

Microsoft Access – Create a form with the Wizard



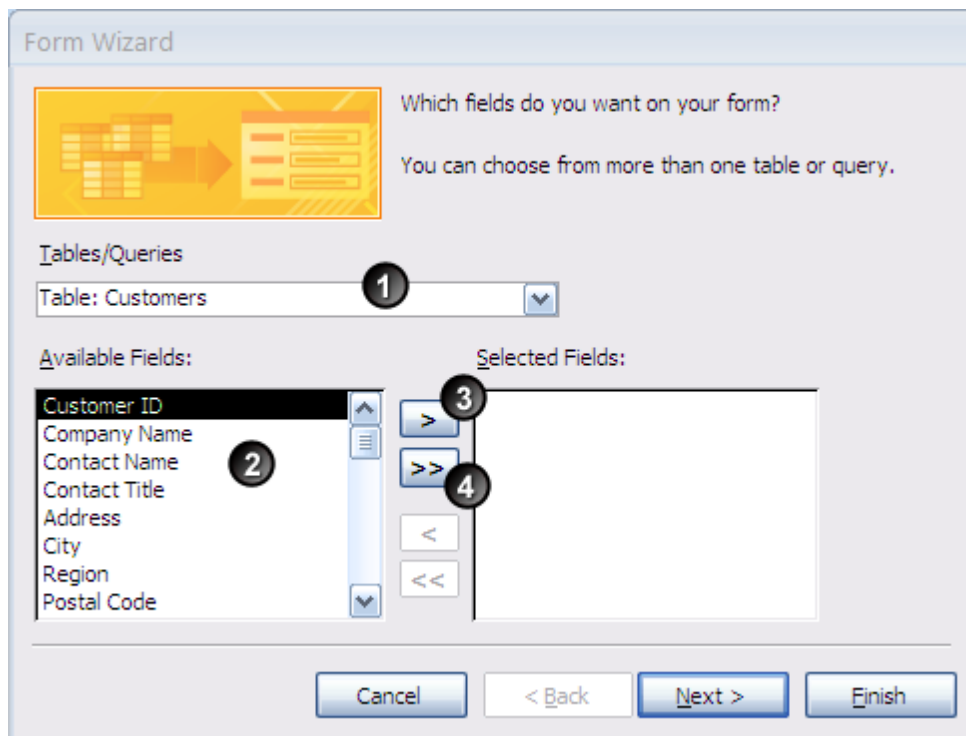
Create a form with the Wizard

If none of the standard options of forms meet our requirements then a form can be created using a wizard where you can have much more control of what fields are included and how they are laid out.

Select Form Wizard from the more forms button. This will get the Form wizard to start. On the first screen the items are

1. Where you select the table or query the form is to be based on. (more than table or query can be chosen by selecting the first one, choosing the fields and then selecting the next one).
2. Select the field required.
3. Add it to the form (can also be added by double clicking on the field name in the available fields column).
4. All the fields can be added by clicking on the double arrow.

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Once the selections are made on this screen, click on next where you can select the presentation of the form. The options are:

- | | |
|-----------|--|
| Columnar | The records are arranged in columns so that you see one record at a time. |
| Tabular | The records are arranged under column headings, can see multiple records per screen.

The view is still a form and so can have headers, footers and command buttons. |
| Datasheet | Displays the data in the same way as it is in a table. (Will only display the fields selected). |
| Justified | Arranges the data across the screen under labels in multiple rows. You will only see one record at a time. |

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Then you select the style required. To see what the styles look like you can click on them one by one.

It is advisable to use one style on the forms rather than using a different style for each form (though there is nothing stopping you from doing so if you wish).

Finally name the form and close the wizard, you have to decide whether to go to the form in design view or form view depending on what you need to do next.