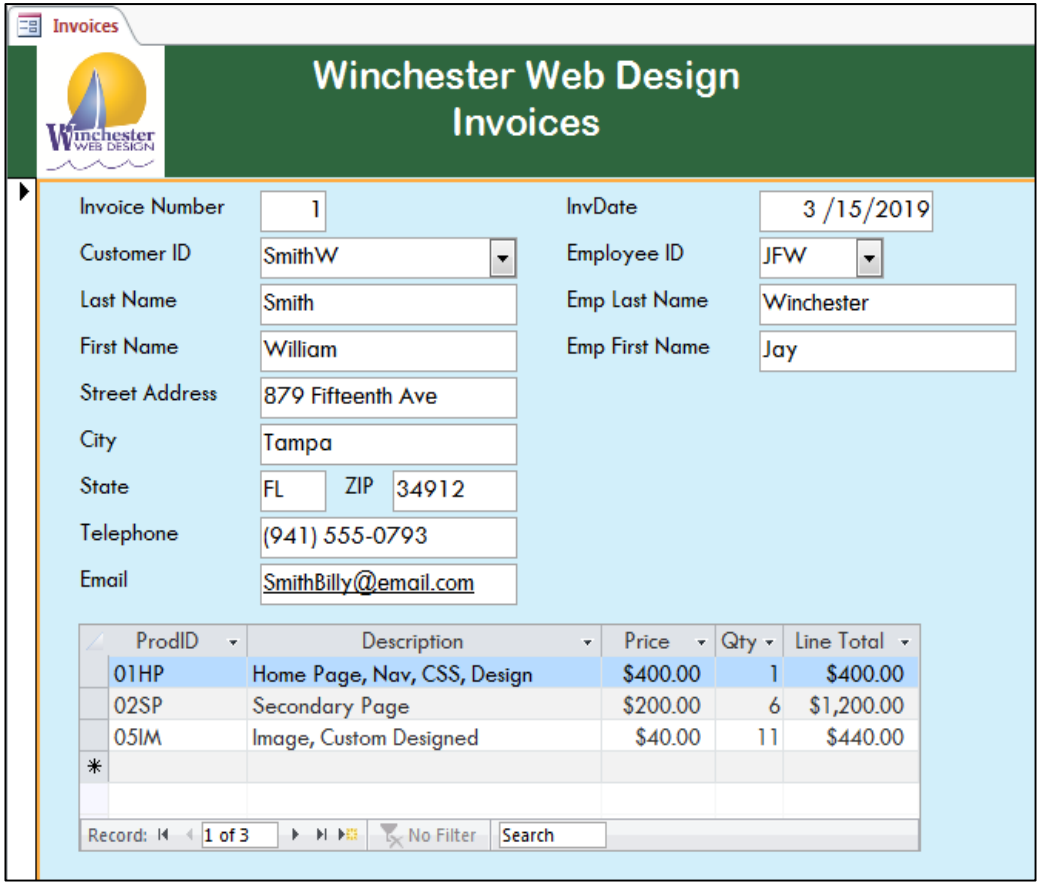
What Is a Form? (cont.)



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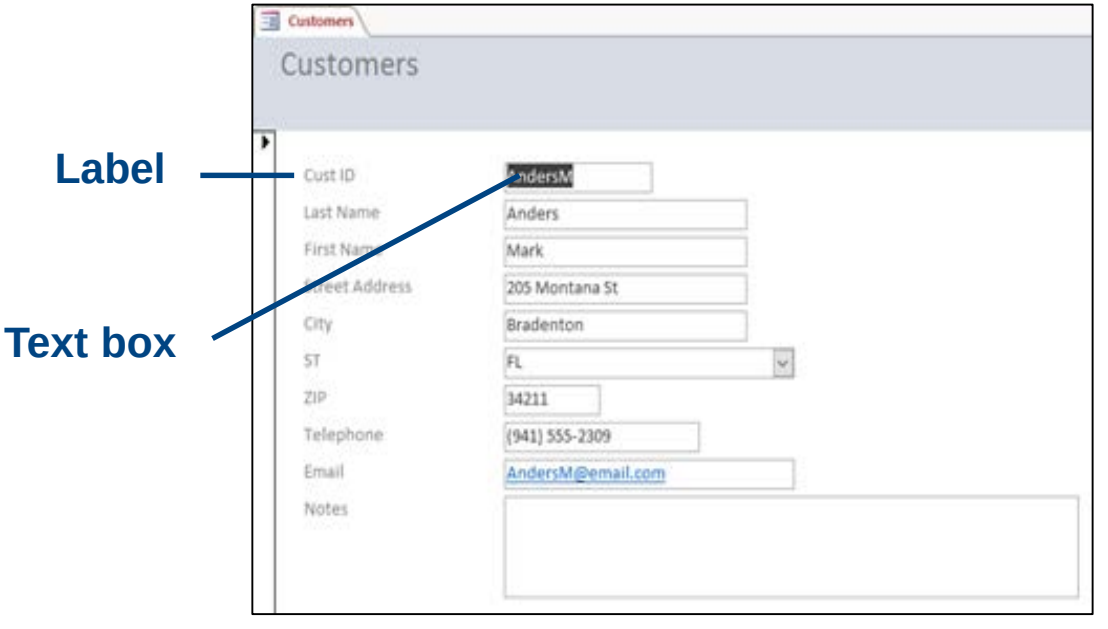
Changing Forms in Layout View

- Forms usually have a header section for displaying tiles, logos, and decorative items.
- A detail section contains labels and text boxes.
- You can modify components in Layout View.



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Changing Forms in Design View

- Design View allows you to control form elements with greater precision.
- You can specify the details for any form object with the Property Sheet.
- Select:

  Design→Views→Design View

  Design→Tools→Property Sheet
- You can insert decorative features in the Form Header (you can also do this in Layout or Design View).

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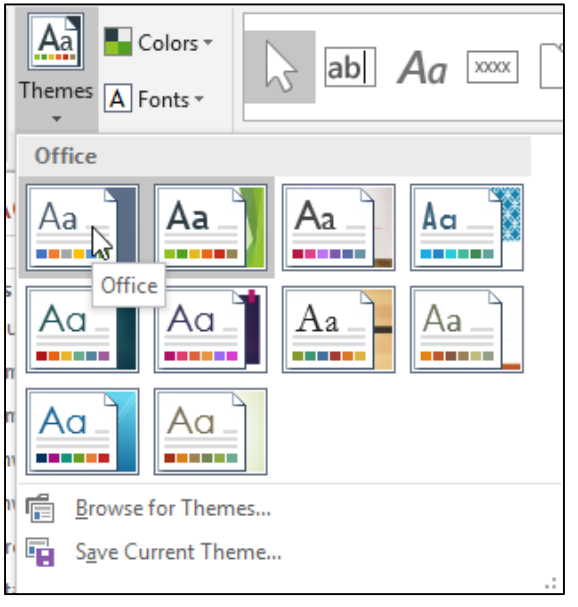
Changing Forms in Design View (cont.)

- Use tabs to move between fields and enter records.
- Configure the tabs so the fields are completed in the desired order on a form.
- Use themes to apply consistent colors, fonts, and other properties.



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Creating Other Types of Forms

- Different departments might need to view different information from the same database table.
- Multiple-item forms resemble datasheets but can be customized with colors, graphics, and other elements.
- Split forms:
  - They show both a Database View and a form displaying a single record in a table.
  - The data is synchronized, so a selected record in one view is also selected in the other view.
- You can sort and filter records by form field.

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