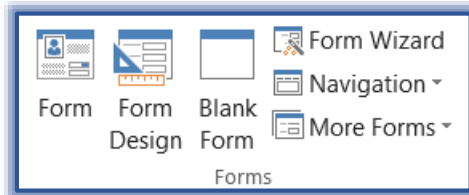


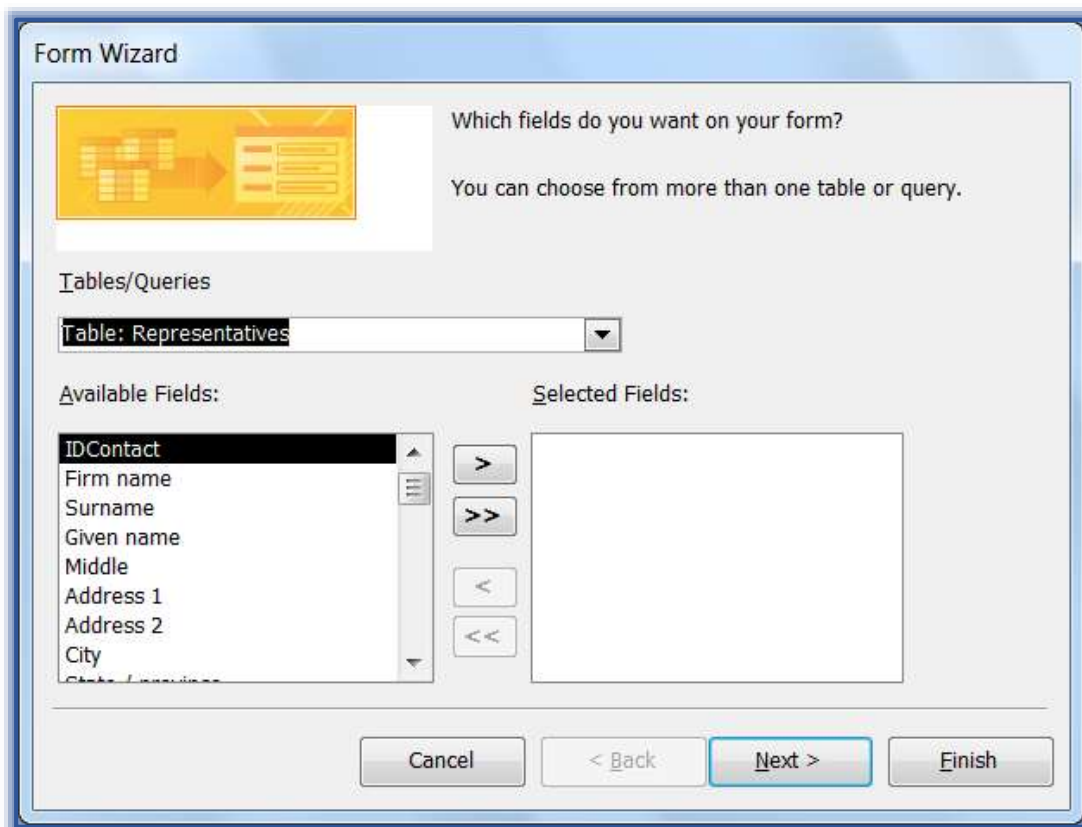
## CREATE FORM-USE FORM WIZARD

The Form Wizard allows the user to select the information that will be included in the form, including the specific fields. These fields can come from one table or from multiple tables. It also provides a variety of formatting options to determine how the form will look.

- Open the database **Access Training-Database1** from the area where it is stored.
- Click the **Create Tab**.
- In the **Forms Group**, click the **Form Wizard** button (see illustration below).



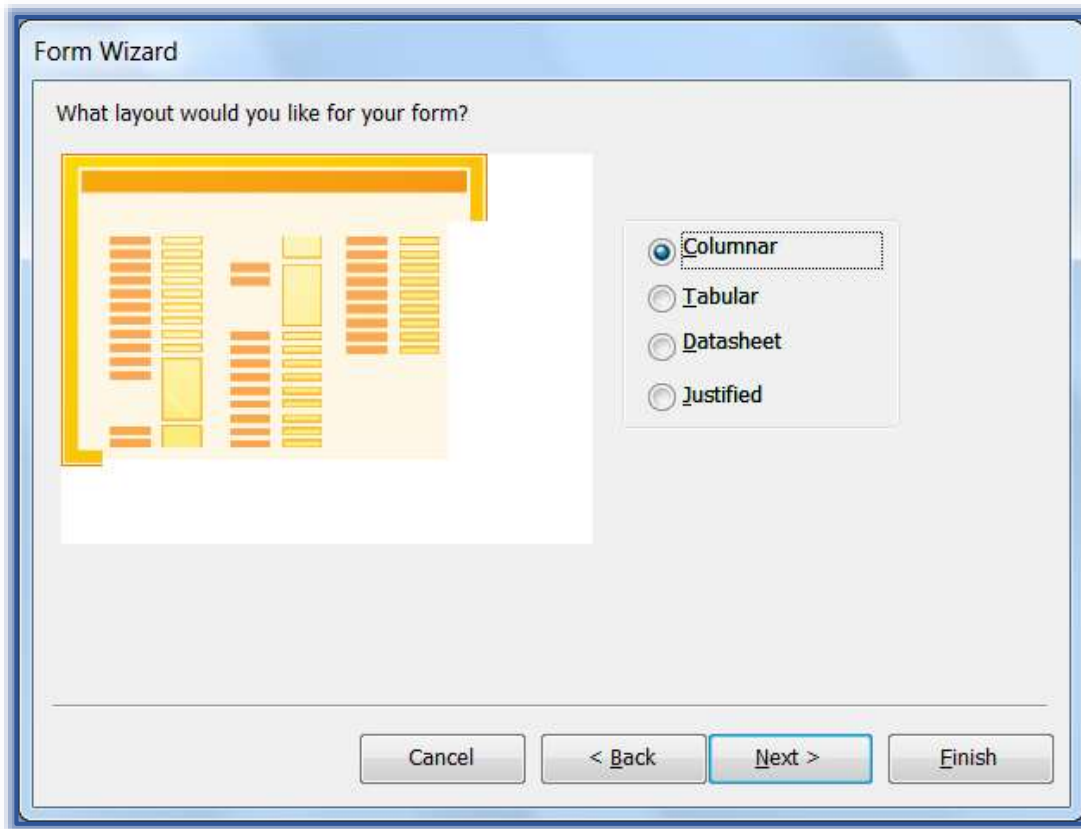
- The first **Form Wizard** dialog box will appear (see illustration below).



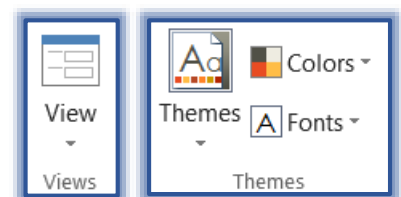
- In this panel, click the list arrow under **Tables/Queries**.
- Click **Table: Representatives** in the list.
- It is possible to specify the fields to be included in the form by doing one of the following:
  - To include all fields, click the double right pointing arrow.
  - Click the field under **Available Fields** that is to be included in the form and then click the single right pointing arrow. Repeat this for each field for the form.
  - Double-click each field under **Available Fields** that is to be included in the form.
  - To remove a field from the list under **Selected Fields**, click the bottom left pointing arrow.
  - To remove all the fields under **Selected Fields**, click the double left pointing arrow.

- 📄 In the **Available Fields** list, choose **Firm Name** and click the **right single pointing** arrow to add the field to the **Selected Fields** list.
- 📄 Using the same process, add the following fields to the **Selected Fields** list:
 

<input type="checkbox"/> Surname	<input type="checkbox"/> Middle
<input type="checkbox"/> Given Name	<input type="checkbox"/> Phone 1



- 📄 Click **Next** to continue to the second dialog box (see illustration below).
- 📄 Determine the arrangement and position of the information on the form by clicking on each item under **What layout would you like for your form?**
- 📄 The available options are **Columnar, Tabular, Datasheet, Justified**.
- 📄 To view each item click the item. A preview of the layout will appear in the box on the left.
- 📄 For this exercise, click **Tabular**.
- 📄 Click the **Next** button to continue to the final dialog box (see illustration on next page).
- 📄 Under **What title do you want for your form?**, input **Representatives Directory**.
- 📄 Additional items that are available in this dialog box are:
  - Open the form to view or enter information** – This option opens the form and allows you to enter the data for the records.
  - Modify the form’s design** – This option will take you to Design View where you can make changes to the form.
- 📄 Click the option to **Modify the form’s design**.
- 📄 Click **Finish** to complete the form.
- 📄 The **Form** should display in **Design View**.
- 📄 Click the **View** button arrow and select **Layout View**.
- 📄 Click the **Form Design Tools: Design Tab**.



- ☰ In the **Themes Group**, click the **Themes** button (see illustration at right).

Form Wizard

What title do you want for your form?

Representatives Directory

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.

Cancel < Back Next > Finish

- ☰ Select a **Theme** for the form.
- ☰ Click the **Color** button to select a different color scheme for the form.
- ☰ Click the **Fonts** button to apply a different font to the form.
- ☰ Click the **View** button arrow and select **Form View**.