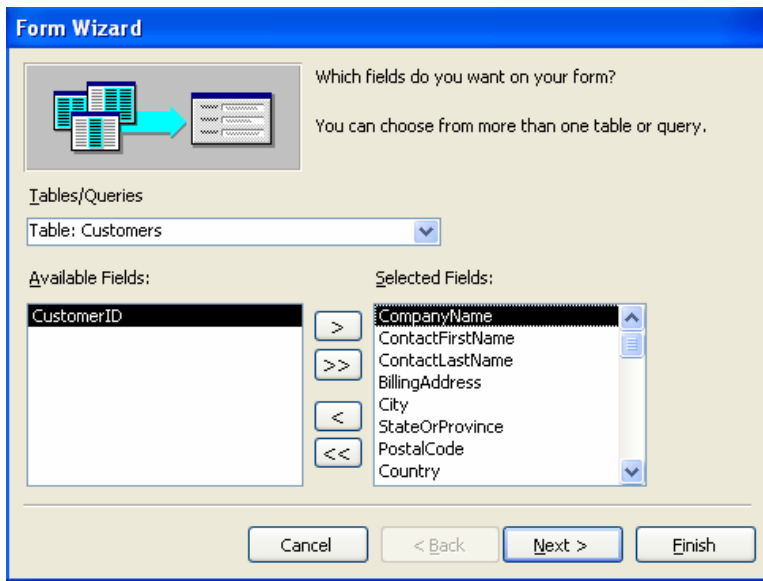


# Access 2003: Creating Forms

## Create a Form

To create a form, click **Forms** on the left and click on **New**. Choose **Form Wizard**. If you want to create a form based on just one table, choose it from the drop down list. Click **OK**.

This handout uses the Access Business Template called Service Call Management located at <http://office.microsoft.com/en-us/templates/TC010184671033.aspx?CategoryID=CT011366681033>



If you want to create a form based on fields from more than one table or query, also use the Form Wizard. You can choose the table or query in the upper left box and then choose the fields in the lower left box.

The wanted fields show up in the right box.

With the directional arrows, > or < sends 1 field in that direction.

Using >> or << sends **all the fields** in that direction.

After you've chosen the fields you want for creating the form, answer the questions along the way.

**Save** the form when you are done creating it.

## Modify Data in a Database Through A Form

Once you have created your tables in your relational database, you will be adding, deleting, and changing records. This can be done with the table itself or with a form. It is easier to create a form specifically for handling table entries & deletions.

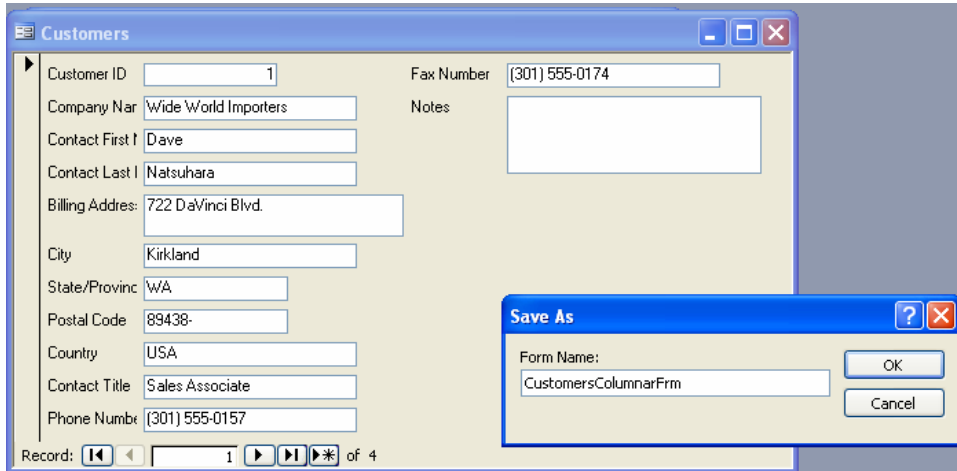
Once the form is made, new information can easily be added to the database.

To delete records, go to the correct record & use **Edit>Delete Record** to remove the record from the table. If there is a defined relationship between the tables, records removed from one table in the database are also removed from other related tables.

## AutoForm: Columnar

To create an autoform, click **Forms** on the left and click on **New**. Choose AutoForm: Columnar. Choose your table or query. Click **OK**.

If you want to save the Autoform, you will have to give it a name & save it before closing it.

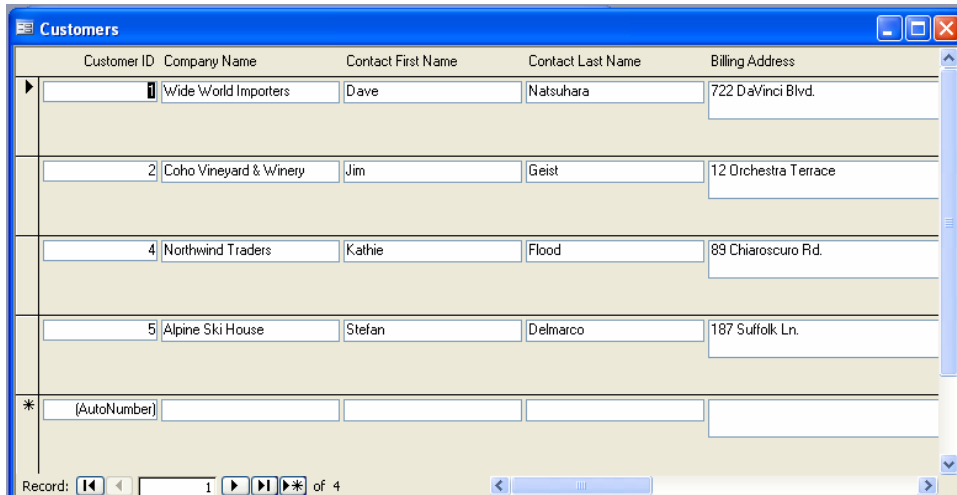


The screenshot shows a columnar AutoForm titled "Customers" with the following fields: Customer ID (1), Fax Number ((301) 555-0174), Company Name (Wide World Importers), Notes, Contact First Name (Dave), Contact Last Name (Natsuhara), Billing Address (722 DaVinci Blvd.), City (Kirkland), State/Province (WA), Postal Code (89438-), Country (USA), Contact Title (Sales Associate), and Phone Number ((301) 555-0157). A "Save As" dialog box is open, showing the form name "CustomersColumnarFrm" and buttons for "OK" and "Cancel".

## AutoForm: Tabular

To create an autoform, click **Forms** on the left and click on **New**. Choose AutoForm: Tabular. Choose your table or query. Click **OK**.

If you want to save the Autoform, you will have to give it a name & save it before closing it.



The screenshot shows a tabular AutoForm titled "Customers" with the following columns: Customer ID, Company Name, Contact First Name, Contact Last Name, and Billing Address. The table contains the following data:

Customer ID	Company Name	Contact First Name	Contact Last Name	Billing Address
1	Wide World Importers	Dave	Natsuhara	722 DaVinci Blvd.
2	Coho Vineyard & Winery	Jim	Geist	12 Orchestra Terrace
4	Northwind Traders	Kathie	Flood	89 Chiaroscuro Rd.
5	Alpine Ski House	Stefan	Delmarco	187 Suffolk Ln.
*	(AutoNumber)			

## AutoForm: Datasheet

To create an autoform, click **Forms** on the left and click on **New**. Choose AutoForm: Datasheet. Choose your table or query. Click **OK**.

If you want to save the Autoform, you will have to give it a name & save it before closing it. An AutoForm: Datasheet looks like a table.