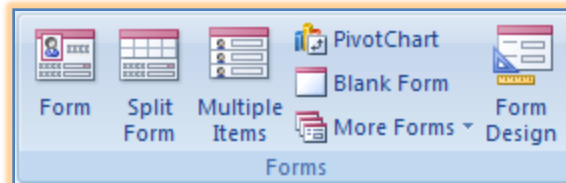


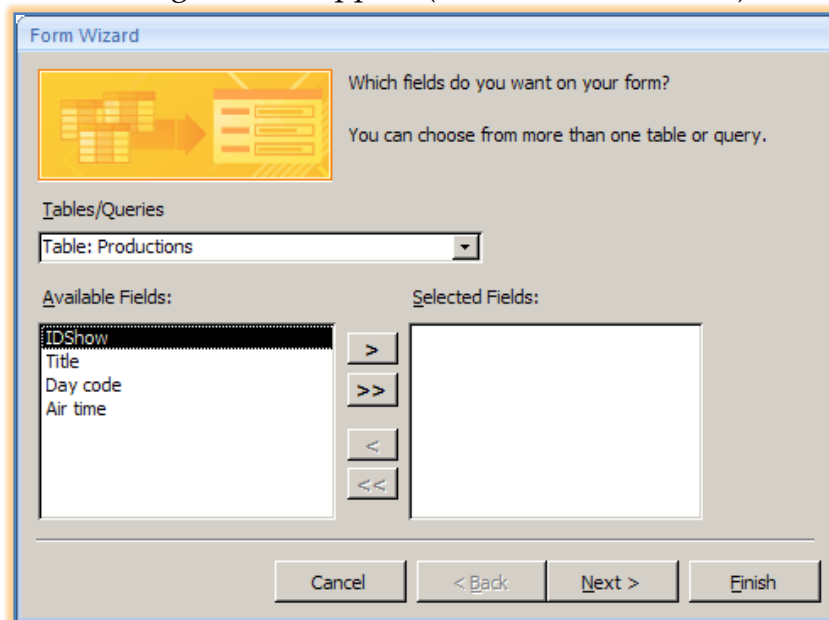
CREATING A FORM USING A FORM WIZARD

The Form Wizard allows the user to select the information that will be included in the form, including the specific fields. These fields can come from one table or from multiple tables. It also provides a variety of formatting options to determine how the form will look.

- ❖ Open the database **Access Training** from the area where it is stored.
- ❖ Click the **Create Tab**.
- ❖ In the **Forms Group**, click the **More Forms** list arrow (see illustration below).

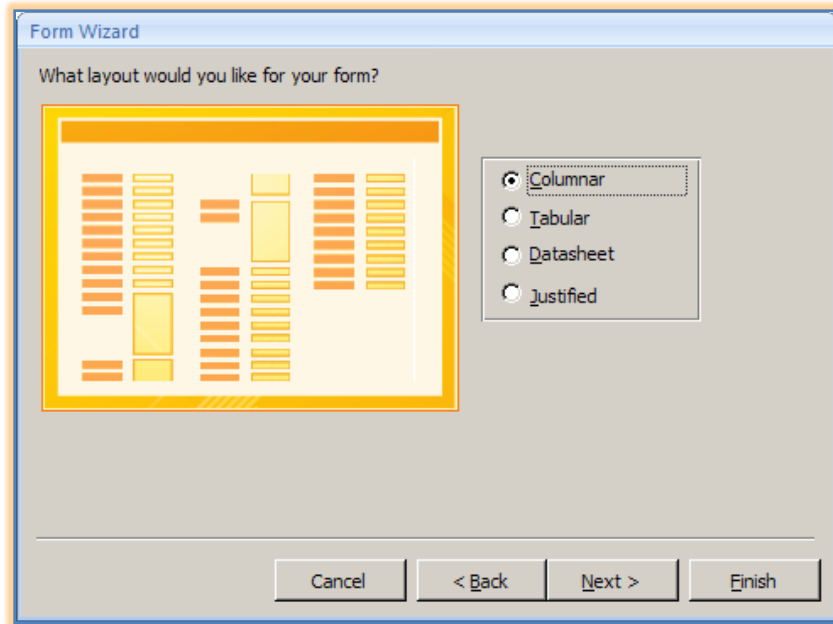


- ❖ Click **Form Wizard** from the list that appears.
- ❖ The first **Form Wizard** dialog box will appear (see illustration below).

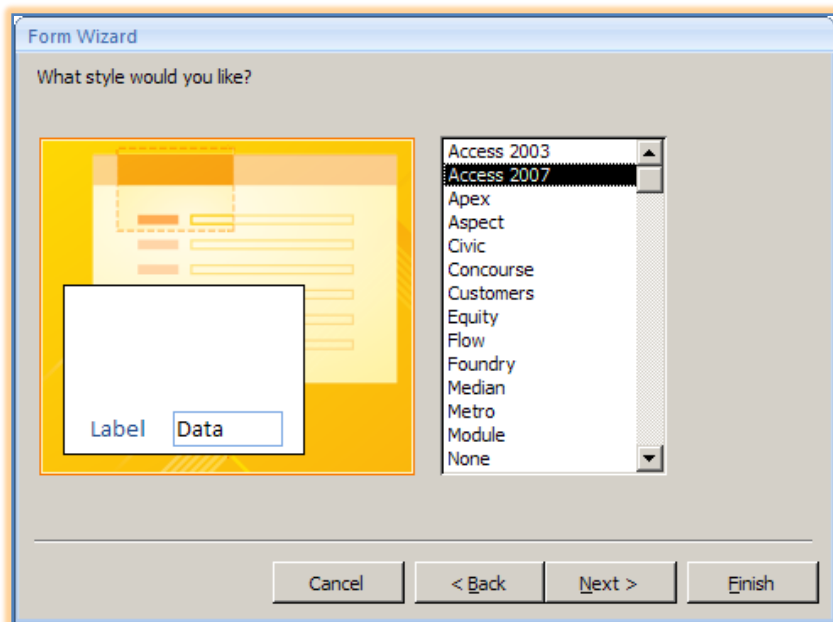


- ❖ In this panel, click the list arrow under **Tables/Queries**.
- ❖ Click **Table: Representatives** in the list.
- ❖ It is possible to specify the fields to be included in the form by doing one of the following:
 - To include all fields, click the double right pointing arrow.
 - Click the field under **Available Fields** that is to be included in the form and then click the single right pointing arrow. Repeat this for each field for the form.
 - Double-click each field under **Available Fields** that is to be included in the form.
 - To remove a field from the list under **Selected Fields**, click the bottom left pointing arrow.
 - To remove all the fields under **Selected Fields**, click the double left pointing arrow.
- ❖ In the **Available Fields** list, choose **Firm Name** and click the **right single pointing arrow** to add the field to the **Selected Fields** list.
- ❖ Using the same process, add the following fields to the **Selected Fields** list:
 - Surname
 - Given Name
 - Middle
 - Phone 1

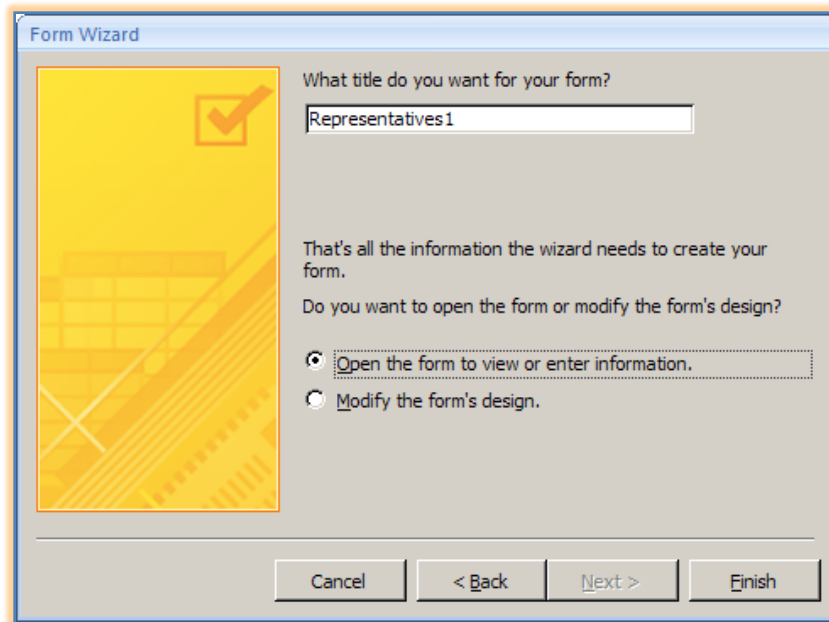
- ❖ Click **Next** to continue to the second dialog box (see illustration below).



- ❖ Determine the arrangement and position of the information on the form by clicking on each item under **What layout would you like for your form?**
- ❖ The available options are **Columnar**, **Tabular**, **Datasheet**, **Justified**.
- ❖ To view each item click the item. A preview of the layout will appear in the box on the left.
- ❖ For this exercise, click **Tabular**.
- ❖ Click **Next** to move to the third step in the wizard (see illustration below).



- ❖ Specify the style for the form in the **What style would you like?** area.
- ❖ A preview of each style will appear as each is selected.
- ❖ Choose one of the styles by clicking on it.
- ❖ Click the **Next** button to continue to the final dialog box (see illustration on next page).
- ❖ Under **What title do you want for your form?**, input **Representatives Directory**.



- ❖ Additional items that are available in this dialog box are:
 - **Open the form to view or enter information** – This option opens the form and allows you to enter the data for the records.
 - **Modify the form's design** – This option will take you to Design View where you can make changes to the form.
- ❖ Click the option to **Modify the form's design**.
- ❖ Click **Finish** to complete the form.
- ❖ The **Form** should display in **Design View**.
- ❖ In the **Design View** window, click and drag the border of the form area until the black mark reaches the **6 ½-inch mark** on the ruler.
- ❖ Click the **View** button arrow and select **Form View**. The form will appear in **Form View**.
- ❖ To return to **Design View**, click the **View** button.