

Using Forms

A form is a method of simplifying the data entry and laying it out in to an easier to read screen rather than the grid we have seen up to now. Access forms are a basic type of GUI (Graphical User Interface) development and are an essential skill in databases.

Any data entered into a form is directly entered into the underlying table.

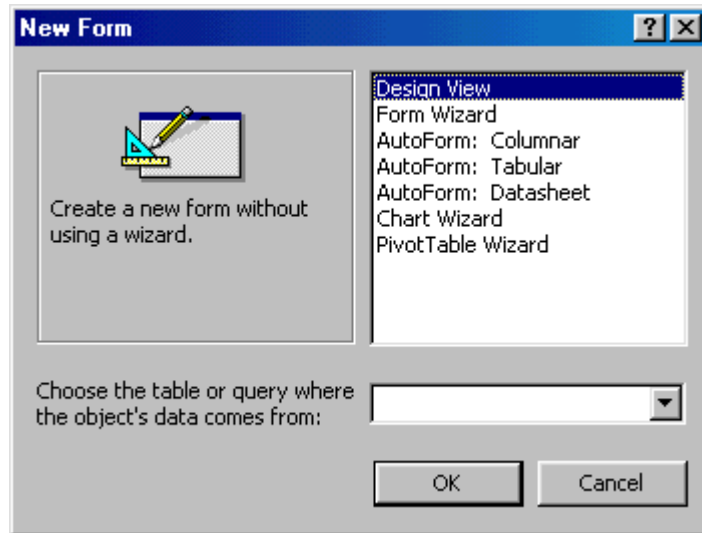
Creating a Form

Creating a simple form

To create a new form, in the database window, select the Forms tab and press the New button.

A wizard is a series of steps which aid in the design of something. Here we have a wizard to help the form design process.

Select the Wizard and at the bottom, select the table that this form will be associated with.

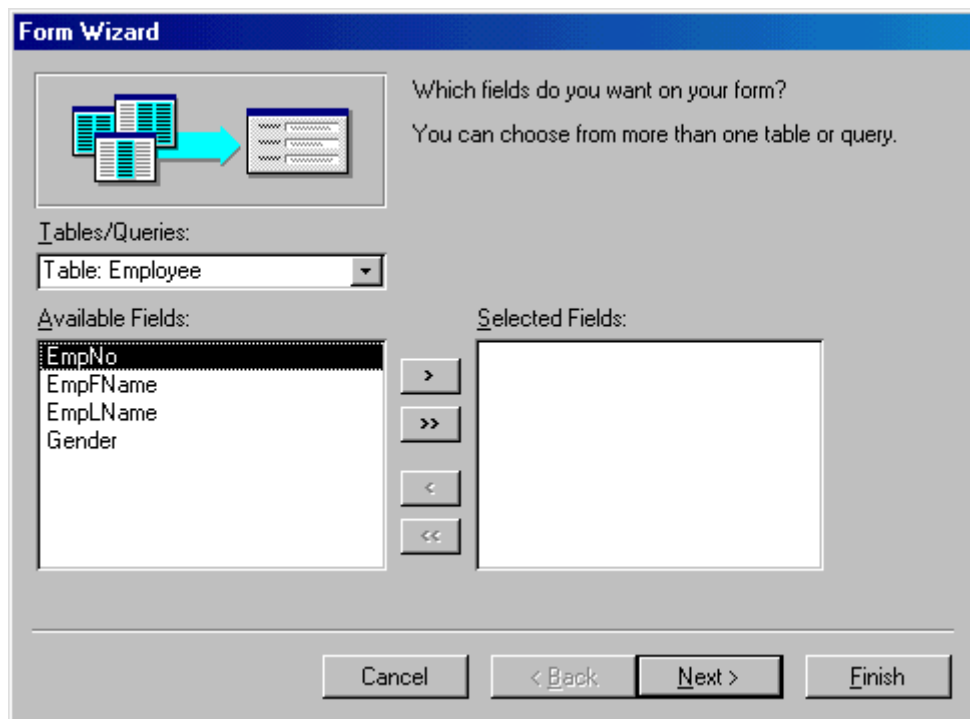


Once all the criteria has been met, press the OK button to start the Wizard.

The first step is to define what fields you require to appear on the form.

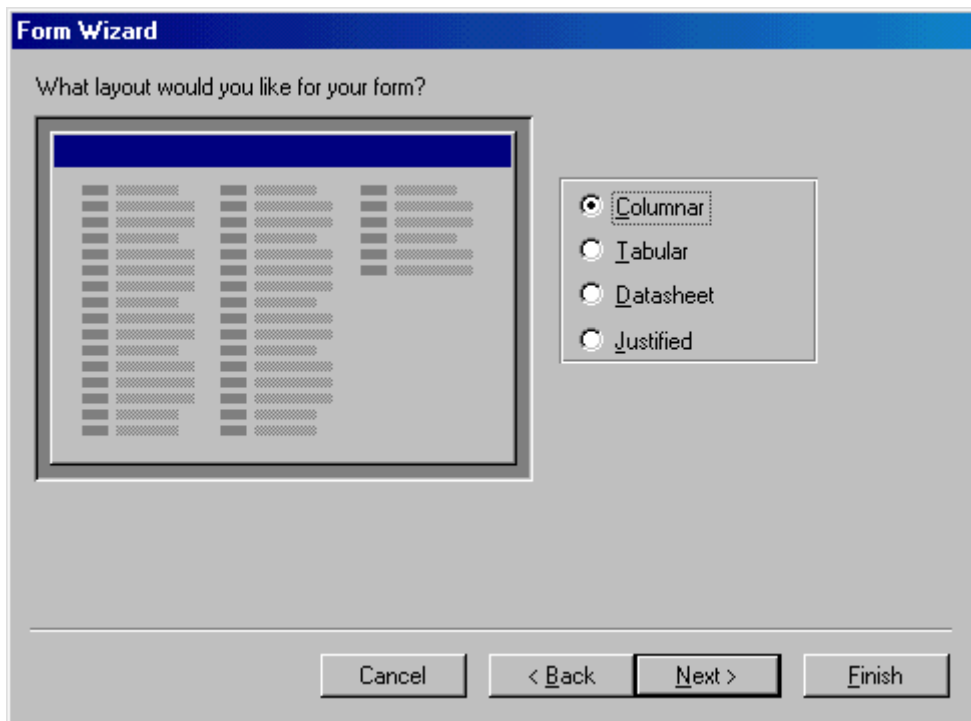
If you want all the fields, press the double headed arrow to move the fields from Available to Selected.

Alternatively just move those fields that you require, by highlighting them and then pressing the single headed arrow.



Once all the required fields are in the Select column, press the Next button to continue.

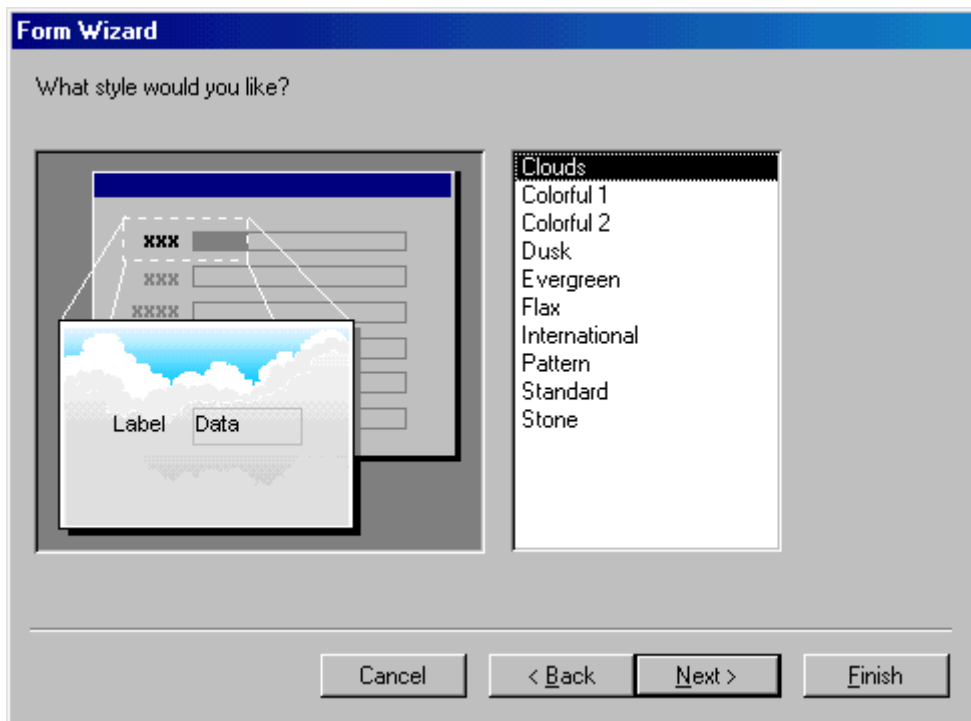
On the next screen, we can choose the type of form we would like. Clicking on each will display a preview of what the basic structure of the form will be. Select the format you require and press next.



The next step is to specify a style or theme for the form. You can select from those displayed on the right and a preview is displayed on the right.

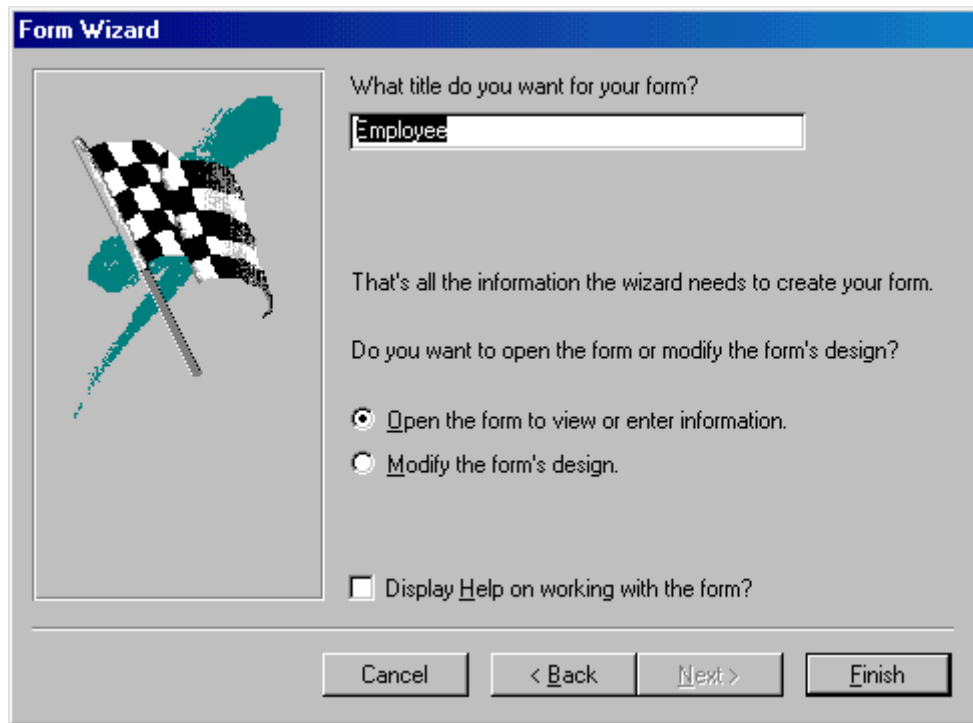
Once you have made your selection, press Next.

Note - Standard is the plain grey and white, i.e. No style.

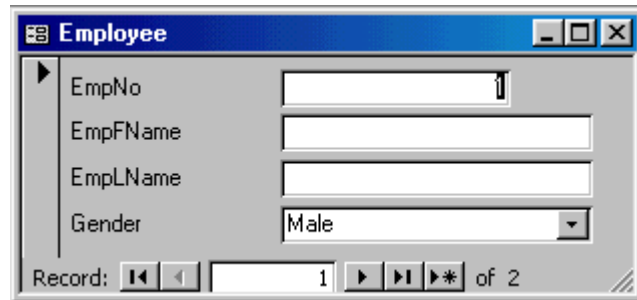


Enter the title for the form and then select how you want to proceed, enter data or modify the design.


Press Finish to generate the form.



This is the form that was generated. Notice how it is much easier to see what data is required. In this example, the EmpNo field edit box should be set to read only so the user cannot enter data into it. The labels for the fields also need to be set for a more meaningful description for each field.



Entering data into the database using simple forms

To enter data into a table using the above simple form, use the new record button  on the database navigator to insert a new record and then enter the data. Entries are automatically saved, but using the File Save menu item or the save button on the toolbar will ensure data is saved.

Notice the dropdown box associated with the Gender field. This makes data entry into this field much easier.