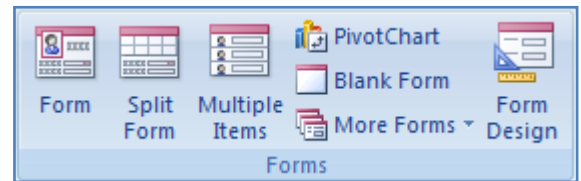


CREATE A QUICK FORM

Forms can be created for entering records into a database. There are different ways for creating a form in an Access database. The quickest way is using the Form button under the Create Tab. This type of form includes all the fields from the table on which the form is based.

- ✦ Click the **Create Tab**.
- ✦ In the **Forms Group**, click the **Form** button (see illustration at right).
- ✦ The **Form** will appear in the window with the first record in the table displayed (see illustration below).
- ✦ Click the **New (Blank) Record** button at the bottom of the window to insert a new record. It is the button with the black arrow and a yellow star shape.
- ✦ Click the **Refresh All** button in the **Records Group**, to view the record in **Datasheet View**.



Address ID:	1	Postal Code:	45688
Last Name:	Gaither	Country/Region:	USA
First Name:	Bill	Email Address:	bgaither@gaithernmusic.com
Spouse Name:	Gloria	Home Phone:	203-556-6997
Street Address:	12 Gospel Street Apt. 2B	Work Phone:	203-556-7885
City:	Fort Wayne	Birth Date:	25-Dec-35
State or Province:	IN	Send Card:	<input checked="" type="checkbox"/>

- ✦ To move from one record to another, click the **Navigation Arrows** at the bottom of the window. An explanation of these buttons can be found in **Navigation Buttons** document under **Forms** on the **Access 2007 Training Web Page**.
- ✦ To save the **Form**, do one of the following:
 - ✦ Click the **Save** button on the **Quick Access Toolbar**.
 - ✦ Right-click the form tab and click **Save**.
- ✦ The **Save As** dialog box will display.
- ✦ Input a name for the **Form**.
- ✦ Click the **OK** button.
- ✦ The **Form** will be saved within the database.