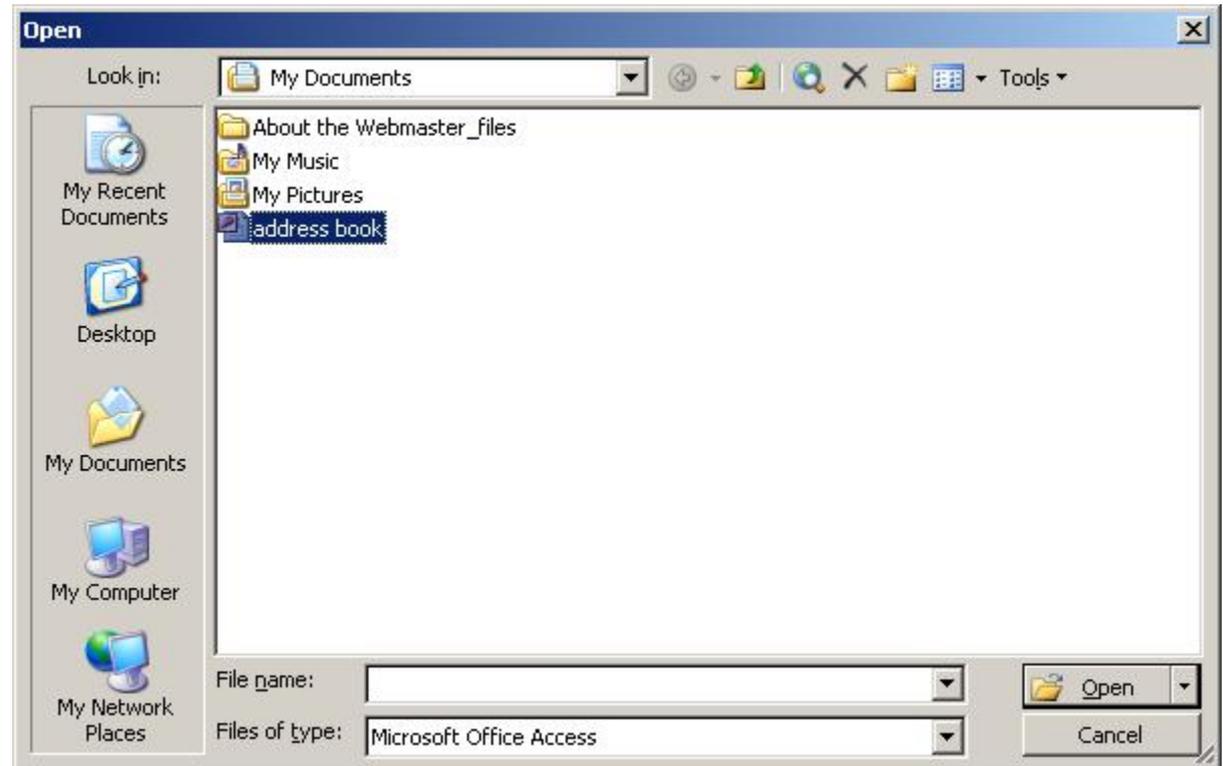


# Making a Form

June 2, 2009

# Opening an Existing Database

Open Access and select File on the Menu Bar and choose Open. The Open window will appear, so pick the address book database and the Open command button.



# Opening an Existing Database (cont.)

Answer yes to do you want to block unsafe expressions.

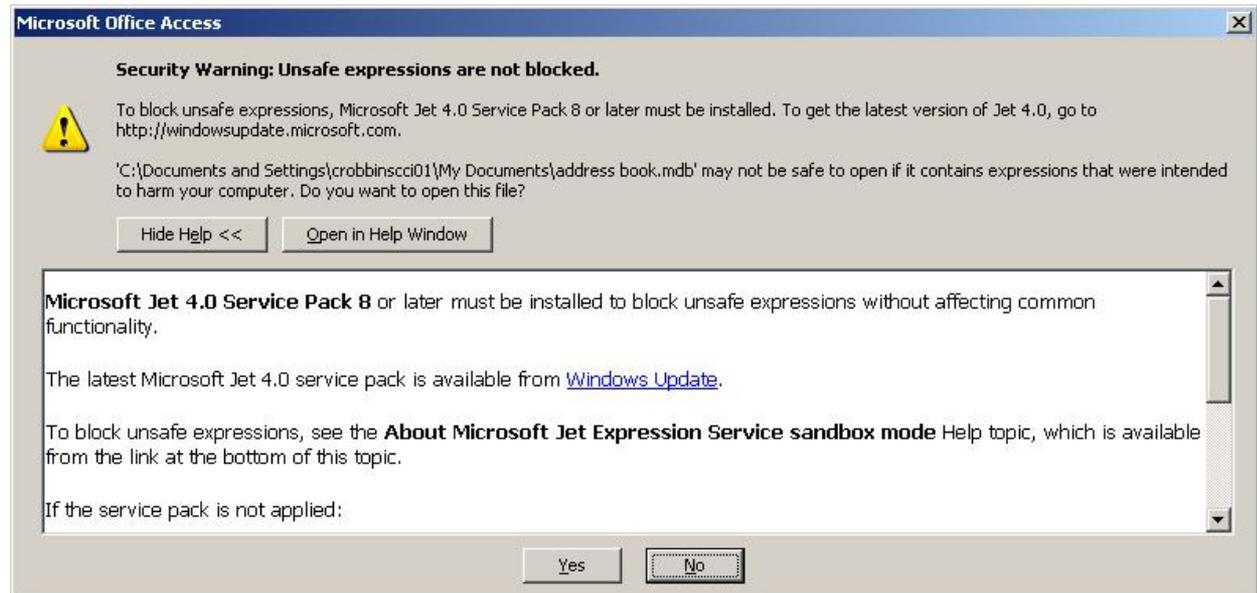


For individuals who answer yes, but the system administrator has not authorized the system setting, press OK

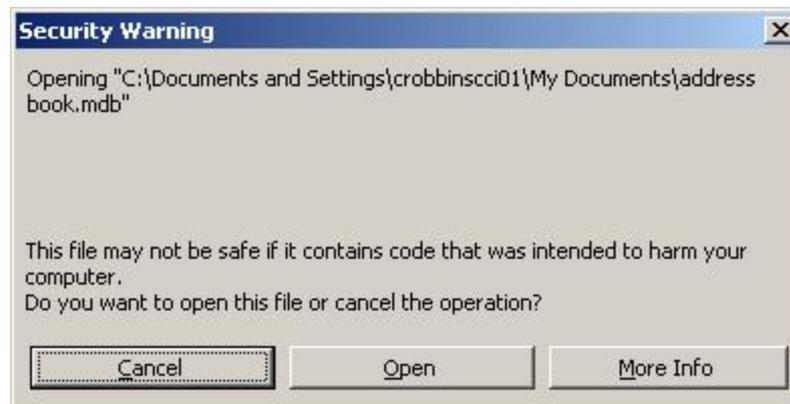


# Opening an Existing Database (cont.)

Since the unsafe expressions are not blocked, we will get a security warning. Press OK.



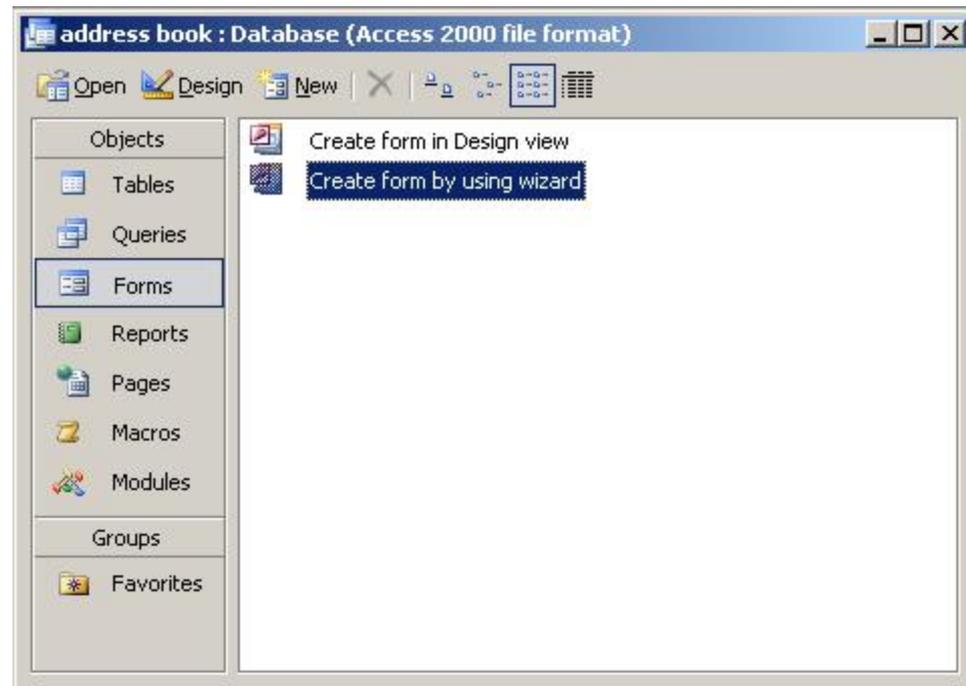
Finally, to open the database, press the Open command button.



# Create a Basic Form

Choose Forms from the list of objects on the main menu.

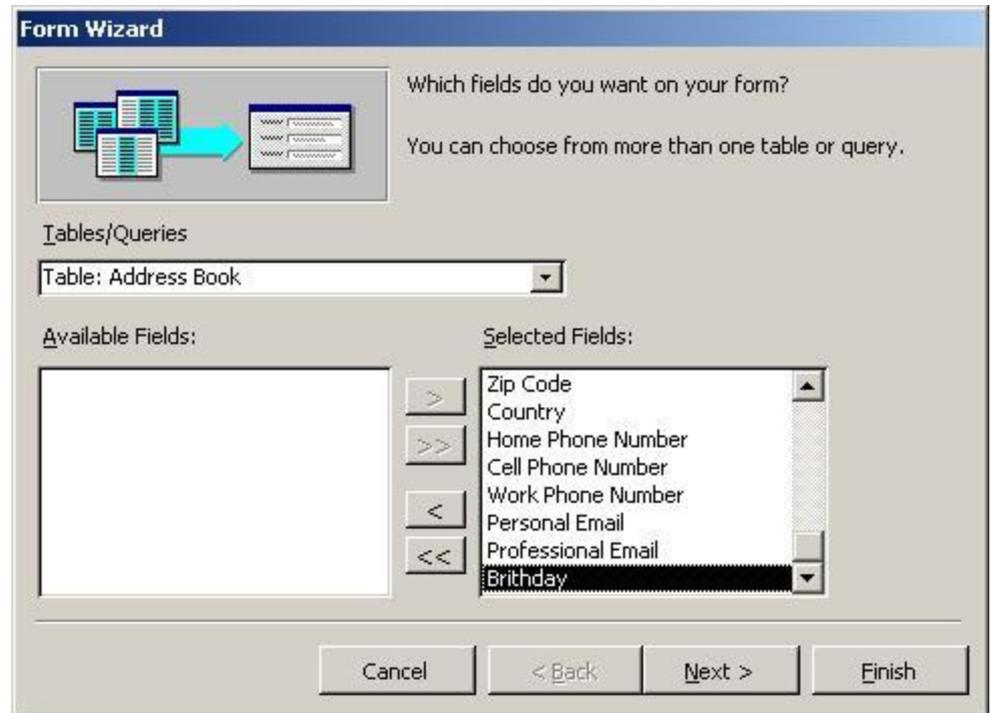
Double click on Create form by using wizard.



# Select the Fields for the Form

Make sure the table and queries list box should say Table: Address book. Then we move all of the available fields from the left list to the right by pressing the double arrays (>>).

Press Next.

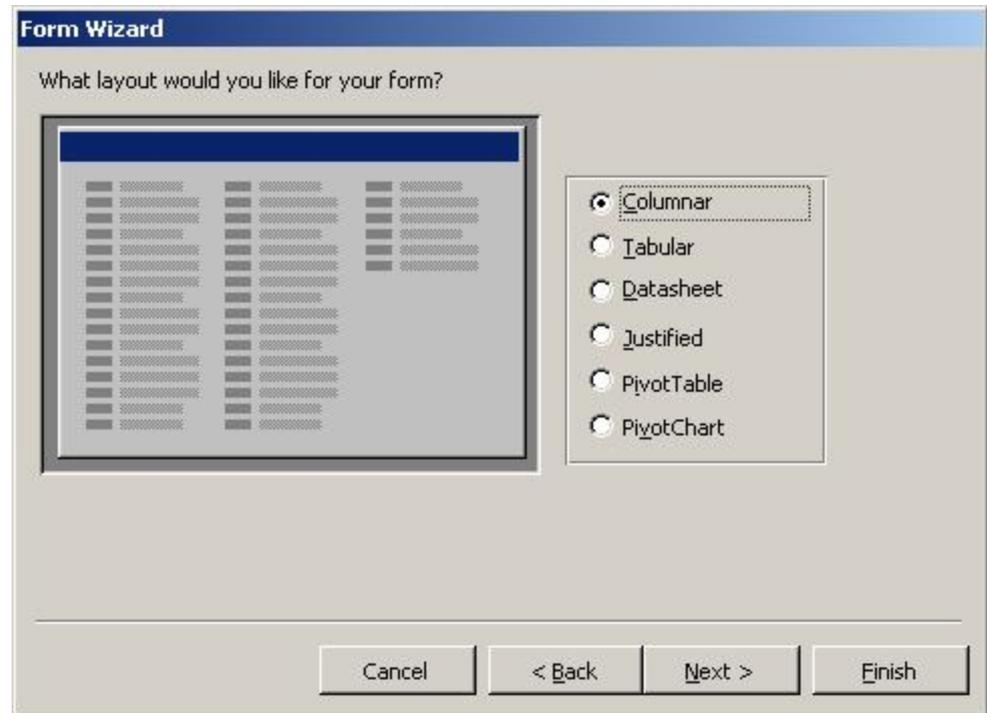


The screenshot shows the 'Form Wizard' dialog box in Microsoft Access. The title bar reads 'Form Wizard'. The main area contains the question 'Which fields do you want on your form?' and the instruction 'You can choose from more than one table or query.' Below this, a dropdown menu labeled 'Tables/Queries' is set to 'Table: Address Book'. There are two lists of fields: 'Available Fields' on the left, which is currently empty, and 'Selected Fields' on the right, which contains a list of fields: Zip Code, Country, Home Phone Number, Cell Phone Number, Work Phone Number, Personal Email, Professional Email, and Birthday. The 'Birthday' field is currently selected in the 'Selected Fields' list. Between the two lists are four arrow buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<). At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

# Select the Layout for the Form

There are multiple types layouts for the form such as columnar, tabular, datasheet, justified , pivot table and pivot chart.

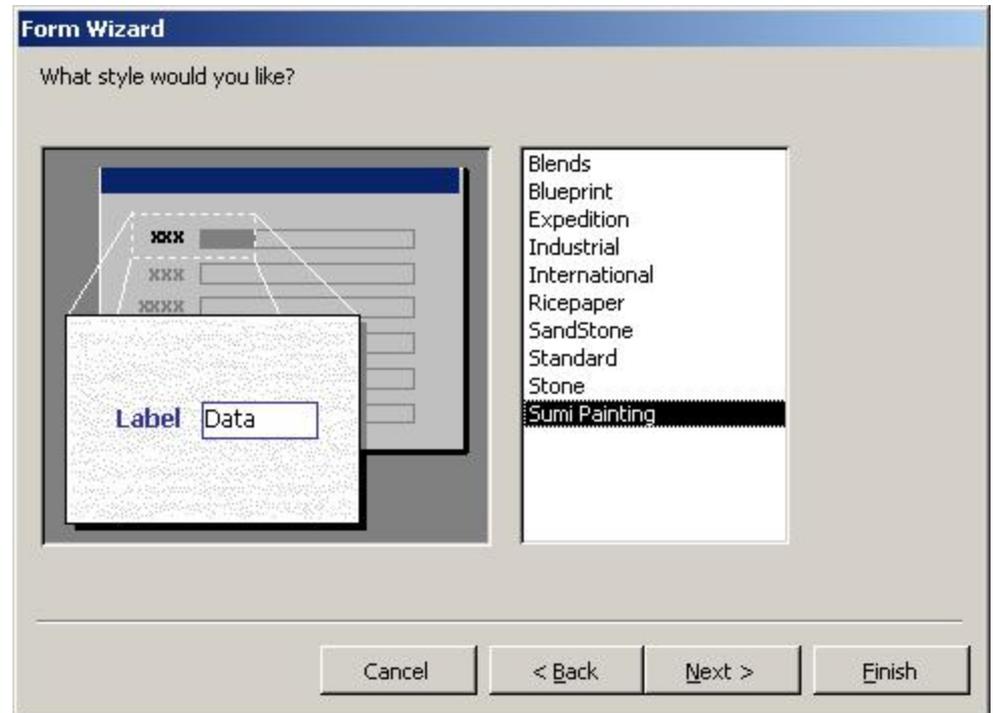
Select Columnar and press Next.



# Select the Background for the Form

There are multiple backgrounds for the form such as blends, blueprint, expedition, industrial, international, rice paper, sandstone, standard, stone and Sumi painting.

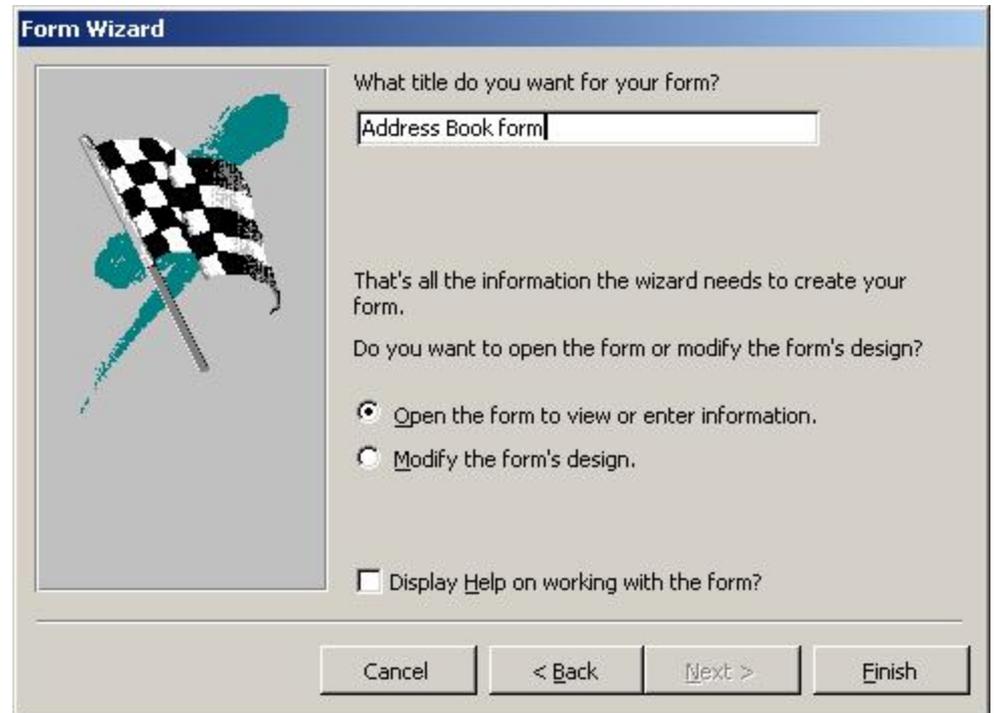
Pick a background that is not busy and will make the form hard to read. Then select Next.



# Select the Name for the Form

Type Address Book Form for the name of the form.

Press Finish.



Form Wizard

What title do you want for your form?

Address Book form

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

Open the form to view or enter information.

Modify the form's design.

Display Help on working with the form?

Cancel < Back Next > Finish

# The Form

Here is the finished form.

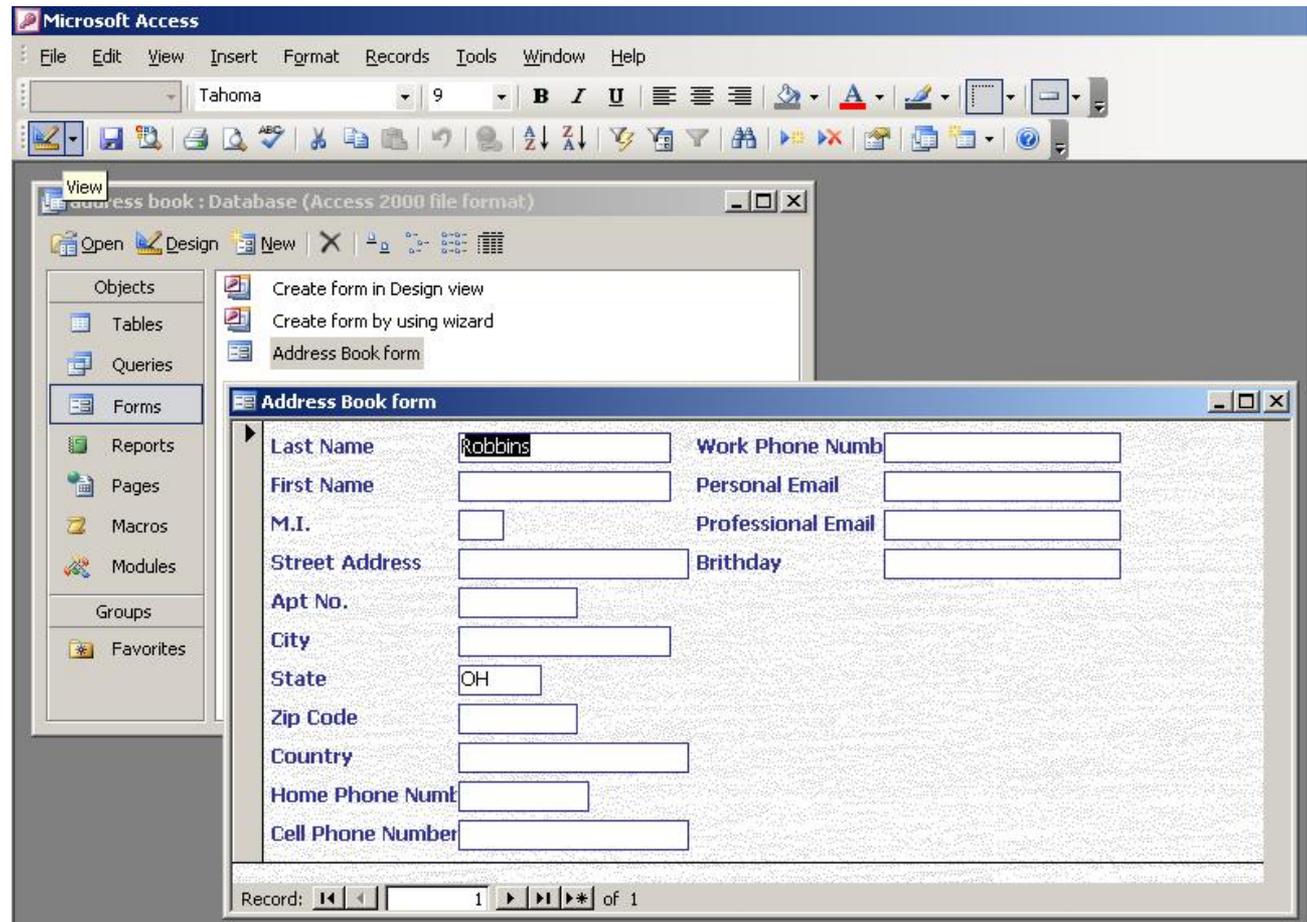
The screenshot shows a window titled "Address Book form" with a standard Windows-style title bar (minimize, maximize, close buttons). The form contains the following fields:

Last Name	Robbins	Work Phone Num	
First Name		Personal Email	
M.I.		Professional Email	
Street Address		Brithday	
Apt No.			
City			
State	OH		
Zip Code			
Country			
Home Phone Num			
Cell Phone Number			

At the bottom of the window, there is a record navigation bar that reads "Record: [Navigation icons] 1 of 1".

# Entering the From Design View

To reposition and change the size of the labels and the textboxes, we select the Design View tool under File on the Menu Bar.



# Moving Form Objects

Click on the Form just to the lower left of the label Birthday and holding down the left button, make a window around the four field objects on the form. When the mouse is inside the selected area, a black hand appears. Click and hold down the left mouse button and move the objects down two spaces as shown.

The screenshot shows a form titled "Address Book form : Form" with a grid layout. The form is divided into sections: "Form Header", "Detail", and "Form Footer". The "Detail" section contains the following fields:

Last Name	Last Name	Work Phone Number	Work Phone Number
First Name	First Name	Personal Email	Personal Email
M.I.	Midd	Professional Email	Professional Email
Street Address	Street Address	Birthday	Birthday
Apt No.	Apartment N		
City	City		
State	State		
Zip Code	Zip Code		
Country	Country		
Home Phone Number	Home Phone N		
Cell Phone Number	Cell Phone Number		

Red dashed lines indicate a selection box around the four fields: Work Phone Number, Personal Email, Professional Email, and Birthday. A black hand cursor is visible over the selection box. To the right of the form is a "Toolbc" (Toolbar) and a "Address..." (Address List) panel. The Address List panel shows a list of fields: Last Name, First Name, Middle Initial, Street Address, Apartment Nur, City, and State.

# Moving Form Objects (cont.)

Repeat the same process with the two telephone labels and textboxes in the left column of the form and move them to the open position above Work Phone Number.

The screenshot shows the Microsoft Access form design view for an 'Address Book form'. The form is divided into columns and rows. The left column contains labels and textboxes for 'Last Name', 'First Name', 'M.I.', 'Street Address', 'Apt. No.', 'City', 'State', 'Zip Code', 'Country', 'Home Phone Number', and 'Cell Phone Number'. The right column contains labels and textboxes for 'Work Phone Number', 'Personal Email', 'Professional Email', and 'Brithday'. A red dashed box highlights the 'Home Phone Number' and 'Cell Phone Number' labels and textboxes. A 'Toolbox' is visible on the right side of the form, listing the objects used in the form.

Label	Textbox
Last Name	Last Name
First Name	First Name
M.I.	Mid
Street Address	Street Address
Apt. No.	Apartment N
City	City
State	State
Zip Code	Zip Code
Country	Country
Home Phone Number	Home Phone N
Cell Phone Number	Cell Phone Number
Work Phone Number	Work Phone Number
Personal Email	Personal Email
Professional Email	Professional Email
Brithday	Brithday

# Resizing Text Labels

Use another window to just highlight the text labels as shown. The sizing handles will appear around the labels. Place the mouse on the middle left sizing handle and the black two sided arrow will appear. Pull the label to the left so we can read the entire field name.

The screenshot shows a software design tool window titled "Address Book form : Form". The form is divided into sections: "Form Header", "Detail", and "Form Footer". The "Detail" section contains a grid of text labels and input fields. The labels are: "Last Name", "First Name", "M.I.", "Street Address", "Apt. No.", "City", "State", "Zip Code", "Country", "Home Phone Number", "Cell Phone Number", "Work Phone Number", "Personal Email", "Professional Email", and "Brithday". A red dashed box highlights the "Home Phone Number" label. A black double-headed arrow is positioned over the left side of this label, indicating it is being resized. To the right of the form, there is a "Toolbc" (toolbar) and a "Address..." window. The "Address..." window contains a list of labels: "Last Name", "First Name", "Middle Initial", "Street Address", "Apartment Nur", "City", and "State".

# Resizing Textboxes

Use another window to just highlight the textboxes as shown. The sizing handles will appear around the labels and textboxes. Place the mouse on the middle right sizing handle and the black two sided arrow will appear. Pull the label to the right so we can read the entire email address and birthday.

The image shows a screenshot of a software design tool window titled "Address Book form : Form". The main area contains a table of form fields. The fields are organized into two columns. The first column contains: Last Name, First Name, M.I., Street Address, Apt No., City, State, Zip Code, and Country. The second column contains: Home Phone Number, Cell Phone Number, Work Phone Number, Personal Email, Professional Email, and Brithday. A red dashed box highlights the Personal Email, Professional Email, and Brithday fields. To the right of the form is a floating toolbar titled "Toolbc" and a list titled "Address...". The list contains: Last Name, First Name, Middle Initial, Street Address, Apartment Nur, City, and State. The toolbar contains various icons for text formatting and alignment.

Field Name	Text
Last Name	Last Name
First Name	First Name
M.I.	Midd
Street Address	Street Address
Apt No.	Apartment N
City	City
State	State
Zip Code	Zip Code
Country	Country
Home Phone Number	Home Phone Number
Cell Phone Number	Cell Phone Number
Work Phone Number	Work Phone Number
Personal Email	Personal Email
Professional Email	Professional Email
Brithday	Brithday

# The Finished Form

Click on the Form View icon below File on the Menu Bar to return to entering data into the form. After keying in data for a record, press the arrow to the right of the 1 and the second record will appear. The first record is automatically saved.

The screenshot shows a window titled "Address Book form" with a standard Windows-style title bar. The form contains the following fields and values:

Last Name	Smith	Home Phone Number	(614) 999-8888
First Name	John	Cell Phone Number	(614) 999-8887
M.I.	A	Work Phone Number	(614) 999-8886
Street Address	1234 High St.	Personal Email	smitty@gmail.com
Apt No.	12A	Professional Email	jsmith@bigcompany.com
City	Columbus	Brithday	Thursday, January 01, 1976
State	OH		
Zip Code	43201-		
Country	USA		

At the bottom of the window, there is a record navigation bar that reads "Record: 1 of 1" with navigation icons for first, previous, next, and last records.