

CREATING INSTANT FORMS

The easiest way to create a form for an existing table is by using the Auto Form feature. To create an Auto Form complete the steps below.

- ❖ Open the **Access Training (Chamber)** database from the folder where it was stored.
- ❖ Select **Tables** on the **Objects** bar.
- ❖ Select the **Clients** table. This is the table on which the form is to be based.
- ❖ Do not open the table in **Datasheet** view.
- ❖ Do one of the following:
 - Click the **Auto Form** button (see illustration top right) on the toolbar.
 - Click **Insert** from the **Menu Bar** and then select **Auto Form**.
- ❖ A standard form similar to the one at the right will be displayed.
 - The table field names will become the form labels.
 - The data will appear in boxes after each label.
 - The first record will automatically be displayed in the form.
 - The form will be filled in with information for the first record, if data has already been entered.
- ❖ To move to other records in the form, click the **Record** buttons at the bottom of the form.
- ❖ The **Record** area of the window is used to move from record to record in the form. These buttons and objects are described as they appear from left to right at the bottom of the form.
 - **First Record** - Use this button to move to the first record in the table associated with the form.
 - **Previous Record** - When moving through the records in a table, use this button to move to a previously viewed record.
 - **Record Number Box** - This box is used to display the current record number. To move to a specific record, input the number into the box and then press **Enter**.
 - **Next Record** - This button is used to move from one record to the next in a form.
 - **Last Record** - Use this button to move to the last record in the table associated with the form.
 - **New Record** - To add a new record to the table that is associated with this form, click this button.
 - **Record Number** - This is the last item in this row. It specifies the total number of records in the table associated with the form.
- ❖ After all the changes to the records have been made, click the **Close** button.
- ❖ A message will appear asking if you want to save the form (see illustration at right).
 - Click **Yes** to save the form.
 - The **Save As** window will display.
 - Accept the default name for the form or change the name.
 - Click **OK** to save the form.
 - Click **No** to close the form without saving it.
 - Click **Cancel** to return to the form without closing or saving it.

