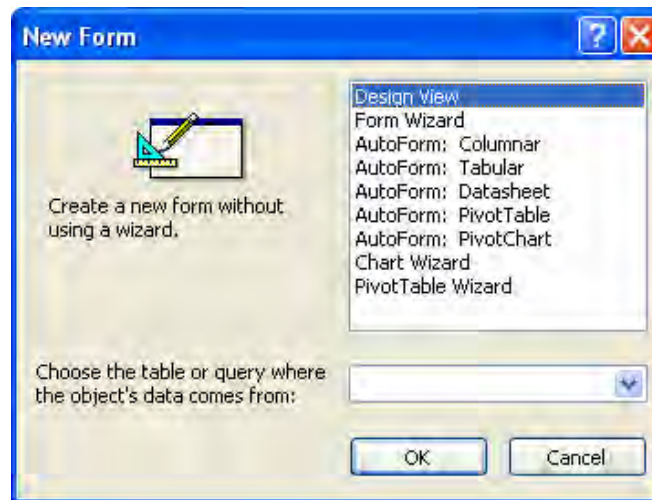


## CREATING A FORM USING AN AUTO FORM WIZARD

This option provides a quick and simple way to create a form. The wizards quickly arrange the fields from a selected table or query in an attractive way. After a form has been created, just save it and name it if it is to be used again. Any saved form is listed in the Forms tab of the Datasheet window. To create an Auto Form, complete these steps:

- ❖ Open the **Access Training (Chamber)** database from the folder where it was stored.
- ❖ In the **Database** window, click **Forms** on the **Objects** bar.
- ❖ Do one of the following:
  - Click the **New** button on the **Database** toolbar (see illustration at right).
  - Click **Insert** on the **Menu Bar** and then select **Form**.
- ❖ The **New Form** dialog box will display (see illustration below).



- ❖ The types of Auto Forms that are available are listed below.
  - **Auto Form: Columnar** – This type of form is used to display records in a column with the field names at the left margin and the data to the right of the field names.
  - **Auto Form: Tabular** – To display records in rows with the field names at the top of the form similar to a table, create this type of form.
  - **Auto Form: Datasheet** – This type of form is used to display records in Datasheet view with the field names at the top of the form.
  - **Auto Form: Pivot Table** – Use this option to create an interactive table form.
  - **Auto Form: Pivot Chart** – This option allows you to create an interactive chart form.
- ❖ Click the option for **Auto Form: Columnar** for this form.
- ❖ Click the drop-down arrow in the box beside where it says, **Choose the table or query where the object's data comes from.**
- ❖ Choose the **Clients** table to use as the basis for the form.
- ❖ Click **OK** to create the form and display it in **Forms View**.
- ❖ To save the form, do one of the following:
  - Click the **Save** button on the **Form View** toolbar.
  - Click **File** on the **Menu Bar** and then click **Save**.
  - Click the **Close** button on the form.
- ❖ The **Save As** dialog box will display.
- ❖ Name the form **Clients**.
- ❖ Click the **OK** button.