After completing this lesson, you will be able to:

- Create a form using AutoForm.
- Create a form using the Form Wizard.
- Add controls to a form.
- Modify control properties.
- Resize and move controls.
- Enter records into a form.
- Export an Access form to HTML.

Creating a Form Using AutoForm

To create a form using AutoForm

1. On the Objects bar, click Forms
2. On the Database window toolbar, click New.
3. In the New Form dialog box, click AutoForm: Columnar, AutoForm: Tabular, AutoForm: Datasheet, AutoForm: PivotTable, or AutoForm: PivotChart.

(continued)

Creating a Form Using AutoForm

To create a form using AutoForm
(continued)

4. In the New Form dialog box, click the Choose the table or query where the object's data comes from down arrow, click the name of the table on which you want to base the form, and then click OK.

Creating a Form Using the Form Wizard

To create a form using the Form Wizard

1. On the Objects bar, click Forms.
2. Double-click Create form by using wizard.
3. In the first Form Wizard dialog box, click the Tables/Queries down arrow and then click the table on which you want to base the form.

(continued)

Creating a Form Using the Form Wizard

To create a form using the Form Wizard
(continued)

4. In the Available Fields list, click the field(s) that you want to add to the table and then click the > (Add) button.
5. Click Next.
6. In the next Form Wizard dialog box, select the layout that you want to use for your form and click Next.

(continued)

Creating a Form Using the Form Wizard

To create a form using the Form Wizard
(continued)

7. In the next Form Wizard dialog box, select the style that you want to use for your form and click Next.
8. In the next Form Wizard dialog box, type the name that you want your form to have and click Finish.

Adding Controls to a Form

To add controls to a form

1. Display the form in Design view.
2. On the Form Design toolbar, click the Toolbox button if necessary.
3. In the toolbox, click the tool for the type of control that you want to add.
4. Click in the form where you want the control to go.

Printing a Form

To print a form

1. Open the form.
2. On the Form View toolbar, click the Print button.

   Or

   On the Form Design toolbar, click the Print button.

   Or

   On the File menu, click Print.

Modifying Control Properties Using the Property Sheet

To modify control properties using the property sheet

1. Display the form in Design view.
2. Double-click the edge of the control that you want to change.
3. In the property sheet for the control, click the tab that contains the property that you want to change.
4. Scroll down if necessary to find the property that you want to change.

(continued)

Modifying Control Properties Using the Property Sheet

To modify control properties using the property sheet (*continued*)

5. Click in the box for the property that you want to change.
6. Click the down arrow that appears and then click the new setting.

   Or

   Type the new setting.
7. Click the Close button in the top-right corner of the property sheet.

Modifying Control Properties Using the Toolbar

To modify control properties using the toolbar

1. Display the form in Design view.
2. Click the control that you want to change.
3. On the Formatting toolbar, click the button for the property that you want to change.

Resizing Controls on Forms

To resize a control on a form

1. Display the form in Design view.
2. Click the control that you want to resize.
3. Move the mouse pointer over the handles of the control until the pointer turns into a horizontal, vertical, or diagonal double-headed arrow.
4. Drag the edge(s) of the control in the direction that you want to resize the control.

Moving Controls on Forms

To move a control on a form

1. Display the form in Design view.
2. Click the control that you want to move.
3. To move a control with its accompanying text box or label (if applicable), move the mouse pointer over the edge of the control until the pointer turns into a hand.

(continued)

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Moving Controls on Forms

To move a control on a form *(continued)*

Or

To move a control without also moving its accompanying text box or label, move the mouse pointer over the top-right handle until the pointer turns into a pointing hand.

4. Drag the control to the location in the form where you want the control to go.

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Creating a Form in Design View

To create a form in Design view

1. On the Objects bar, click Forms if necessary.
2. Double-click Create form in Design view.
3. On the View menu, click Properties.
4. In the Form property sheet, click the Data tab, click in the Record Source box, click the down arrow that appears, and then click the table that you want to use as the source for the form.

(continued)

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Creating a Form in Design View

To create a form in Design view *(continued)*

1. Click the Close button in the top-right corner of the Form property sheet.
2. Drag the fields that you want to use from the field list to the form.
3. Use the toolbox to create unbound or calculated controls.

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Entering Records into a Form

To enter records into a form

1. Display the form in Form view.
2. Click the New Record button.
3. Type the new information, navigating from control to control.

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Exporting an Access Form to HTML

To export a form in HTML format

1. Click the form to export in the Database Window.
2. Click the File menu, then click Export.
3. Use the Save in box to navigate to the folder to contain the exported form.
4. Click the Save as type list arrow and select HTML Documents (*.html; *.htm).
5. Enter a name for the file and click Export.

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Backing Up a Database

To back up a database

1. Make sure that the database is closed.
2. Navigate to the location where the database is stored.
3. Copy the database.
4. Navigate to the location where you want to store the backup database.
5. Paste the database, creating a backup copy of the original database.

Restoring a Database

To restore a database from the backup

1. Navigate to the place where the backup database is stored.
2. Copy the backup database.
3. Navigate to the place where you want the restored database.
4. Paste the database, creating a new copy of the backup database.