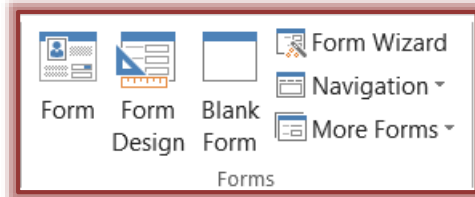


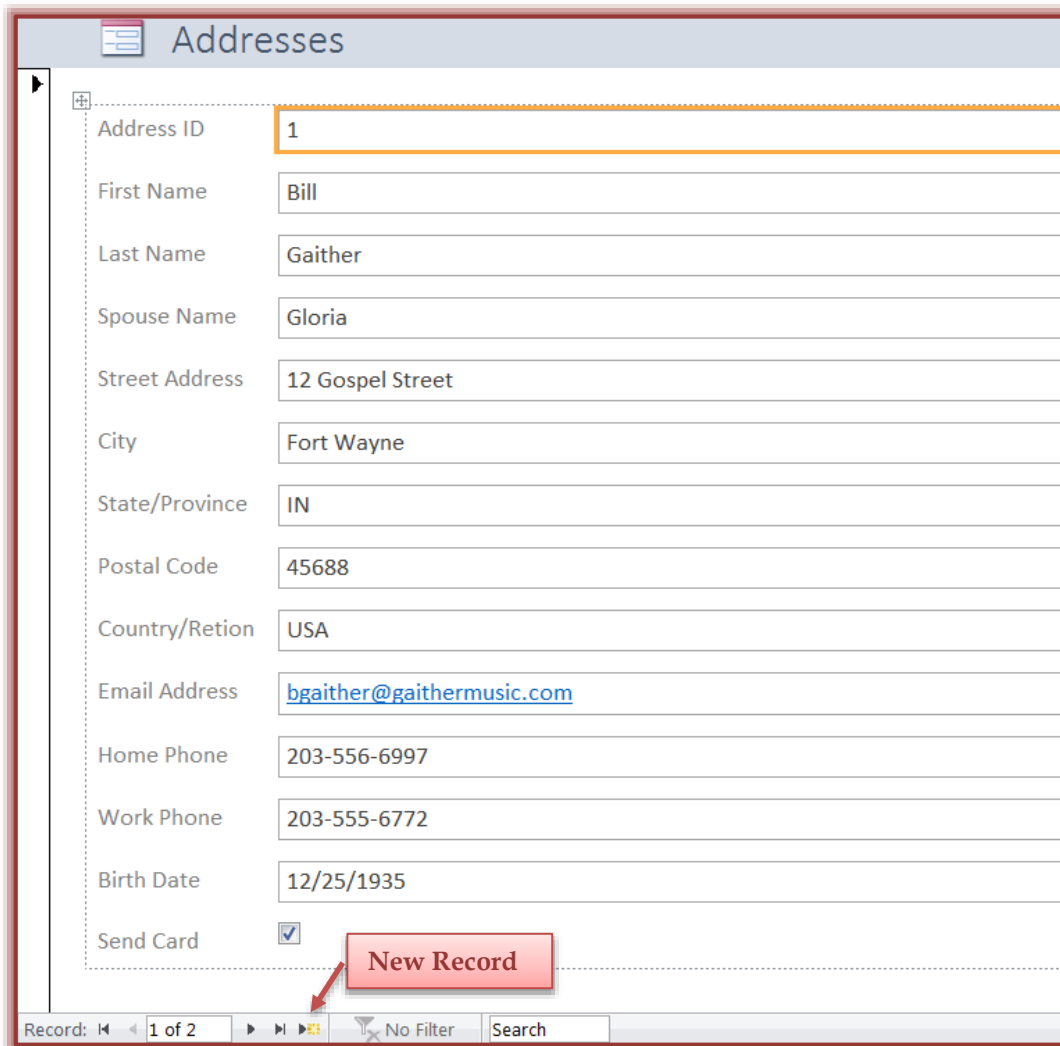
ENTER RECORDS USING A FORM

Records can be entered into a table using a form or in datasheet view. A form displays one record at a time, while a datasheet displays all the records at one time. This lesson uses the Gaither Addresses database and the Addresses table that was created for the Create Tables in Datasheet View lesson.

- ✦ Click the **Addresses** table in the **Navigation Pane**.
- ✦ 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 on next page).

A screenshot of the Microsoft Access 'Addresses' form window. The form is titled 'Addresses' and displays a single record. The fields and their values are: Address ID (1), First Name (Bill), Last Name (Gaither), Spouse Name (Gloria), Street Address (12 Gospel Street), City (Fort Wayne), State/Province (IN), Postal Code (45688), Country/Retion (USA), Email Address (bgaither@gaithermusic.com), Home Phone (203-556-6997), Work Phone (203-555-6772), Birth Date (12/25/1935), and Send Card (checked). At the bottom of the form, there is a 'New Record' button with a black arrow and a yellow star icon. The status bar at the bottom shows 'Record: 1 of 2', 'No Filter', and a search box.

- ✦ Click the **New (Blank) Record** button at the bottom of the window. It is the button with the black arrow and a yellow star shape (see illustration above).
- ✦ Click the **View** button.

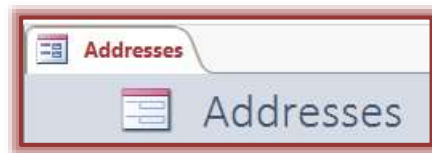
✚ Click **Form View**.

✚ Enter the following record, pressing **Tab** or clicking the mouse to move from field to field.

Field Name	Field Data	Field Name	Field Data
First Name	Josh	Postal Code	49532
Last Name	Speer	Country/Region	USA
Spouse Name	Mary	Email Address	<u>jspeer@gathermusic.com</u>
Street Address	27 Singer Street	Home Phone	609-558-9097
City	Christmas	Work Phone	609-558-2255
State or Province	OK		

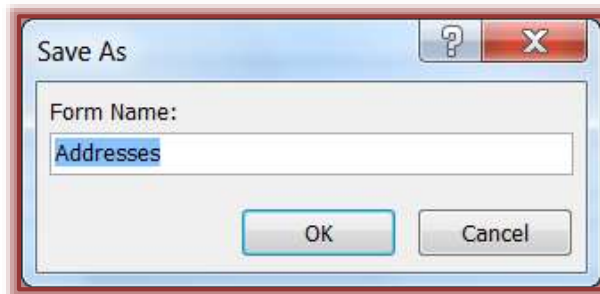
✚ Right-click the **Addresses Tab** for the form.

✚ A form icon appears on the tab (see illustration below).



✚ Click the **Save** button.

✚ The **Save As** dialog box will display (see illustration below).



✚ Accept the name of **Addresses** for the **Form Name**.

✚ Click **OK**.

✚ Right-click the **Addresses Form Tab** again.

✚ Click the **Close** option.

✚ Access automatically saves the new record.

✚ Double-click the **Addresses** table to view the record in **Datasheet View**.