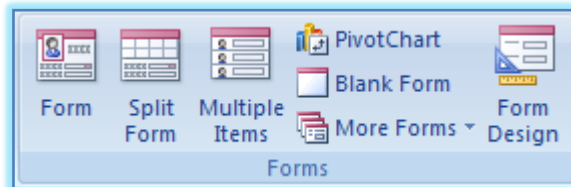


## CREATING A SIMPLE FORM

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 a Simple Form, complete these steps:

- ❖ Open the **Access Training** database from the folder where it was stored.
- ❖ Click the table in the **Navigation Pane** on which the form is to be based.
- ❖ Click the **Create Tab**.
- ❖ In the **Forms Group**, click the **Form** button (see illustration below).



- ❖ The form will appear in the window.
- ❖ The **Form Layout Tools Tabs** will appear at the top of the window. For an explanation of these Tabs, see the appropriate document on the **Access 2007 Training Web Page**.
- ❖ To move from record to record, click the **Navigation Buttons** at the bottom of the window (see illustration below).



- ❖ The buttons on this Navigation Bar are left to right:
  - **First Record** - This moves the form to the first record in the table.
  - **Previous Record** - Use this button to move to the previous record in the table.
  - **Current Record** - This box displays the current record in the table. To move to a different record number, click the number in the box to highlight it, and then input the new record number. Once the new number is input, press the Enter key.
  - **Next Record** - To move to the next record in the table, click this button.
  - **Last Record** - Click this button to move to the last record in the table.
  - **New (Blank)Record** - Use this button to create a new record in the table.
- ❖ Use the **Search** button to locate a record within the table.
- ❖ To make changes to the format of the **Form**, click one of the tabs under the **Form Layout Tools Tab**.
- ❖ A listing and description of these buttons can be found in the **Form Table Tools Layout Tabs** documents on the **Access 2007 Training Web Page**.