

# MS Access 2007 - Lesson 12: Design Forms

Forms allow you to control the interface of the data entry screen and the generated reports. In this article, we will show you how to create a Form and view the Form in Access 2007.

**TipsMake.com - Forms allows you to control the interface of the data entry screen and the generated reports. In this article, we will show you how to create a Form and view the Form in Access 2007.**

## Form Views

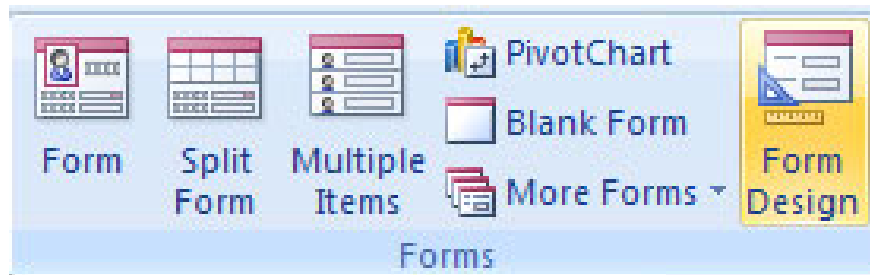
There are 3 ways to view Forms in Access:

Design View Allows you to design forms including headers, footers and details in the form. You can also add images and controls that appear on the Form. Form View This is a dynamic page that allows users to enter and edit data or adjust data in a field. Layout View This view allows you to design the Form and manipulate data.

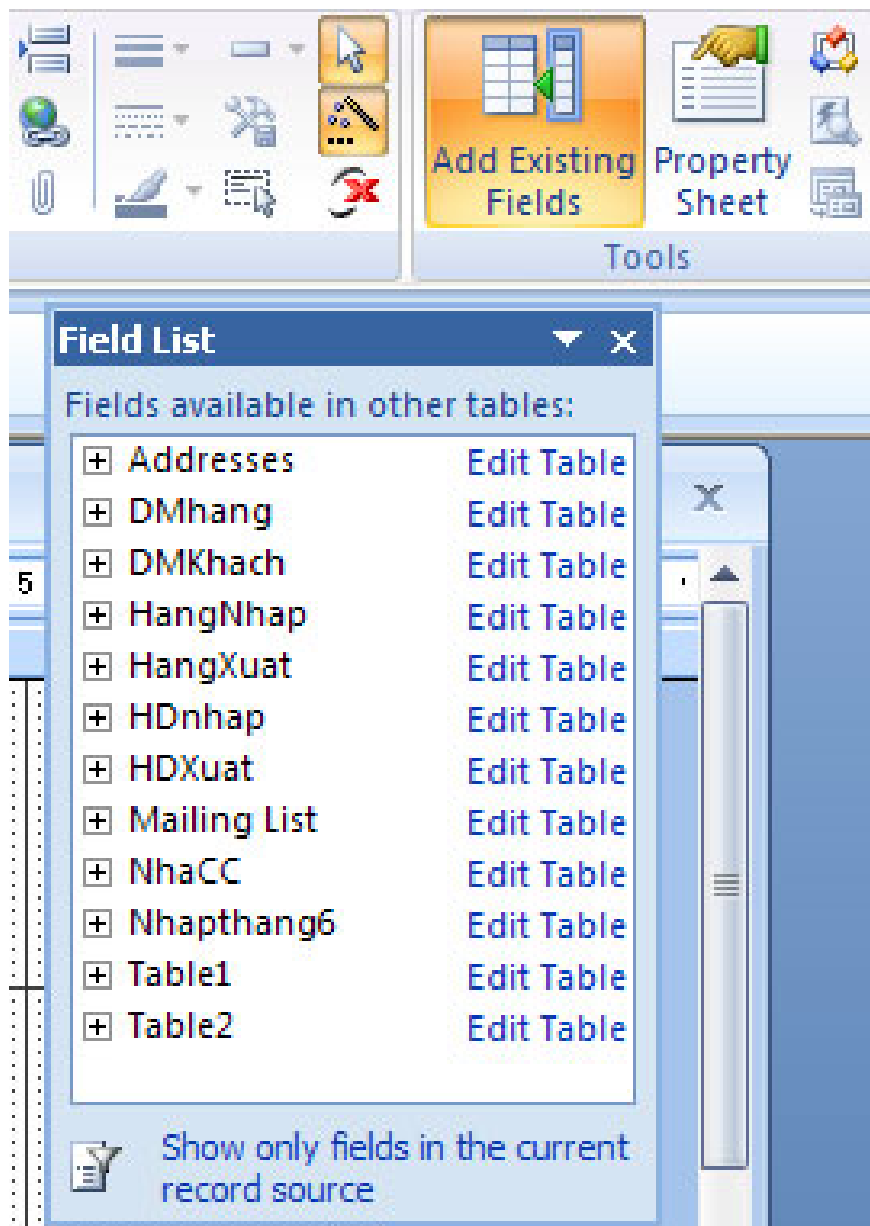
## Create a form

You can create a Form from a table or a query. To create a Form:

- Click the **Create** tab
- Click the **Form Design** button

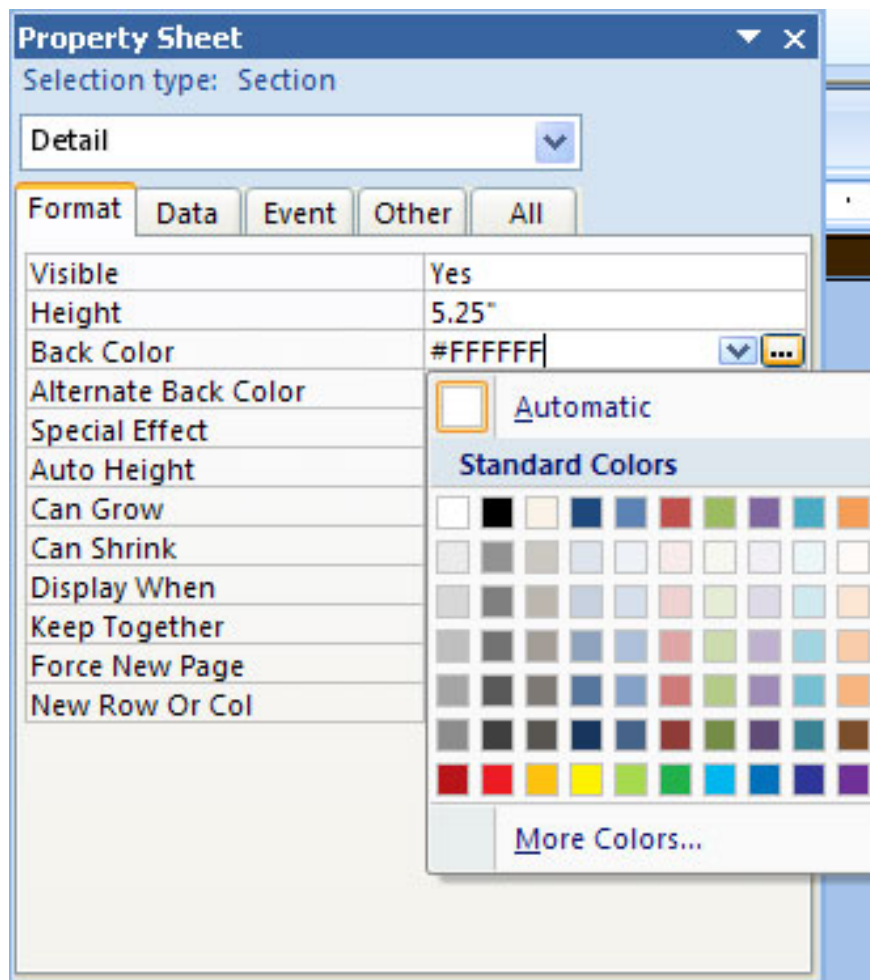


- Click the **Add Existing Fields** button - Click the **Format** tab
- In the **Field List** box on the right, click and drag the fields you want onto the Form

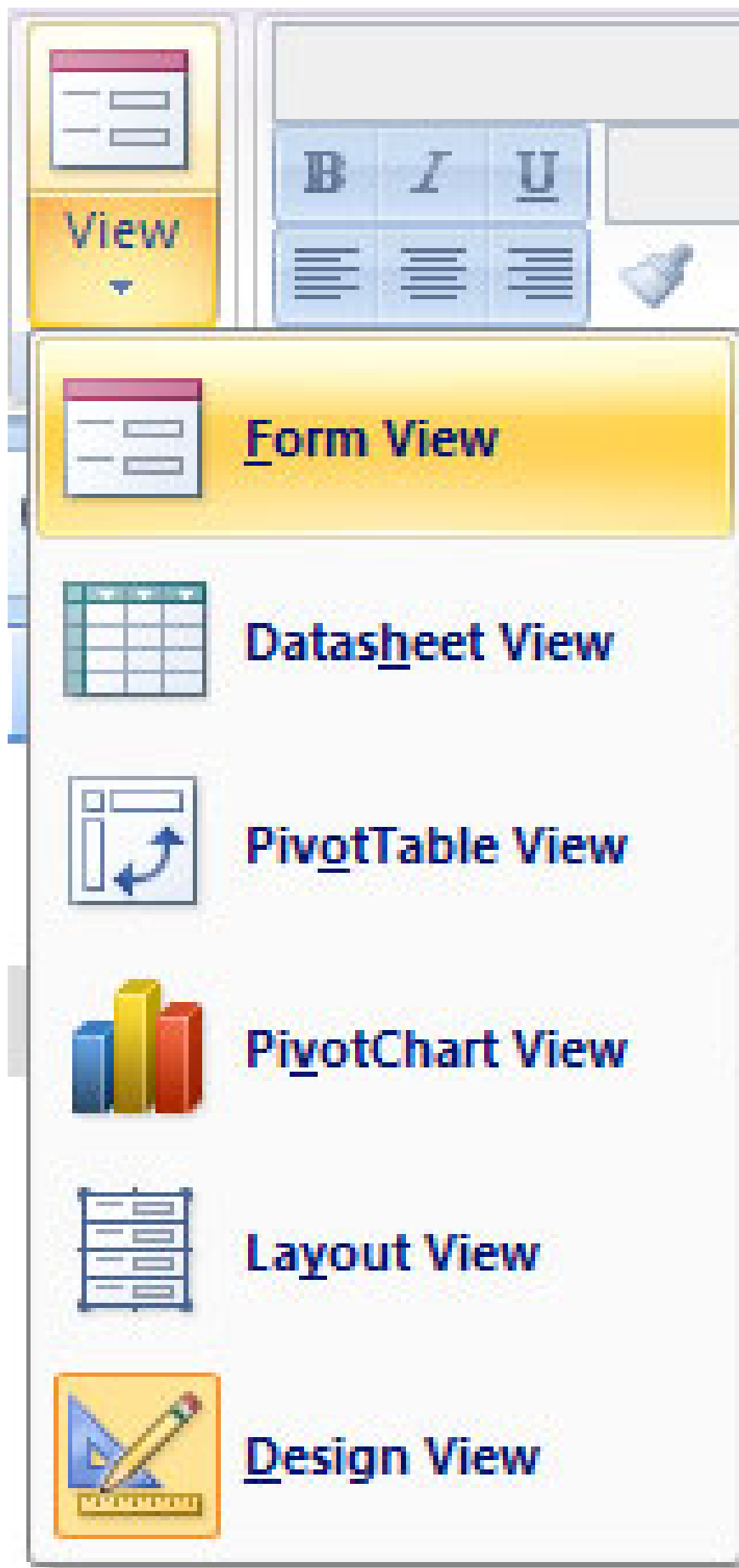


Edit the properties in the **Property Sheet** dialog box - To change the colors and fonts, click the **Property Sheet** button on the **Arrange** tab

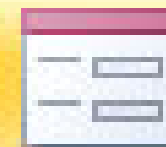
- Select the **section** you want to edit
- Select the attribute you want to edit
- Click the **Views** button on the Home tab to preview the Form:



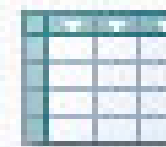
- Click the **Form View** button



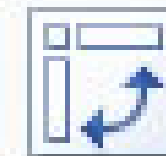
View



Form View



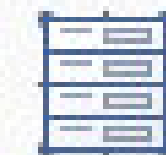
Datasheet View



PivotTable View



PivotChart View



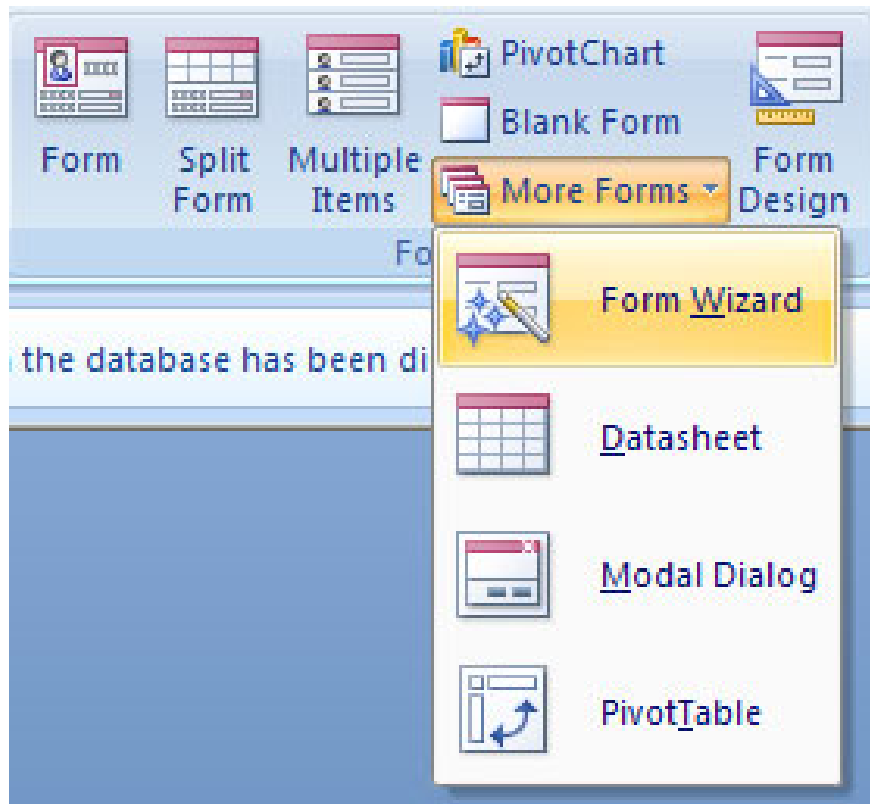
Laayout View



Design View

You can create a Form with help from the Form Wizard. To use the Form Wizard: **Form Wizard**

- On the **Create** tab, click the down arrow to **More Forms**
- Click **Form Wizard**.



- Select the fields you want to give to Forms- Select **Tables / Queries** that you want to have on the Form
- Click **Next** .

Form Wizard

Which fields do you want on your form?  
You can choose from more than one table or query.

Tables/Queries  
Query: Query1

Available Fields:

- MaHDN
- MaNCC
- Ngaylap
- MaHang
- SoLuong
- DonGia

Selected Fields:

Buttons: >, >>, <, <<

Buttons: Cancel, < Back, Next >, Finish

- Click Next- Select the layout for the form

Form Wizard

What layout would you like for your form?

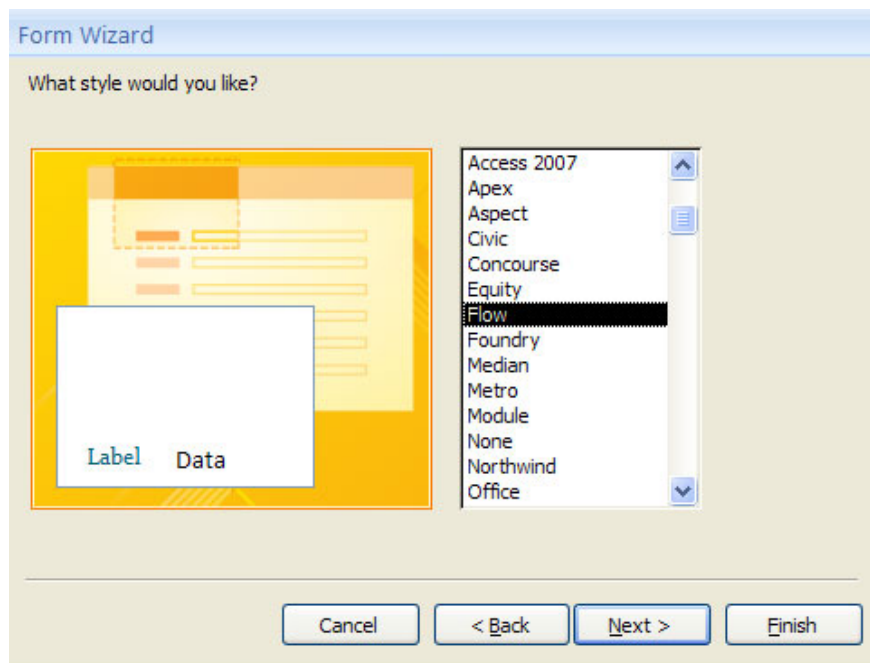
Layout preview: A diagram showing a grid of form fields arranged in a columnar layout.

Layout options:

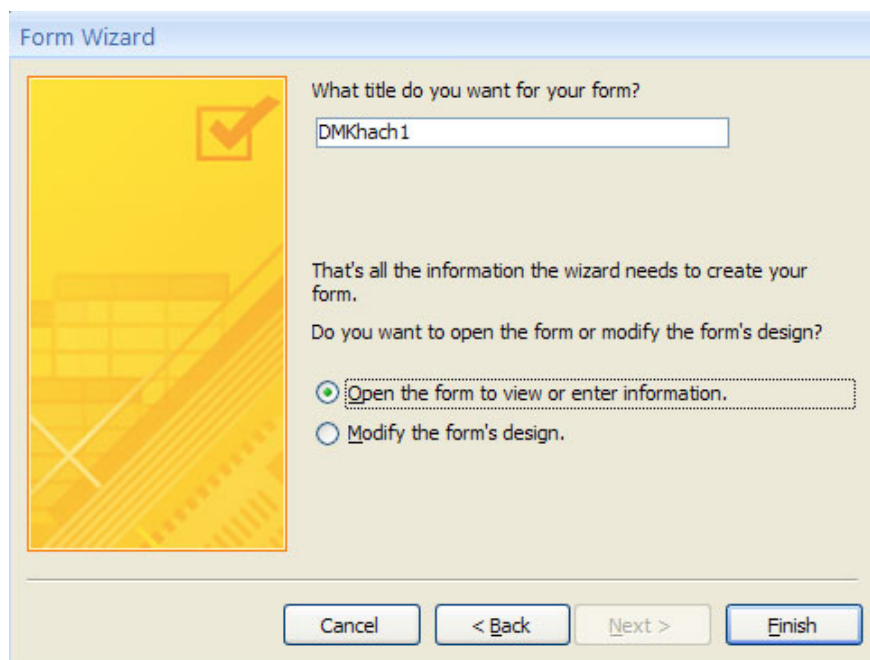
- Columnar
- Tabular
- Datasheet
- Justified

Buttons: Cancel, < Back, Next >, Finish

- Click Next- Select the type



- Choose where you want to open the Form or edit the Form.- design. Create a title for the Form
- Click **Finish** .



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