

# 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.

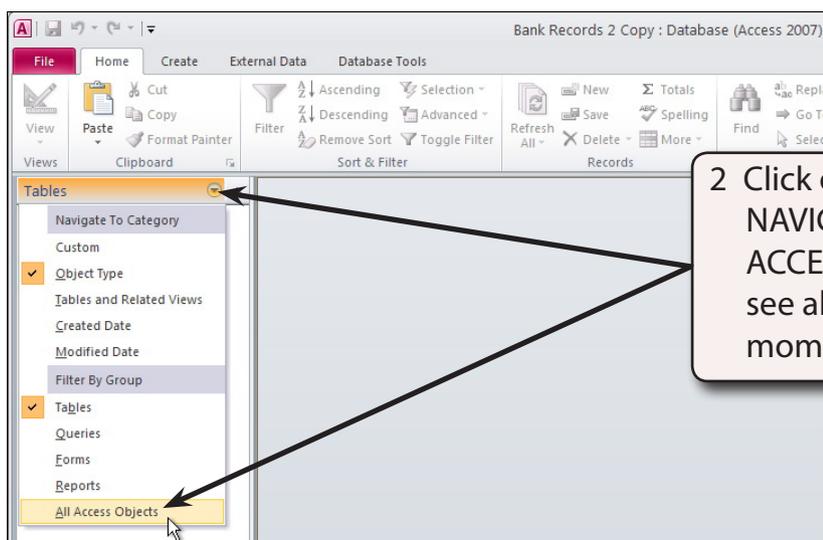
For larger databases more detailed forms can be created and you will do that in the next chapter.

## 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 2 COPY database from your STORAGE folder.

**NOTE:** If you do not have a copy of the BANK RECORDS 2 COPY database you can open it from the CHAPTER 2 folder of the ACCESS 2010 SUPPORT FILES as an OPEN READ-ONLY file, then save it in your STORAGE folder as BANK RECORDS 2 COPY.



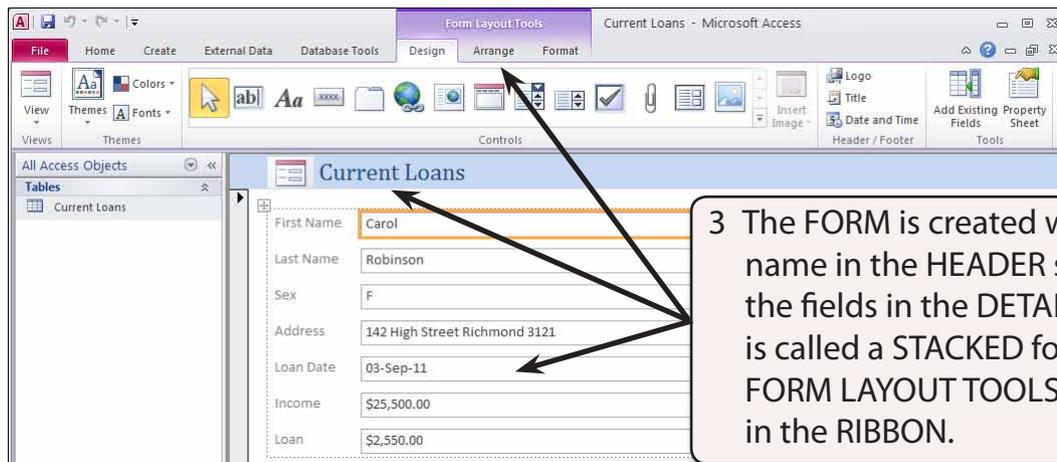
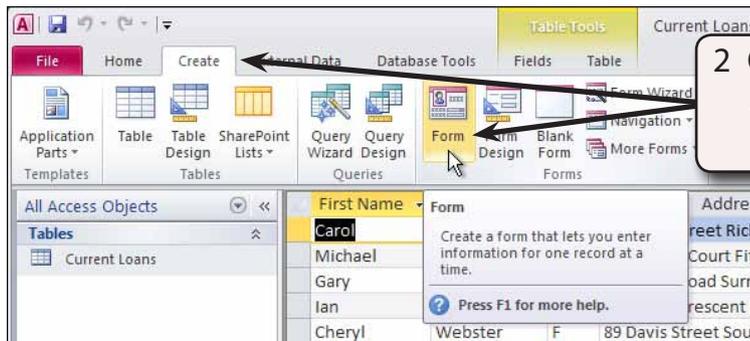
2 Click on the arrow at the top of NAVIGATION pane and select ALL ACCESS OBJECTS so that you can see all the objects in the pane (at the moment there is only one table).

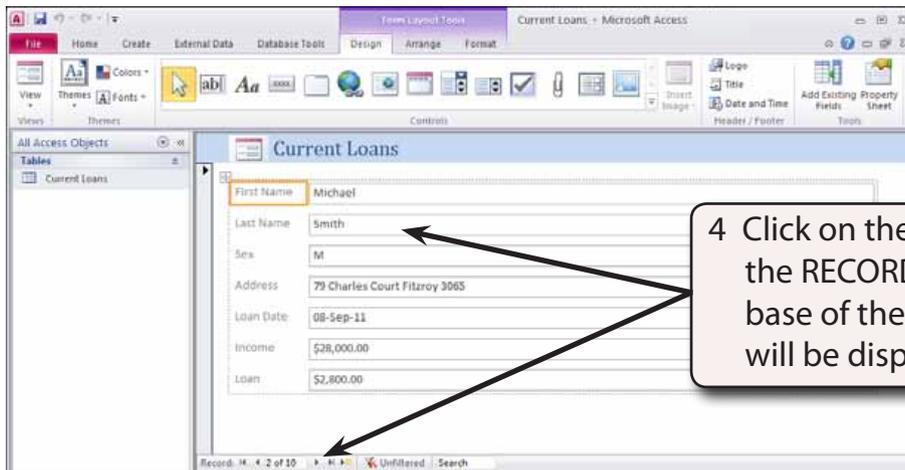
## Creating a Form

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



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

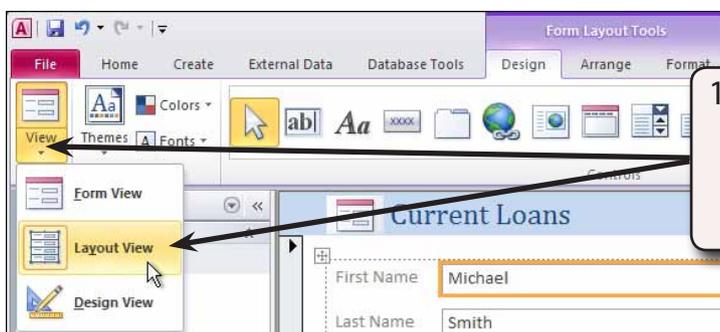


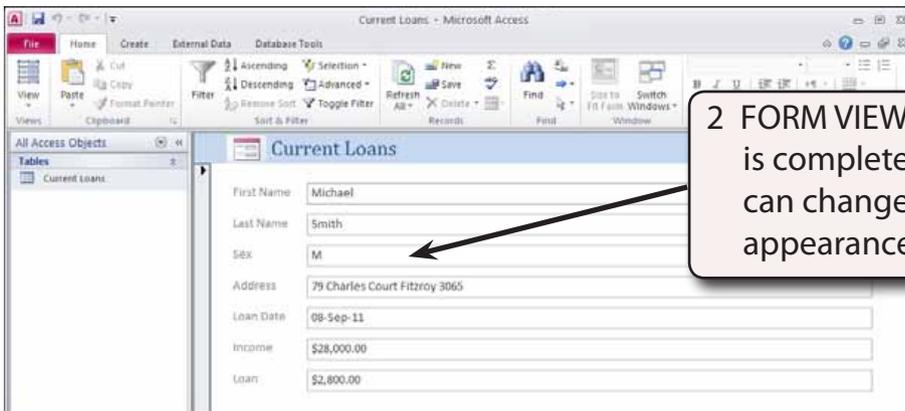


**NOTE:** The form displays one record at a time on the screen. You can think of the form as a 'card' for each record.

## 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.

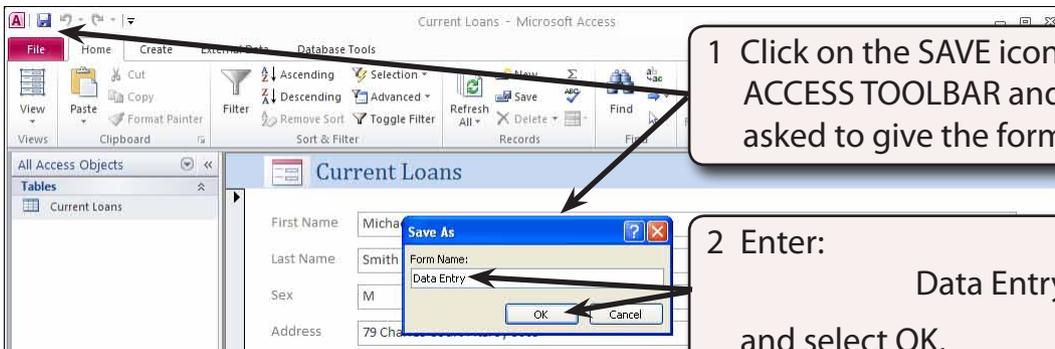




2 FORM VIEW is used when a form is complete and operational. You can change the data but not the appearance of the form in this view.

## Saving the Form

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



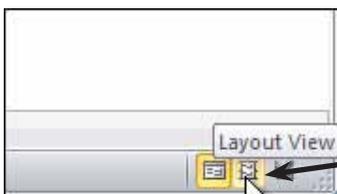
1 Click on the SAVE icon in the QUICK ACCESS TOOLBAR and you will be asked to give the form a name.

2 Enter: Data Entry and select OK.

## Changing the Form Title

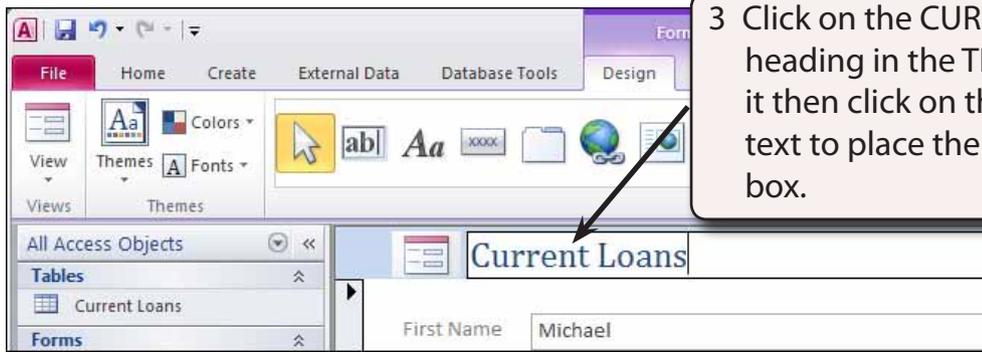
The program places the Table name as the TITLE of the form. This can be misleading so let's insert a more appropriate title.

- 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.

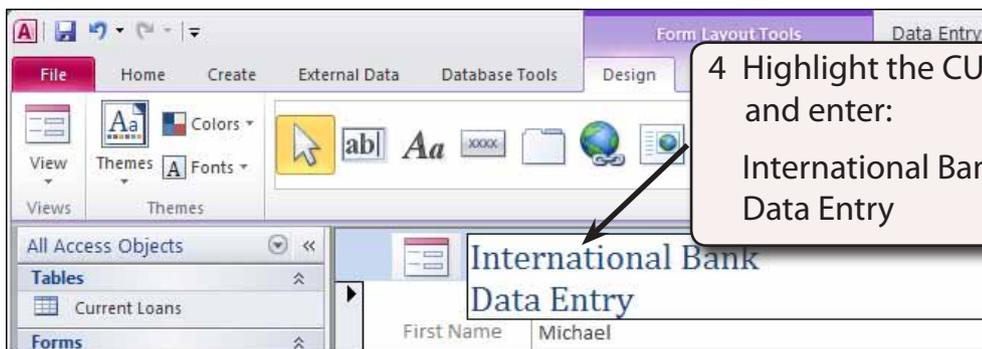


2 Click on the LAYOUT VIEW button at the bottom right of the FORM screen to set the screen to LAYOUT VIEW.

**NOTE:** The VIEW icon in the HOME tab of the RIBBON can also be used to set the screen to LAYOUT VIEW.



3 Click on the CURRENT LOANS heading in the TITLE section to select it then click on the CURRENT LOANS text to place the cursor in the text box.



4 Highlight the CURRENT LOANS text and enter:  
International Bank <Shift> + <Enter>  
Data Entry

**NOTE:** Holding down the SHIFT key and pressing the ENTER key allows the text to be placed on two lines.



5 Press the <enter> key to select the text frame and drag its right border to the left to half the text box width.