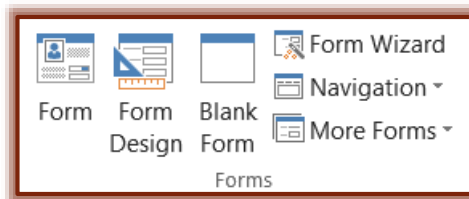


CREATE A QUICK FORM

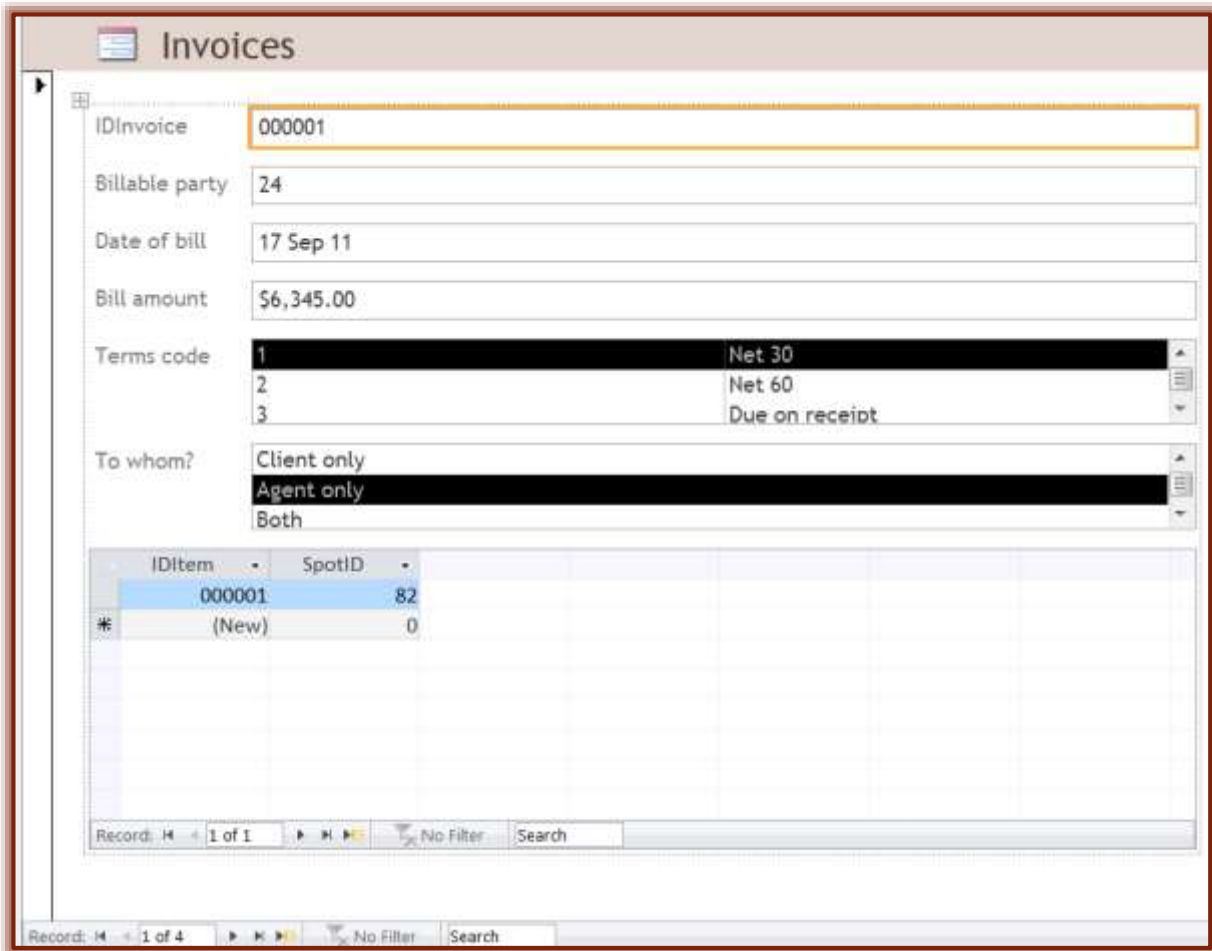
For this exercise use **Access Training-Database1**.

Forms can be created for entering records into a database. There are different ways for creating a form in an Access database. The quickest way is using the Form button under the Create Tab. This type of form includes all the fields from the table on which the form is based.

- ✚ Click one of the tables in the list, such as the **Invoices** table.
- ✚ Click the **Create Tab**.
- ✚ In the **Forms Group**, click the **Form** button (see illustration below).



- ✚ The **Form** will appear in the window with the first record in the table displayed (see illustration below).



IDInvoice	000001
Billable party	24
Date of bill	17 Sep 11
Bill amount	\$6,345.00
Terms code	1 Net 30 2 Net 60 3 Due on receipt
To whom?	Client only Agent only Both

IDItem	SpotID
000001	82
*(New)	0

- ✚ A subform will also display (see illustration above) if the table has had a Table Relationship established.
- ✚ Click the **New (Blank) Record** button at the bottom of the window to insert a new record. It is the button with the black arrow and a yellow star shape (see illustration above).

- ✦ To move from one record to another, click the **Navigation Arrows** at the bottom of the window.
- ✦ To move from record to record, click the **Navigation Buttons** at the bottom of the window (see illustration on previous page).
- ✦ The buttons on this **Navigation Bar** are left to right:
 - ✦ **First Record** - This moves the form to the first record in the table.
 - ✦ **Previous Record** - Use this button to move to the previous record in the table.
 - ✦ **Current Record** - This box displays the current record in the table. To move to a different record number, click the number in the box to highlight it, and then input the new record number. Once the new number is input, press the Enter key.
 - ✦ **Next Record** - To move to the next record in the table, click this button.
 - ✦ **Last Record** - Click this button to move to the last record in the table.
 - ✦ **New (Blank) Record** - Use this button to create a new record in the table.
- ✦ Use the **Search** box to locate a record within the table.
- ✦ To make changes to the format of the **Form**, click one of the tabs under the **Form Layout Tools Tab**.
- ✦ To save the **Form**, do one of the following:
 - ✦ Click the **Save** button on the **Quick Access Toolbar**.
 - ✦ Right-click the form tab and click **Save**.
- ✦ Input a **Name** for the **Form** and then click the **OK** button.

NOTE: A listing and description of the buttons on the **Form Layout Tools Tabs** can be found on the **Access 2013 Training Web Page**.