

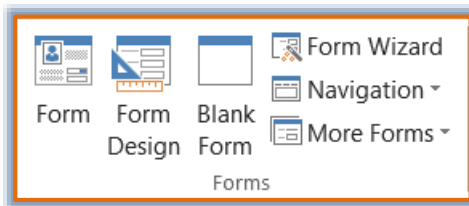
CREATE FORM IN DESIGN VIEW

For this exercise, you will be using **Access Training-Database1**.

Although a wizard is the quickest and easiest way to create a form, it is also possible to create a form in Design View. Instead of answering a series of questions in a series of dialog boxes, it is possible to start working in Design view immediately. In Design view it is possible to create and modify controls, move the controls to different locations, and format controls. The fields added to a form will appear as controls in the form's detail section. The detail area is the only area visible when the form window is first displayed.

Create the Form

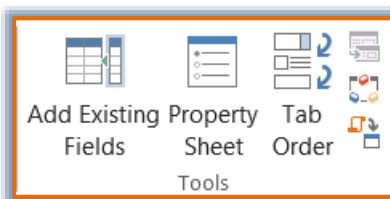
- ✚ In the **Database** window, click the **Create Tab**.
- ✚ In the **Forms Group**, click the **Form Design** button (see illustration).



- ✚ The **Form Design** window will display.
- ✚ The **Form Design Tools** tab will appear at the top of the window.
 - ✚ The three tabs under this option are Design, Arrange, and Format.
 - ✚ For an explanation of the groups and buttons on these tabs, see the appropriate document on the **Access 2013 Web Page**.

Add Existing Fields

- ✚ Click the **Form Design Tools: Design Tab** if necessary.
- ✚ In the **Tools Group**, click the **Add Existing Fields** button (see illustration).

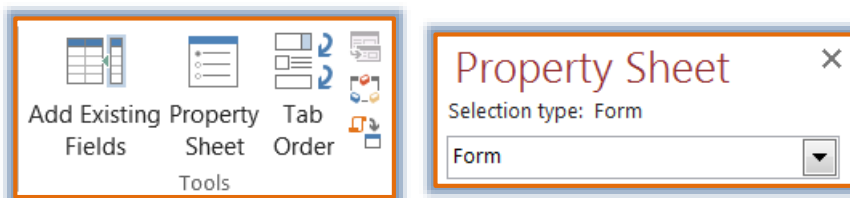


- ✚ The **Field List Task Pane** will display. This list contains a list of the tables in the database.
- ✚ Click the **Show All Tables** link in this task pane if the list of tables does not appear.
- ✚ Click the plus (+) sign next to the **Payments** table to show the **Field Names** in the table.
- ✚ Drag the **ID Payment** field to the 1.5-inch mark on the horizontal ruler.
- ✚ The label for the ID Payment field will appear to the left of the field control box.
- ✚ The **Payments Table** will appear in the **Fields available for this view** section of the **Field List Task Pane**.
- ✚ The rest of the tables in the database will appear in the **Fields available in other tables** list at the bottom of the task pane.
- ✚ Click the **Client ID** field in the **Payments** table list.
- ✚ Hold down the **Shift** key and click the **Date of Payment** field in the list.
- ✚ The list should be highlighted.
- ✚ Click and drag the fields to the grid, placing them directly below the **ID Payment** field.

- † All fields do not have to be added to a form.
 - ✧ It is possible to add selected fields one at a time.
 - ✧ It is also possible to hold down the **Ctrl** key on the keyboard while selecting fields.
 - ✧ Once the fields have been selected, they can be added to the form by dragging them into the Design grid.
 - ✧ The fields can be placed anywhere and in any order on the form.
 - ✧ When adding the fields to the Design Grid, make sure to leave enough room for the labels for each field.
- † Close the **Field List Task Pane**.
- † Save the form with the name **Payments Detail**.

Modify Properties of a Form

- † Click the **View** button to return to **Design View**, if necessary.
- † In the **Tools Group**, click the **Property Sheet** button (see illustration).



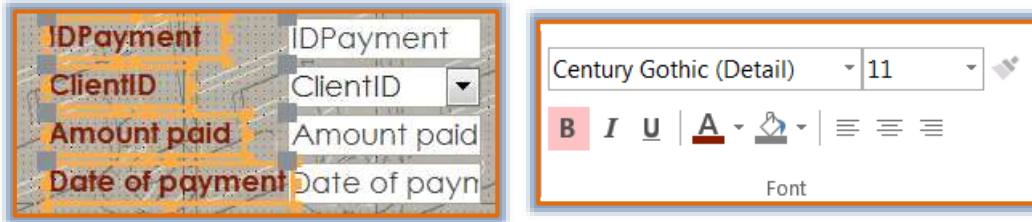
- † In the **Property Sheet** window, select **Form** from the **Selection type** list.
- † Select the **Format** tab, if necessary.
- † Click the **Width** cell.
- † Highlight or backspace over the current contents and type **3.5**.
- † Press the **Tab** key. The width of the **Form** will change to **3.5-inches**.
- † In the **Selection type** list, choose **Detail**.
- † Click the **Height** cell.
- † Change the **Height** to **4**.
- † Save the **Form** by clicking the **Save** button on the **Quick Access Toolbar**.

Add a Graphical, Tiled Background to a Form

- † In the **Properties** window, in the **Selection type** list, choose **Form**.
- † Click the **Format** tab.
- † Click the **Picture** cell.
- † Click the **ellipsis** button to the right of the cell.
- † The **Insert Picture** dialog box will display.
- † Click the **Look in** drop-down arrow to select the folder where the picture is stored.
- † Double-click the **Access Training Logo** file.
- † Click the **Picture Alignment** cell in the properties box.
- † From the drop-down list, choose **Top Left**.
- † Click the **Picture Tiling** cell in the properties box.
- † From the drop-down list, choose **Yes**.
- † The picture should completely cover the form.
- † Save the form.

Format Label Boxes

- ✦ Click the first **Label** box (left boxes) in the list.
- ✦ Hold down the **Ctrl** key and select the other three **Label** boxes.
- ✦ A border will appear around each of the select labels.
- ✦ Click the **Form Layout Tools: Format Tab**.
- ✦ Change the **Color** of the **Font** and **Bold** the **Font**.



- ✦ Resize the Labels so all the text will display by clicking the handles on the right side and dragging to the right.
- ✦ **Save** the form.