

## EXPLANATION OF FORMS

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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. 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.

When a Form is created or edited in Design view, there are several features in Access that are used. These elements are described in this section of the document.

### PLANNING 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 later in this document

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

Form Type	Description
<b>Design View</b>	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.
<b>Auto Form</b>	This option creates a simple form that contains all the fields in the currently selected table or query.
<b>Auto Form Wizard</b>	This option is used to create a simple form based on the table or query specified. There are five types of Auto Forms: Columnar, Tabular, Datasheet, Pivot Table, and Pivot Chart.
<b>Form Wizard</b>	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.

The illustration below provides an image of the beginning dialog box for creating forms. This dialog box contains a list of the wizards that are described in the previous table. To create a form using one of the wizards, just click on the wizard choice. For every form that is created, there has to be a table associated with it. To select the table, click the list arrow in the **Choose the table or query where the object's data comes from** box. A form can be created from a table or a query. All the tables and query for a database will appear in the list of tables and queries.

