

Create forms (forms) in Access 2016

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In this lesson, you will learn how to create and modify forms. You will also learn how to use form options such as design control features and form properties to make sure the form works exactly the way you want.

Throughout this tutorial, the article will use a sample database. If you want to monitor, you can download the Access 2016 sample database file. You will need to install Access 2016 on your computer to open the example file.

How to create a form (form)

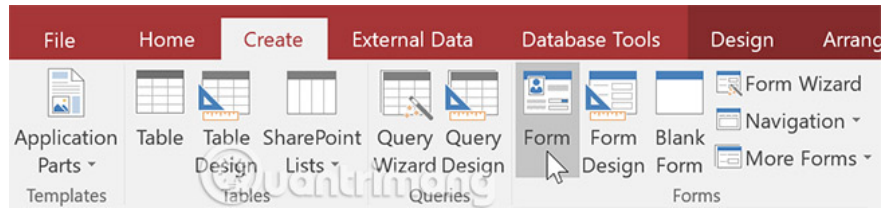
1. How to create a form
2. About subform (subform)
3. Add additional fields to the form
 1. How to add a field to the form
 2. How to add a field from another table
 3. Add design control features
4. Combo box
 1. How to create a combo box
5. Customize the form settings with the Property Sheet
6. Modify form settings
 1. How to hide a field
 2. How to set the field to automatically fill in the current date
7. Practice!

How to create a form

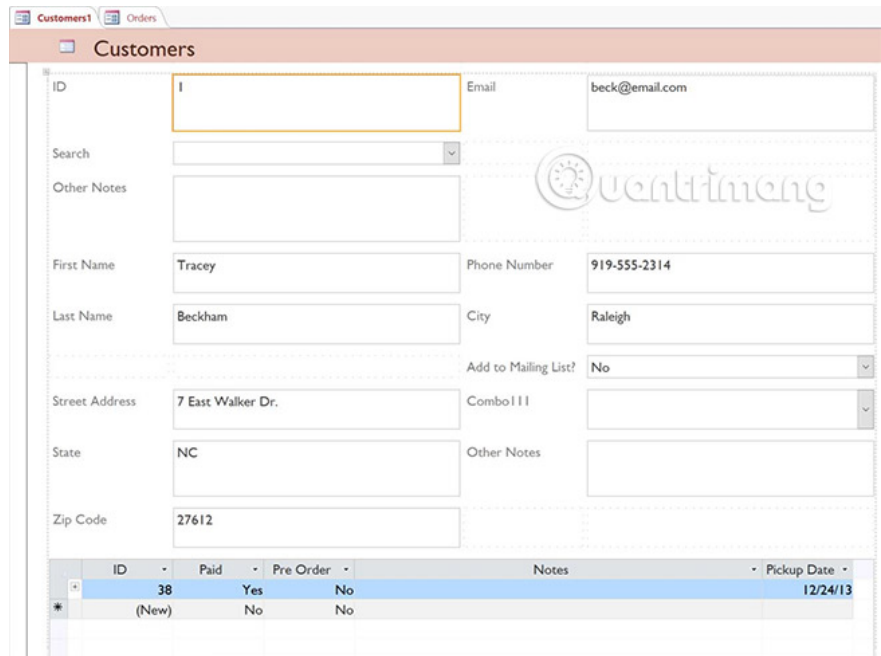
Access makes it easy to create forms from any table in your database. Any form you create from the table will allow you to view the data already in that table and add new data. Once you have created the form, you can modify it by adding additional fields and design control features such as combo boxes.

1. In the **Navigation** panel , select the table you want to use to create the form. You do not need to open the board.

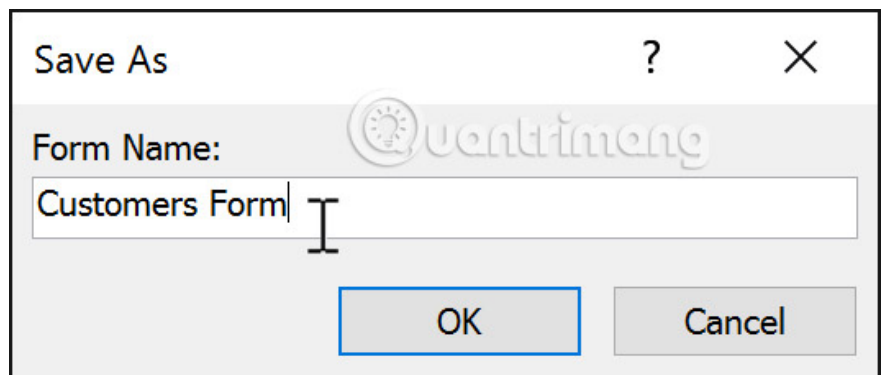
2. Select the **Create** tab , locate the **Forms** group and click the **Form** command .



3. Your form will be created and opened in **Layout** view .



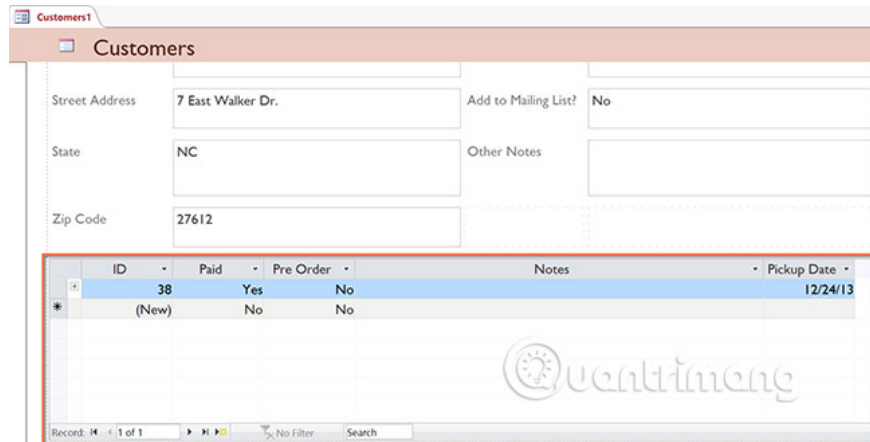
4. To save the form, click the **Save** command on the **Quick Access Toolbar** . When prompted, enter a name for the form, and then click **OK**.



About subform (subform)

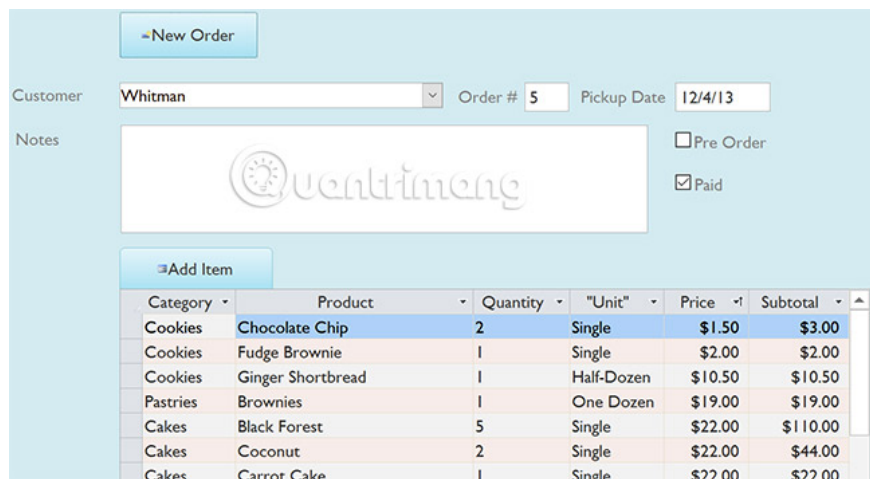
If you created a form from a table where the content is linked to another table, your form may include subforms. A subform is a data form that displays linked content in tabular format. For example, the subforms included in the **Customers** form that you created will display linked customer orders.

You do not need to include this subform because you may only want to use the **Customers** form to enter and review contact information. If you find that you don't need a subform, you can easily delete it. To do this, simply click on it and press the **Delete** key on your keyboard.



The screenshot shows a form titled "Customers" with fields for Street Address (7 East Walker Dr.), State (NC), and Zip Code (27612). Below these fields is a subform table with columns: ID, Paid, Pre Order, Notes, and Pickup Date. The table contains one row with ID 38, Paid Yes, Pre Order No, and Pickup Date 12/24/13. A "(New)" link is visible below the row. The Quantimeng logo is visible in the background of the subform.

However, subforms are often quite useful. Depending on the content and source of the form, you may find that the subform contains useful information, as in the example below. In the **Orders** form, the **subform** contains the name, quantity, and price of each item in the order. That's all useful information.



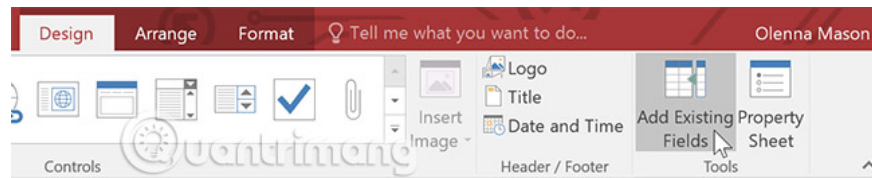
The screenshot shows an "Orders" form with fields for Customer (Whitman), Order # (5), and Pickup Date (12/4/13). Below these fields is a subform table with columns: Category, Product, Quantity, "Unit", Price, and Subtotal. The table contains several rows of items, including Cookies (Chocolate Chip, Fudge Brownie, Ginger Shortbread), Pastries (Brownies), and Cakes (Black Forest, Coconut, Carrot Cake). The Quantimeng logo is visible in the background of the subform.

Add additional fields to the form

When you use the **Form** command on an existing table, all fields from the table are included in the form. However, if you later add additional fields to the table, these fields will not automatically show in the existing forms. In situations like this, you can add additional fields to a form.

How to add a field to the form

1. Select the **Design** tab , then locate the **Tools** group on the right of the **Ribbon**.
2. Click the **Add Existing Fields** command.



3. The **Field List** control panel will appear.
4. Double-click the desired field (s).

Field List



Show all tables

Fields available for this view:

ID

First Name

Last Name

Street Address

State

Zip Code

Email

Phone Number

City

Add to Mailing List?

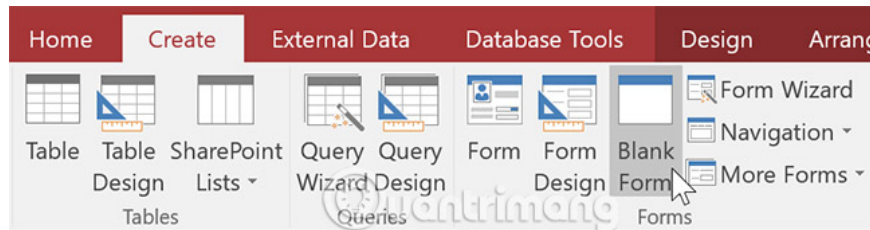
Other Notes



4. The field will be added.

ID	I	Email	beck@email.com
Other Notes	Quantimeng		
First Name	Tracey	Phone Number	919-555-2314
Last Name	Beckham	City	Raleigh

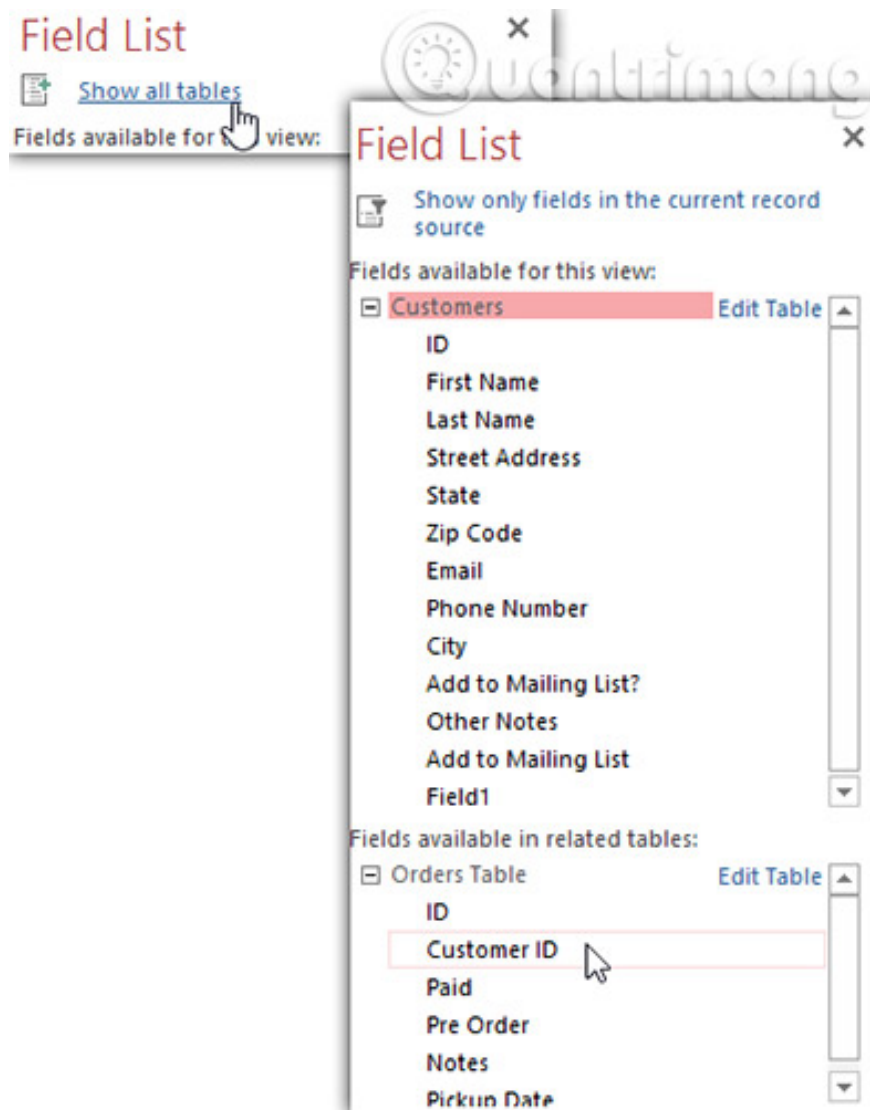
You can also use the above procedure to add fields to a completely blank form. Just create the form by clicking the **Blank Form** command on the **Create** tab , then follow the steps above to add the desired fields.



How to add a field from another table

You can also add fields from different tables in your database to the form.

1. From the **Field List** control panel , click **Show All Tables**.
2. Click the plus sign + next to the table containing the field you want to add, then double-click the desired field. New fields will be added.



Add design control features

Design control features set restrictions on the fields in the form. This gives you greater control over how data is entered into your form, thereby helping to keep your database consistent.

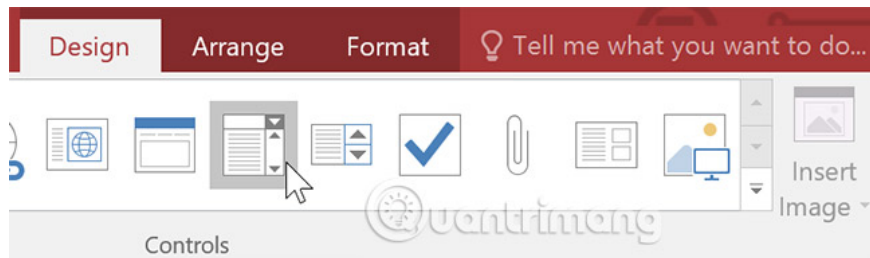
Combo box

A combo box is a drop-down list you can use in your form instead of a field. The combo box limits the information that users can enter by forcing them to select only the options you have specified.

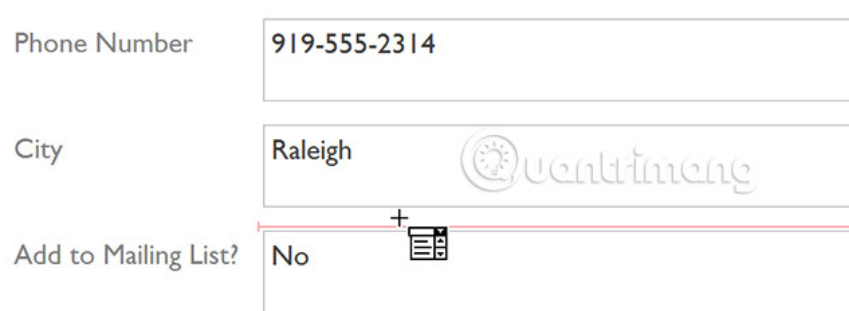
A useful combo box for schools with a limited number of valid responses. For example, you can use combo boxes to ensure people only enter a valid state in the United States when entering an address or just select products that already exist in the database.

How to create a combo box

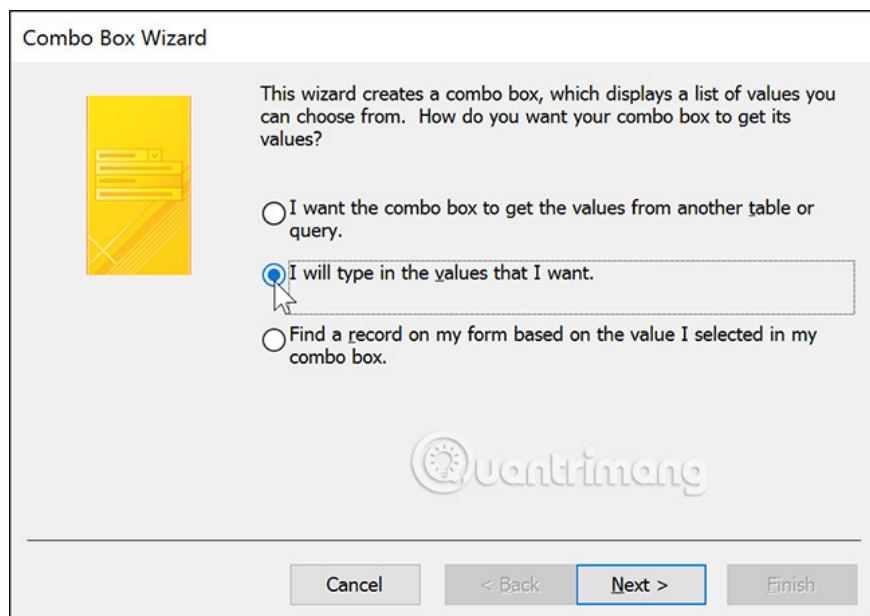
1. In the **Form Layout** view , select the **Design** tab , then locate the **Controls** group .
2. Select the **Combo Box** command , **which** looks like a drop-down list.



3. Select the desired location for the combo box. A line will appear, indicating the location where your combo box will be created. In this example, it will be placed between the **City** field and **Add to Mailing List**.

A screenshot of a form with three fields. The first field is 'Phone Number' with the value '919-555-2314'. The second field is 'City' with the value 'Raleigh'. The third field is 'Add to Mailing List?' with the value 'No'. A red horizontal line is drawn between the 'City' and 'Add to Mailing List?' fields, with a small '+' icon and a list icon above it, indicating the placement of a new control.

4. The **Combo Box Wizard** dialog box will appear. Select **I will type in the values ??that I want** , then click **Next**.



5. Enter the options you want to appear in your drop-down list. Each option must be on its own row. This example is creating a combo box for the **Add to Mailing List field?** in the form, so we will enter all possible

valid responses for this school. Users will be able to select one of three options from the completed combo box: **No**, **Yes - Weekly** and **Yes - Special Events and Offers** .

Combo Box Wizard

What values do you want to see in your combo box? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

Col1			
No			
Yes - Weekly			
Yes - Special Events and Offers			
*			

Buttons: Cancel, < Back, Next >, Finish

6. If necessary, change the column size so that all of your text is displayed. When you're happy with your listing, click **Next**.

Combo Box Wizard

What values do you want to see in your combo box? Enter the number of columns you want in the list, and then type the values you want in each cell.

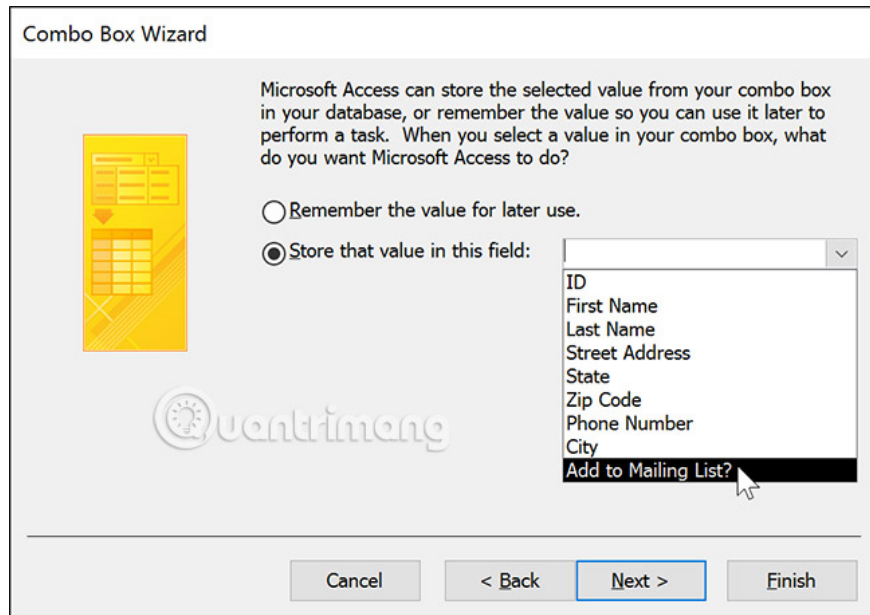
To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

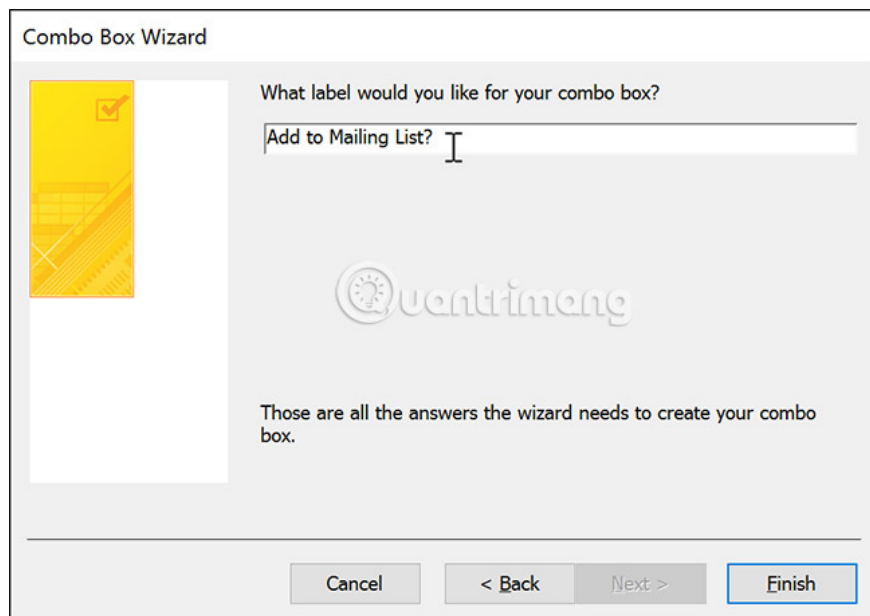
Col1			
No			
Yes - Weekly			
Yes - Special Events and Offers			
*			

Buttons: Cancel, < Back, Next >, Finish

7. Select **Store that value in this field** , then click the drop-down arrow and select the field you want to select from the combo box recorded. After making your selection, click **Next**.



8. Enter the **label** - or **name** - that will appear next to your combo box. In general, you should use the name of the field you selected in the previous step.



9. Click **Finish**. Your combo box will appear on the form. If you created a combo box to replace the current field, you should delete the first field. In this example, you may notice that there are now two fields with the same name. These two fields send information to the same location, so we don't need both. I will delete the one without the combo box.

Phone Number 919-555-2314

City Raleigh

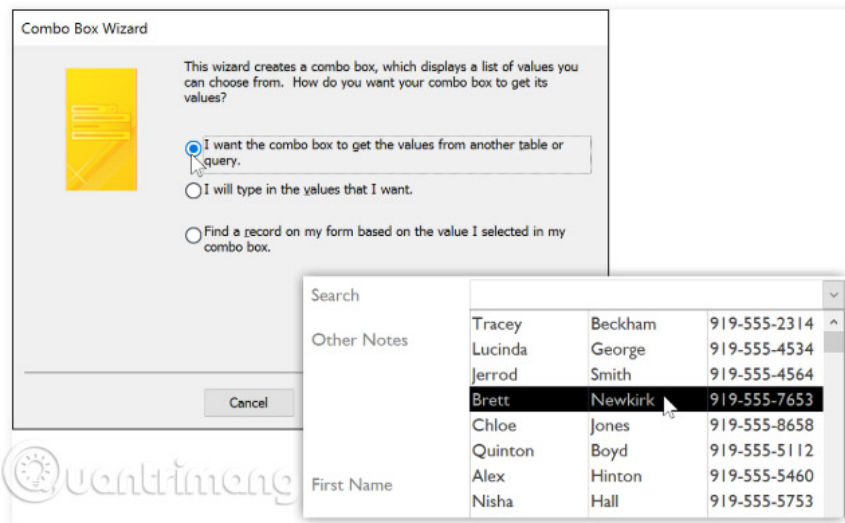
Add to Mailing List? No

Other Notes

Yes - Weekly

Yes - Special Events and Offers

10. Switch to the **Form** view to check your combo box. Just click the drop-down arrow and verify that the list contains the correct choices. Combo boxes can now be used to import data.



If you want to include a drop-down list with a variety of options and don't want to import them all, create a combo box and select the first option in the **Combo Box Wizard: I want to get the values ??from another table or query** . This will allow you to create a drop-down list from a field in the table.

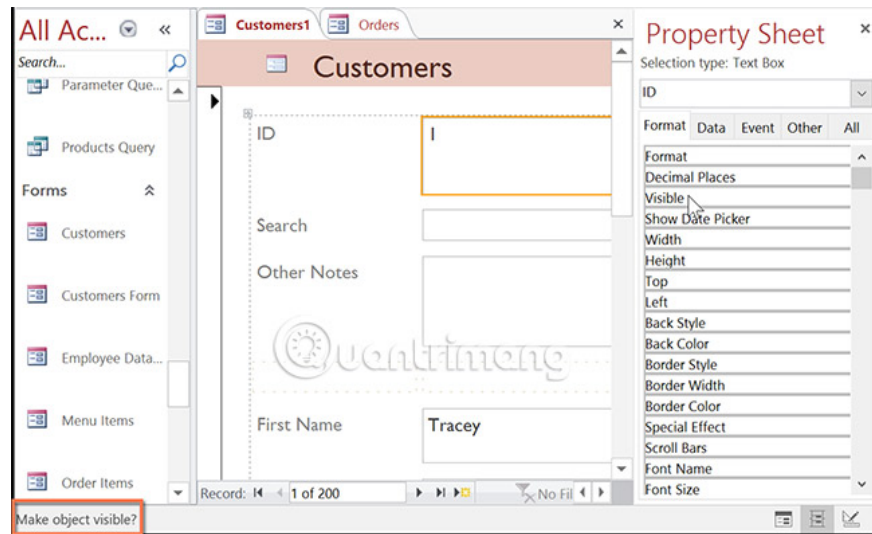
Some users report that Access is having trouble working with the form. If you have trouble performing any of the **Layout** views , try switching to **Design** view .

Customize the form settings with the Property Sheet

The Property Sheet is a control panel containing detailed information about your form and its components. From the Property Sheet, you can make changes to every part of the form, both in function and interface.

The best way to familiarize yourself with the Property Sheet is to open it and select the options in it. When you select an option, Access displays a brief description of the option on the bottom left border of the program

window.



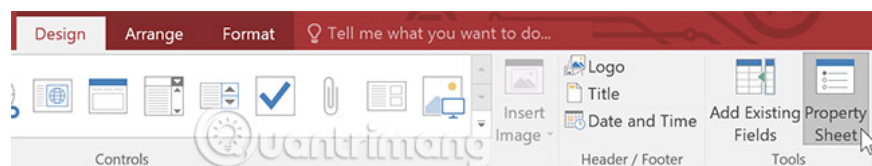
Pay attention when you modify your form and its fields. You can make subtle changes to the Property Sheet. Because there are so many options, it can sometimes be difficult to remember which ones you used to modify each aspect of the form.

Modify form settings

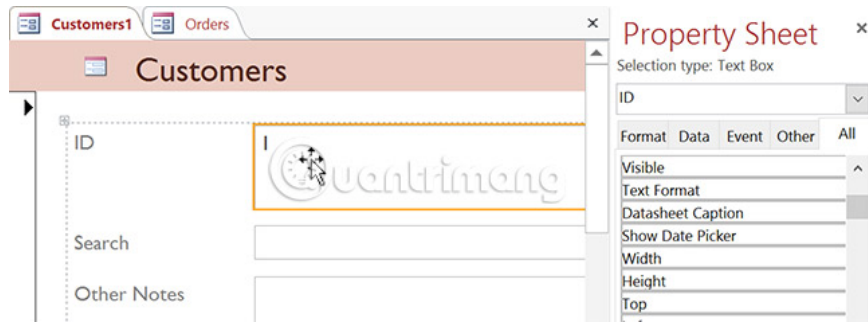
There are too many options in the Property Sheet to discuss in detail all within this article. The article will only look at two useful items here: The **Hiding** and **Setting field** comes with the **Dates** option to automatically fill in the current date. Practicing these processes will also help you understand how to work with other Property Sheet settings.

How to hide a field

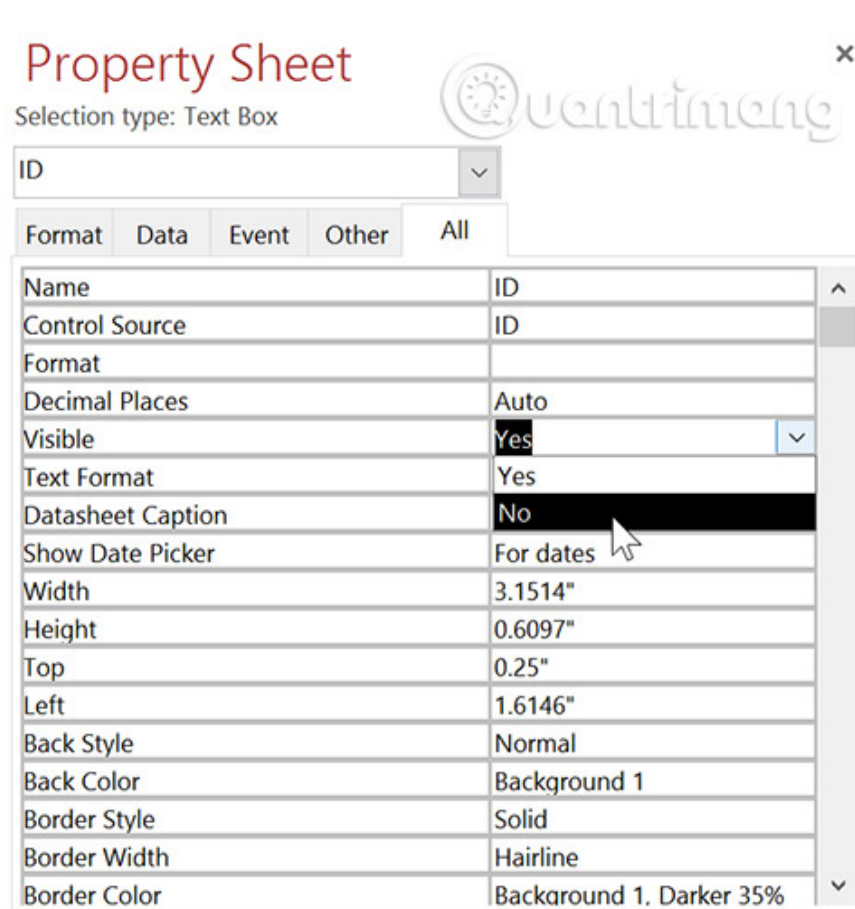
1. In **Layout** or **Design** view , select the **Design** tab , then find the **Tools** group . Click the **Property Sheet** command .



2. Property Sheet will appear in the right panel. On the form, select the field you want to hide. In this example, we will hide the **Customer ID** field because we do not want any user to try to edit it.



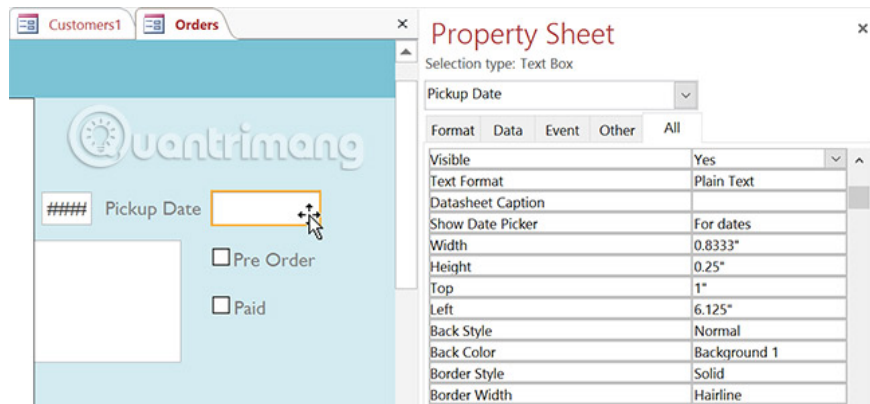
3. In the **Property Sheet** page , click the **All** tab , then find the **Visible** option on the fifth row.
4. Click the drop-down arrow in the right column, then select **No**.



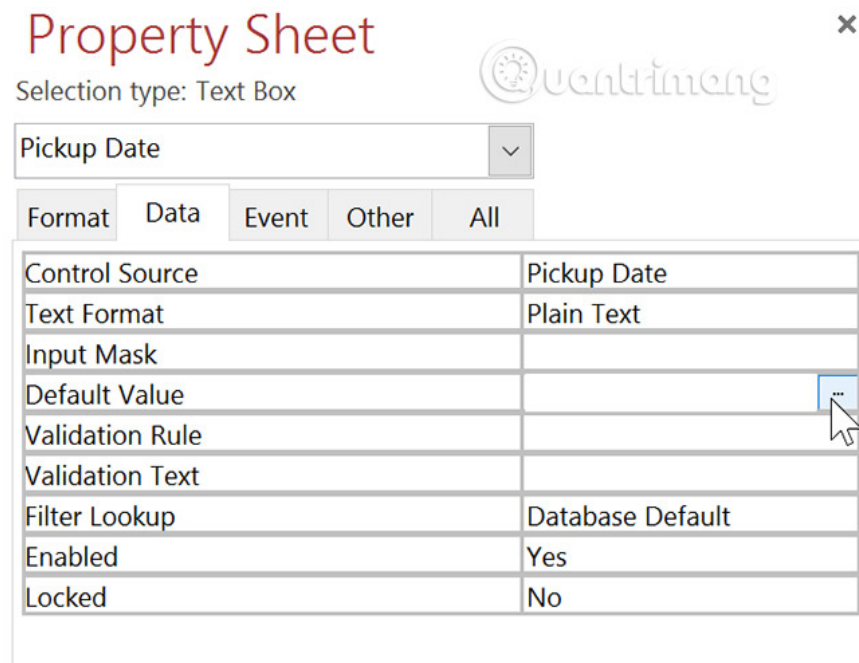
5. Switch to the **Form** view to verify that the field is hidden.

How to set the field to automatically fill in the current date

1. In **Layout** or **Design** view , select the **Design** tab , then find the **Tools** group . Click the **Property Sheet** command .
2. Property Sheet will appear in the right panel. On the form, select the school you want to automatically fill in the current date. This must be a field with a date data type. The example in this article will select the **Pickup Date** field on the **Orders** form .

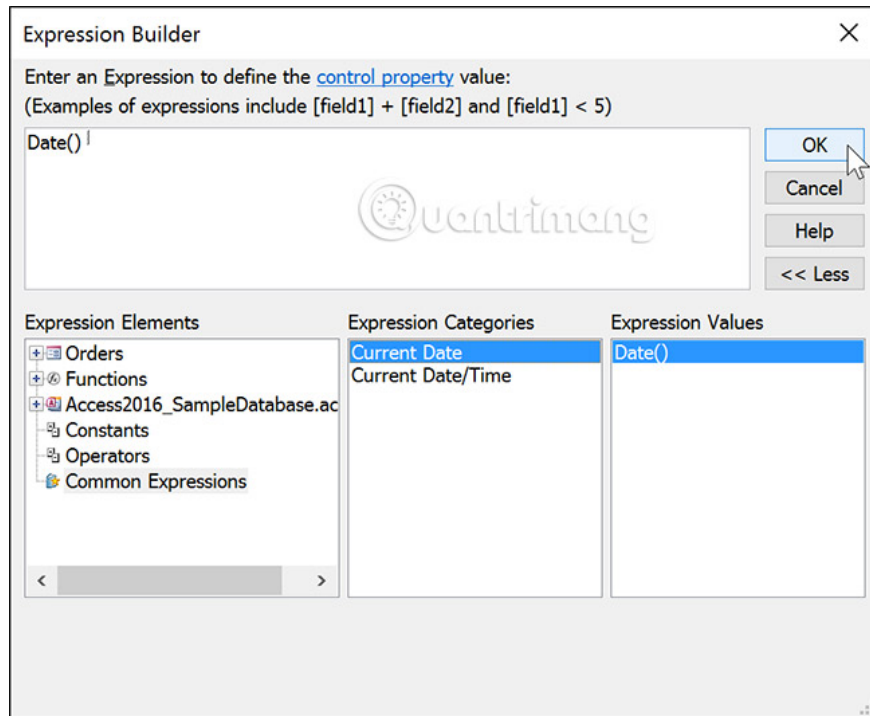


3. In the **Property Sheet**, click the **Data** tab , and then select the **Default Value** field in the fourth row. Click the **Expression Builder** button that appears in the column on the right.

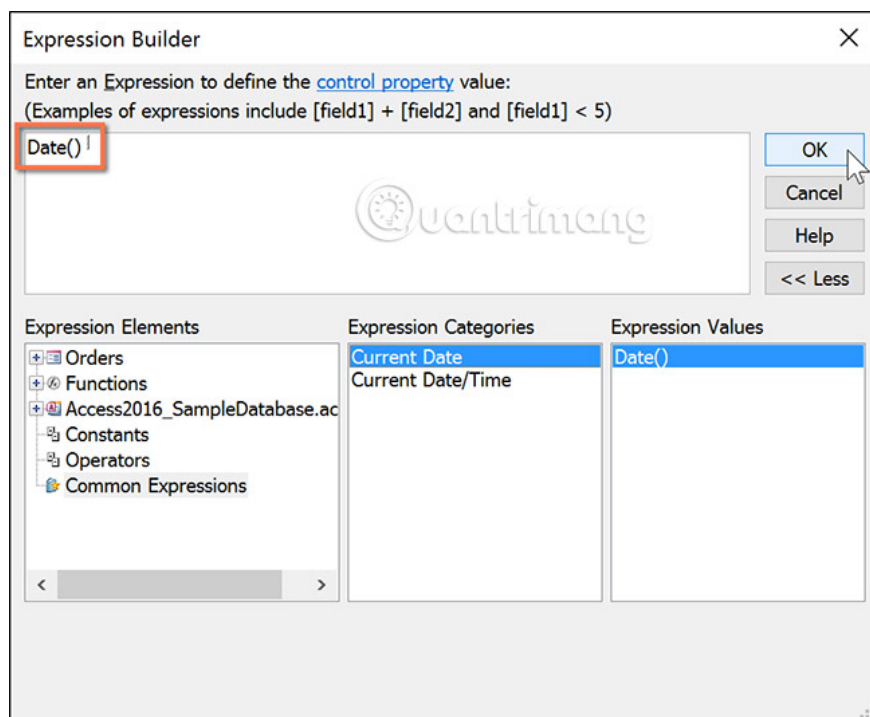


4. The **Expression Builder** dialog box will appear. In the **Expression Elements** list , click on the words **Common Expressions**.

5. In the **Common Expressions** list, double-click **Current Date**.



6. The expression for **Current Date** will be added. Then, click **OK**.



7. Switch to the **Form** view to verify that the expression works. When you create a new record with that form, the modified date field will automatically fill in the current date.

Customer [dropdown] Order # #### Pickup Date 4/1/16

Notes [Quantimang logo]

Pre Order
 Paid

Practice!

1. Open the practice database mentioned above.
2. Create the form from the **Customers** table .
3. Delete subforms.
4. Create a combo box. Add the following options to the combo box:
 1. Raleigh
 2. Durham
 3. Hillsborough
 4. Cary
 5. Chapel Hill
 6. Garner
 7. Charlotte
5. Store the value in the **City** field and label the combo box as **NC City List** . Click **Finish** when you are done with the **Combo Box Wizard**.
6. Switch to **Form** view and click the drop-down arrow in the combo box you created. You will see the list of cities.

See more:

1. Create data queries in Access 2016 from simple to complex
2. Edit tables in Access 2016
3. Work with data in Access 2016

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