

EXPLANATION OF FORMS

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.

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 in the **Control Buttons** document on the **Access 2007 Training Web Page**.

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

Form Type	Description
Design View	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.
Form Wizard	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.
Simple Form	The user clicks the Form button in the Forms Group under the Create Tab in the Access database window. The form appears in the database window. Changes can be made to the design of the form in Design View or in Layout View.
Split Form	When this type of form is created, the top of the window displays the record in a form. The bottom portion of the window displays the table in Datasheet View.
Multiple Items Form	With this type of form, multiple records are shown in a datasheet with one record per row. To create this type of form, click the Multiple Items button on the Create Tab .
Datasheet Form	This type of form displays a table in a datasheet. To create this type of form, click the More Forms button arrow on the Create Tab and then click Datasheet .