

# Creating a Form in Access

The Form Wizard lets you choose the layout of records in the form and also the background, color, and format of the display.

To create a form

1. From the list of objects in the census database window, click Forms.
2. Double-click Create form by using wizard.
3. Under Tables/Queries, select the table the form will be based on from the drop-down list.
4. Select the fields that you want to appear in the form by clicking each one and then clicking the arrow that appears to the right of the Available Fields list. If you want all the fields from the table to appear in the form, click the double arrow and then click Next.
5. Select the layout for your form by clicking Columnar, Tabular, or Datasheet and then click Next.
6. Select the style of the background print you prefer and then click Next.
7. Enter a name for the form you have created, then select Open the form to view or enter information, and then click Finish.

To open a form stored in the database, double-click it in the main database window.

## Navigating a form

Many of the techniques you used for moving around in tables also apply to forms:

To add data to a record, click in the box in which you want to add data and then type.

To delete information, double-click in a box to select the text and then press the DELETE key.

To move from record to record, press the arrow keys next to Record at the bottom of the window.

To add a record to a form, click the New Record icon on the Form View toolbar.

To delete a record from a form, select it by clicking the bar on the left (indicating the whole record is selected) and then press the DELETE key. Click Yes to delete.

Any changes you make to a record in a form automatically appear in the table that the form draws information from.

## Finding records in a form

At times, you may want to make changes to a record in a database, but the record isn't visible when you open your form. You can quickly find a record, or information within a record, by using Find on the Standard toolbar.