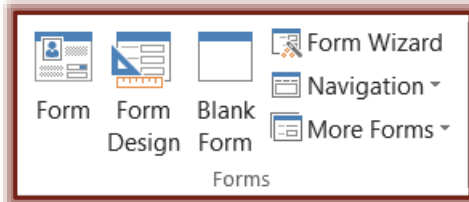


Create a Blank Form

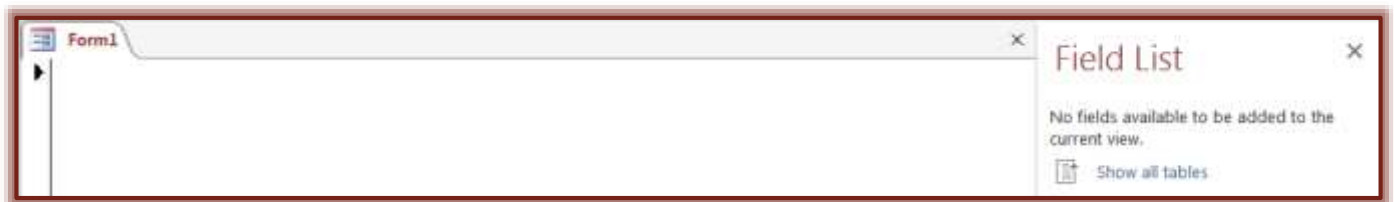
For this exercise use **Access Training-Database1**.

If the Form Wizard or Design View doesn't meet your need for creating a form, the Blank Form tool can be used. With this tool, you start with a Blank Form. When the form is created, it will open in Layout View. The Field List for the tables in the database will display. The fields that need to be added to the form can be added to the form by dragging them from the Field List to the Form Layout window.

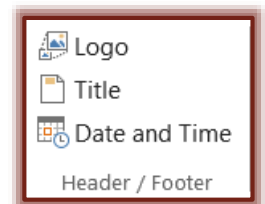
- ✦ Click the **Create Tab**.
- ✦ In the **Forms Group**, click **Blank Form** (see illustration below).



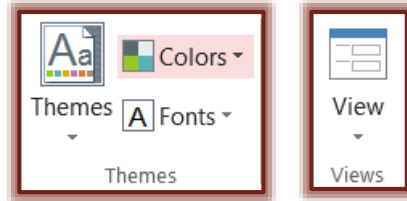
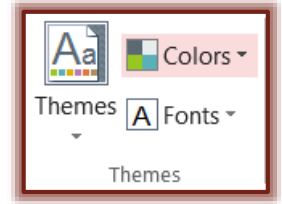
- ✦ The **Form** will appear in **Layout View** with the **Field List** on the right-side of the window (see illustration below).



- ✦ Click the **Show all tables** link to display the tables in the database.
- ✦ Click the plus (+) sign next to **Customer** in the **Field List**.
- ✦ Drag the **First Name** field to the **Blank Form**.
- ✦ As fields are inserted into the **Blank Form**:
 - ★ The **Field Name** will appear at the left.
 - ★ The data from the first record in the table will appear on the right.
- ✦ The **Customer Table** will appear in the **Fields for this view** section of the **Field List**.
- ✦ The rest of the tables will appear in the **Fields available in other tables** list section of the **Field List**.
- ✦ Drag the fields in the list below from the **Customer Table** to the **Blank Form**.
 - ★ Last Name
 - ★ Address Line 1
 - ★ Address Line 2
 - ★ City
 - ★ State
 - ★ Postal Code
- ✦ Close the **Field List**.
- ✦ Click the **Form Layout Tools Design Tab**.
- ✦ In the **Header/Footer Group**, click the **Title** button (see illustration at right).
- ✦ The **Title** will appear at the top of the **Form**.
- ✦ Input a **Title** for the **Form**, such as **Customers**.
- ✦ Click the **Logo** button in the **Header/Footer Group**.



- ✦ Select the **Laptop Computer** from the folder where it was stored when the files were downloaded from the **Web**.
- ✦ Click the **Design Tab**.
- ✦ In the **Themes Group** click the **Themes** button (see illustration at right).
- ✦ Select a **Theme** for the **Form**.
- ✦ Click the **Color** button to change the **Colors** for the **Form**.
- ✦ Click the **Fonts** button to select a different **Font** for the **Form**.
- ✦ To change to **Form View**, do one of the following:
 - ★ Right-click the **Form Tab** and then click **Form View** (see illustration below left).
 - ★ Click the **Home Tab** and click the **View** button (see illustration below right).



- ✦ Right-click the **Form Tab** again.
- ✦ Click **Save**.
- ✦ Give the **Form** a name and then click **Save**.