

EXPLANATION OF FORMS

Access forms are electronic fill-in-the-blank forms, similar to what are used in job applications, insurance forms, etc. Forms are used to change, view, enter, and print data stored in the database tables. The advantage of forms is that information is displayed in a logical fashion and only one record at a time is viewed. Calculations can be included in forms which add, subtract, multiply, divide, and perform more advanced calculations on numeric data. If the database contains fields that include graphics, documents, or objects from other programs, the actual objects will be displayed in form view. A form can include fields from multiple tables.

PLAN A FORM

Before a Form is started, it is important to decide how the Form will look. Properly organized and well-designed forms make a tremendous difference in the productivity of the end user. Forms are the primary object used to enter, edit, and input data into a table. There are items that should be taken into consideration when deciding on the design of a form. They are:

- ☞ **Determine the overall purpose of the form** – What information needs to be gathered by using the form?
- ☞ **Determine the underlying record source** – Which table or query will be used as the source of data for the report?
- ☞ **Gather the source documents used to design the form, or sketch the form by hand before beginning to design the form** - Be sure to list all the fields and instructions to be shown on the form.
- ☞ **Determine the best type of control for each element on the form** – The types of controls are explained in the **Control Buttons** document on the **Access 2013 Training Web Page**.

There are different options available for creating Forms in Access. The choices are listed in the table below.

Form Type	Description
Quick/Simple	The user clicks the Form button in the Forms Group under the Create Tab in the Access database window. The form appears in the database window. Changes can be made to the design of the form in Design View or in Layout View. When this form type is used, all the fields in the table are inserted into the form.
Form Design	The user is required to insert all the controls needed to create and format the form. This is the most difficult type of form to create.
Blank	When this 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 by dragging them from the Field List to the Form Layout window.
Form Wizard	This option allows the user to specify the kind of form to create. The wizard guides the user through each step of the process. A series of questions are provided about the form. The form is created using the responses to the questions.
Navigation	To allow people to navigate to different forms and reports, use this type of report.
More Forms	This option provides a list of additional forms that may be created. These are listed below.

Form Type	Description
Multiple Items	With this type of form, multiple records are shown in a datasheet with one record per row. To create this type of form, click the More Forms button on the Create Tab and then select Multiple Items .
Datasheet	This type of form displays a table in a datasheet format. To create this type of form, click the More Forms button arrow on the Create Tab and then click Datasheet .
Split	When this type of form is created, the top of the window displays the record in a form. The bottom portion of the window displays the table in Datasheet View.
Modal Dialog	This type of form freezes everything else on the Access screen except the form itself. This means that everything on the screen other than the modal form and the child items for the form are inaccessible to the user.