Simple Forms

Forms allow you to view, edit or enter data in a more attractive way than using tables. Fields can be placed anywhere on the screen to make the data easier to view and understand.

The creation of simple forms uses the LAYOUT view. This view allows you to quickly create a form, which is most suitable for smaller databases. Also, for the data is to be displayed on the internet, LAYOUT view needs to be used.
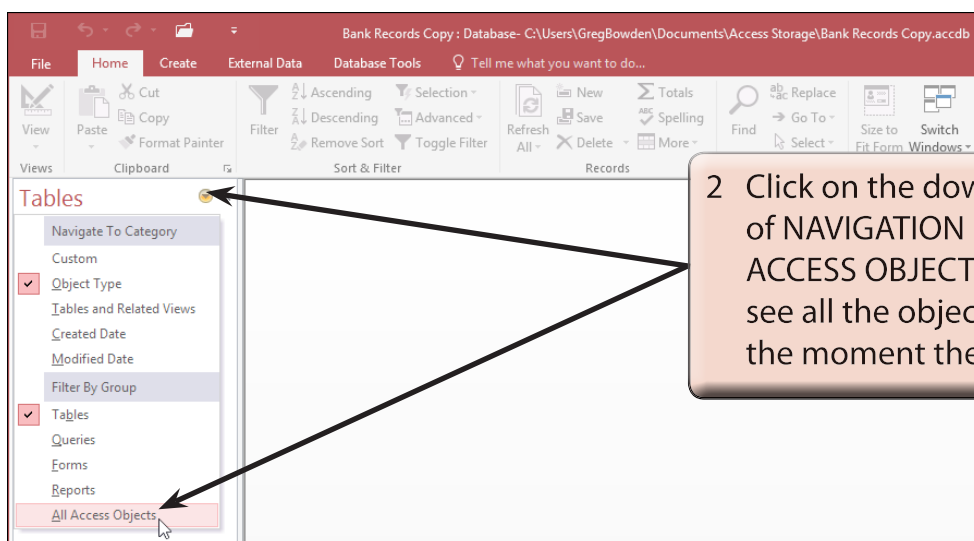
For larger databases more detailed forms can be created and you will do that in the next chapter.

Loading the Database

A simple form will be added to the Bank Records database that you used in Chapter 2.
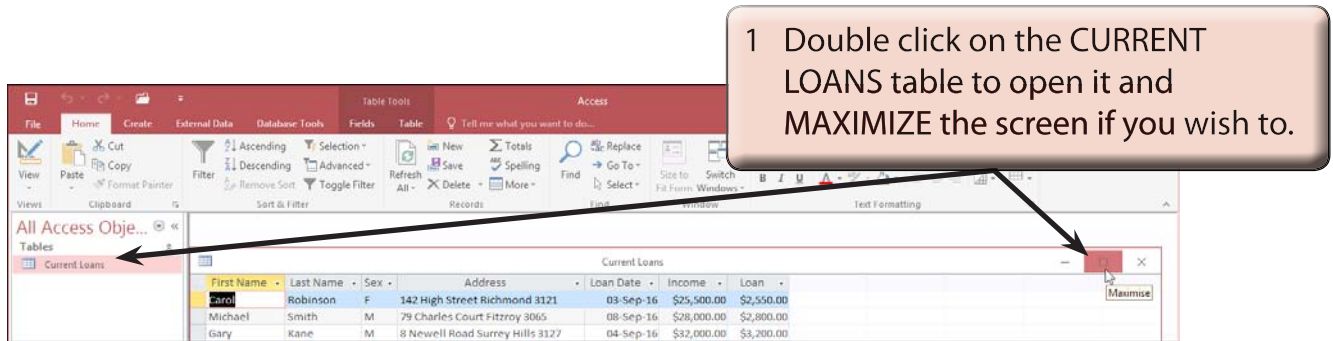
1   Load Microsoft Access or close the current database and open the BANK RECORDS COPY database from your STORAGE folder.

> **NOTE:**   If you do not have a copy of the BANK RECORDS COPY database you can open it from the CHAPTER 2 folder of the ACCESS 2016 SUPPORT FILES as an OPEN READ-ONLY file, then save it in your STORAGE folder as BANK RECORDS COPY.
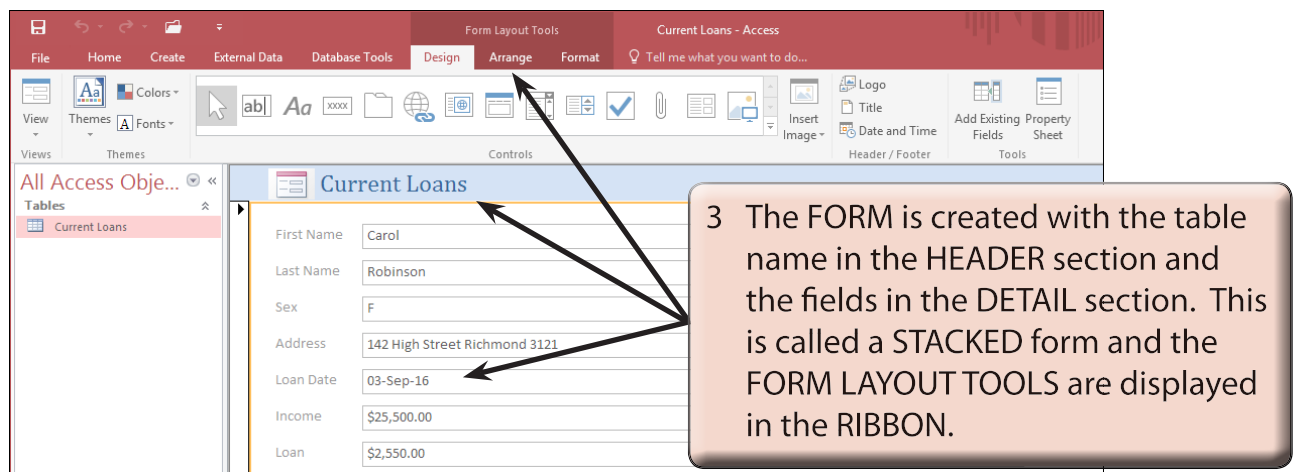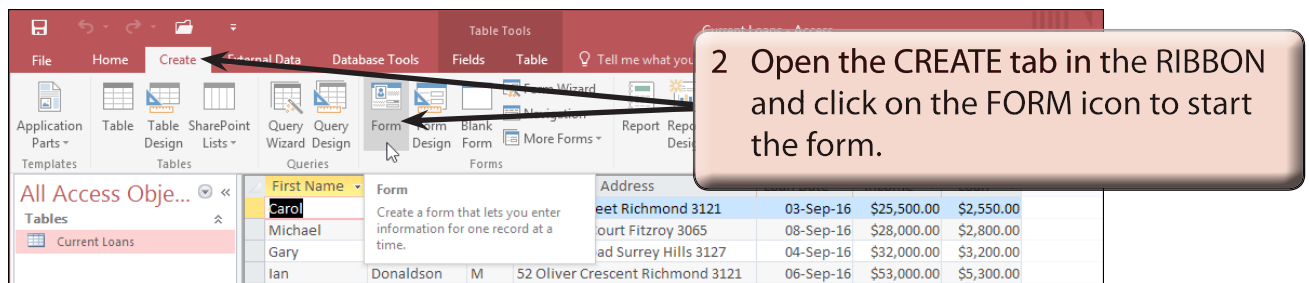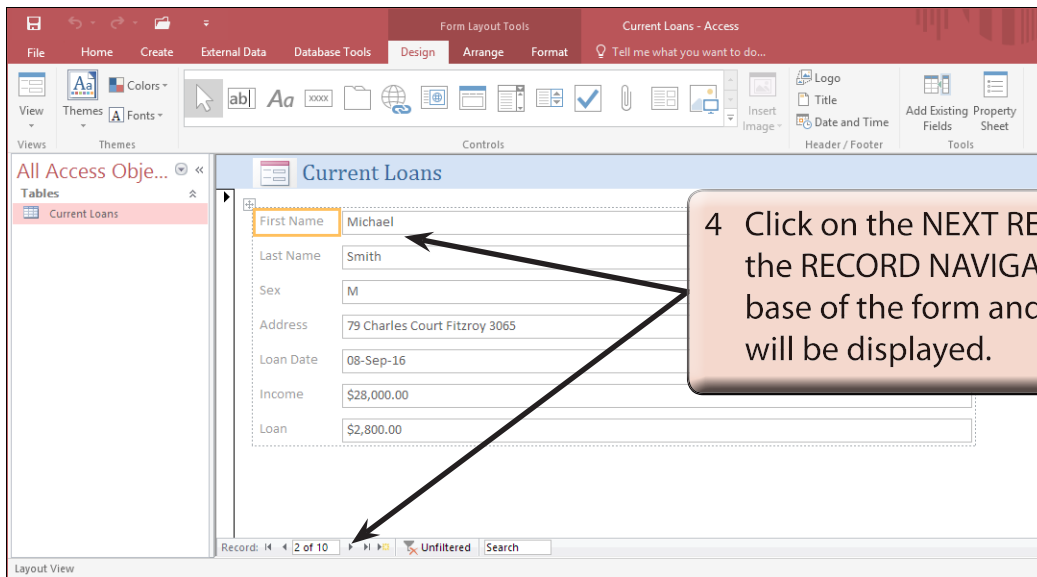

2   Click on the down arrow at the top of NAVIGATION pane and select ALL ACCESS OBJECTS so that you can see all the objects in the pane (at the moment there is only one table).

Creating a Form

A form will be created to make it easier to enter data into the database.

1 Double click on the CURRENT LOANS table to open it and MAXIMIZE the screen if you wish to.

NOTE: The table that a simple form is based on needs to be open when creating a simple form.

2 Open the CREATE tab in the RIBBON and click on the FORM icon to start the form.

3 The FORM is created with the table name in the HEADER section and the fields in the DETAIL section. This is called a STACKED form and the FORM LAYOUT TOOLS are displayed in the RIBBON.

4 Click on the NEXT RECORD button in the RECORD NAVIGATION BAR at the base of the form and the next record will be displayed.
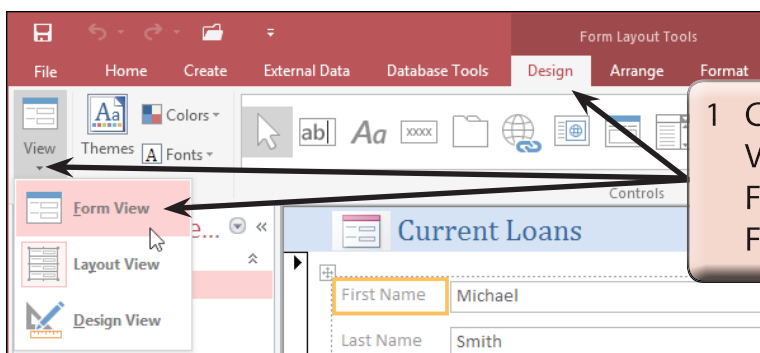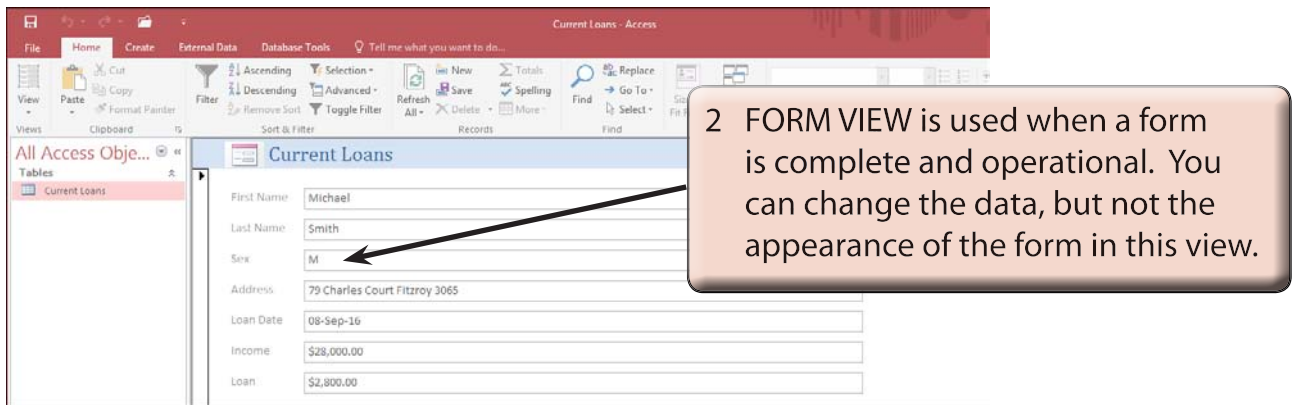
NOTE: The form displays one record at a time on the screen. You can think of the form as a 'card' for each record.
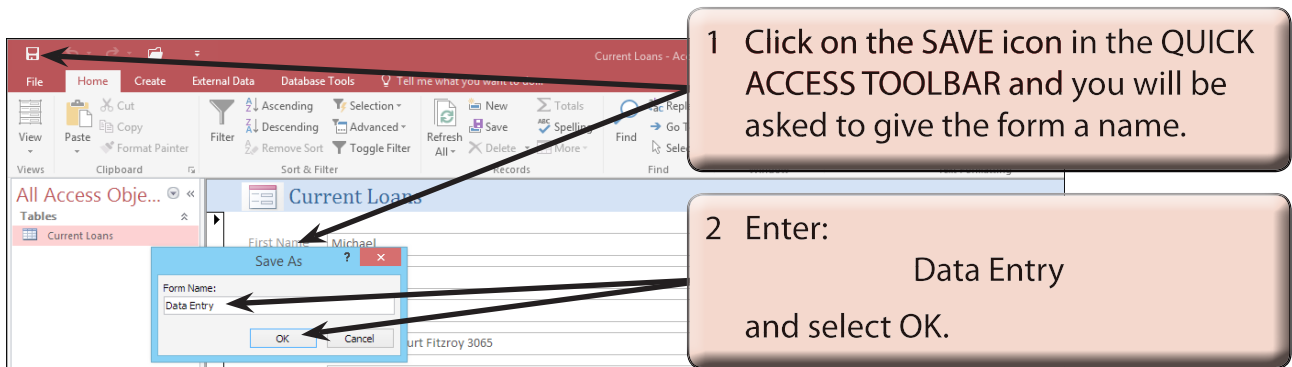
Layout and Form View

At the moment your screen is in LAYOUT VIEW which allows you to see 'live' data. You can make changes to the appearance of the form in this view, but you cannot change the data in any way.

1 Click on the arrow at the base of the VIEW icon in the DESIGN tab of the FORM LAYOUT TOOLS and select FORM VIEW.

2 FORM VIEW is used when a form is complete and operational. You can change the data, but not the appearance of the form in this view.

Saving the Form

As with Tables and Queries, Forms need to be saved.

1 Click on the SAVE icon in the QUICK ACCESS TOOLBAR and you will be asked to give the form a name.

2 Enter:

Data Entry

and select OK.

Changing the Form Title

The program places the Table name as the TITLE of the form. This can be misleading so let's insert a more appropriate title.

1 Try altering the CURRENT LOANS text in the TITLE section of the form. You should not be able to do so because the form is in FORM VIEW.

2 Click on the LAYOUT VIEW button at the bottom right of the FORM screen to set the screen to LAYOUT VIEW.