

Microsoft Access – Forms Explained



Forms Explained

Forms are created to make user input easier than having to deal with rows of tables all the time. There are all sorts of forms that can be set up depending on the function required.

Forms can be developed manually or generated by the wizard. They can be based on tables, queries or multiple items.

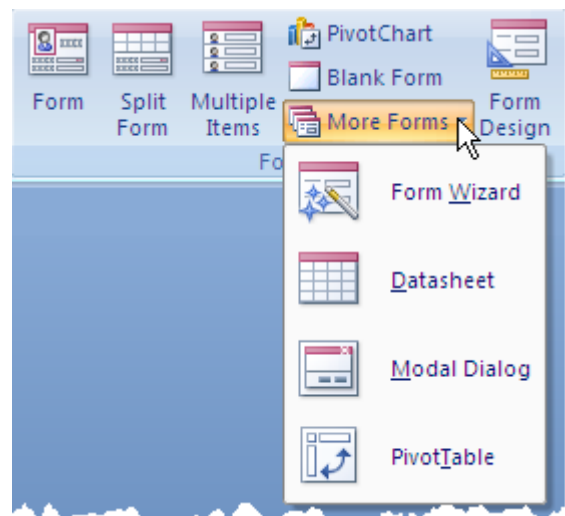
Forms can be used to view data, input new data or amend existing data; depending on the settings chosen a form can be used for all three or a particular one.

Forms can be created by using the Form section of the Ribbon on the Create Tab.

There are several ways of creating a form and the easiest is to select the table or query that the form is to be based on and then clicking on the type of form required.

The different types of forms available are:

Form – this displays a simple form that shows all of the fields. If the table is connected to another in a one to many relationship then the many side of the relationship is displayed as a datasheet.



Microsoft Access – Forms Explained



Categories

Category ID: 1

Category Name: Beverages

Description: Soft drinks, coffees, teas, beer, and ale

Picture: 

Product	Supplier	Product Name	English Name	Quantity Per Unit	Unit Price	Units In Stock
1	Exotic Liquor	Chai	Dharamsala Tea	10 boxes x 20 bags	\$18.00	39
2	Exotic Liquor	Chang	Tibetan Barley Beer	24 - 12 oz bottles	\$19.00	17
24	Refrescos	Guaraná Fantástica	Guaraná Fantástica Soft Drink	12 - 355 ml cans	\$4.50	20
34	Bigfoot Brewery	Sasquatch Ale	Sasquatch Ale	24 - 12 oz bottles	\$14.00	111
35	Bigfoot Brewery	Steeleye Stout	Steeleye Stout	24 - 12 oz bottles	\$18.00	20
38	Aux joyeux	Côte de Blaye	Côte de Blaye (Red Bordeaux)	12 - 75 cl bottles	\$263.50	17

Record: 1 of 8 | No Filter | Search

Split Form – This displays the table data in two views, a form and datasheet. It is the same data that is displayed in the different formats not the related data as it is in the Form view.

The two views are interconnected in that if you select a particular record in the datasheet the form area at the top will automatically show the data for record in a form view. As you scroll through the records it will scroll both parts of the the screen.

As data is input in one part of the form, it will update the other section when you move off the field.

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The screenshot shows a Microsoft Access form titled "Categories". The form is in a "Form View" and displays a single record for Category ID 1. The fields are:



- Category ID: 1
- Category Name: Beverages
- Description: Soft drinks, coffees, teas, beer, and ale
- Picture: A small image of a beer glass and a bottle.

Below the form is a data grid showing all 8 records. The status bar at the bottom indicates "Record: 1 of 8".

Category	Category Name	Description	Picture
1	Beverages	Soft drinks, coffees, teas, beer, and ale	Paintbr
2	Condiments	Sweet and savory sauces, relishes, spreads, and	Paintbru
3	Confections	Desserts, candies, sweetbreads	Paintbru
4	Dairy Products	Cheeses	Paintbr
5	Grains/Cereals	Breads, crackers, pasta, and cereal	Paintbru
6	Meat/Poultry	Prepared meats	Paintbru
7			Paintbr
8			Paintbr

Multiple items- This form allows you to see several records at the same time. It displays the data in a way that is similar to a datasheet. But because it is a form that can have objects on it, it can be customised to your requirements.

The screenshot shows the same Microsoft Access form titled "Categories" but in a "Table View" (datasheet view). It displays multiple records in a table format. The status bar at the bottom indicates "Record: 3 of 8".

Category ID	Category Name	Description	Picture
1	Beverages	Soft drinks, coffees, teas, beer, and ale	
2	Condiments	Sweet and savory sauces, relishes, spreads, and seasonings	
3	Confections	Desserts, candies, sweetbreads	