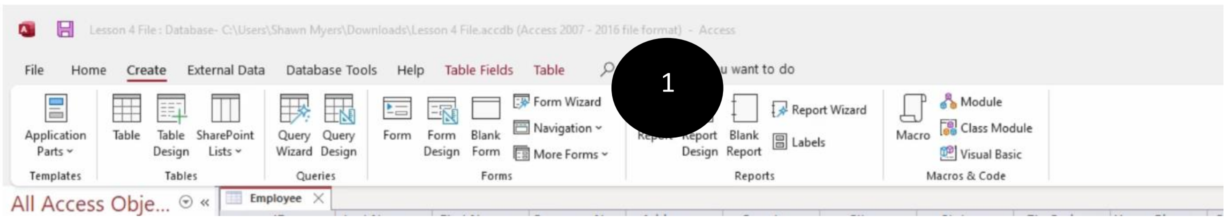
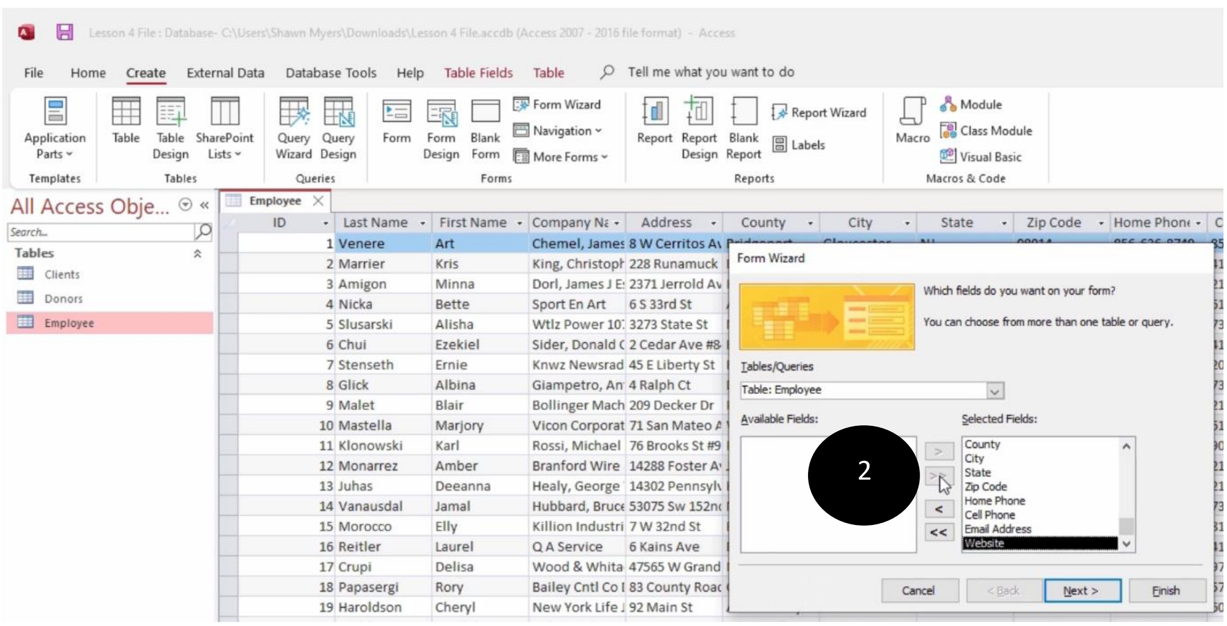
Lesson 4: Create a Form

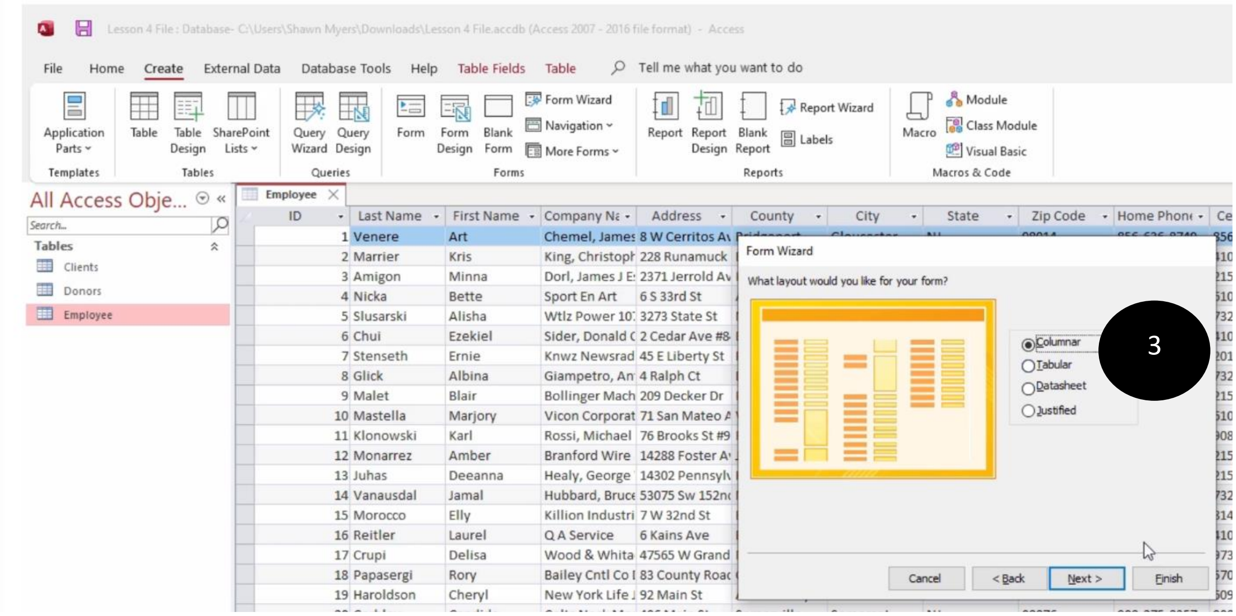
1. Double-click on the Employee Table. Click on the Create tab and go to the Form Wizard.



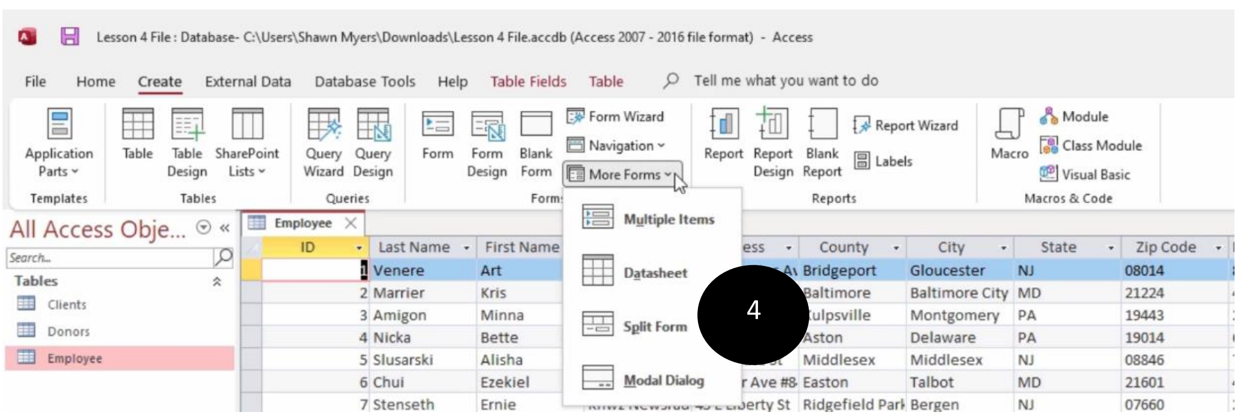
2. Click on the two arrows to select all the Fields, then click Next.



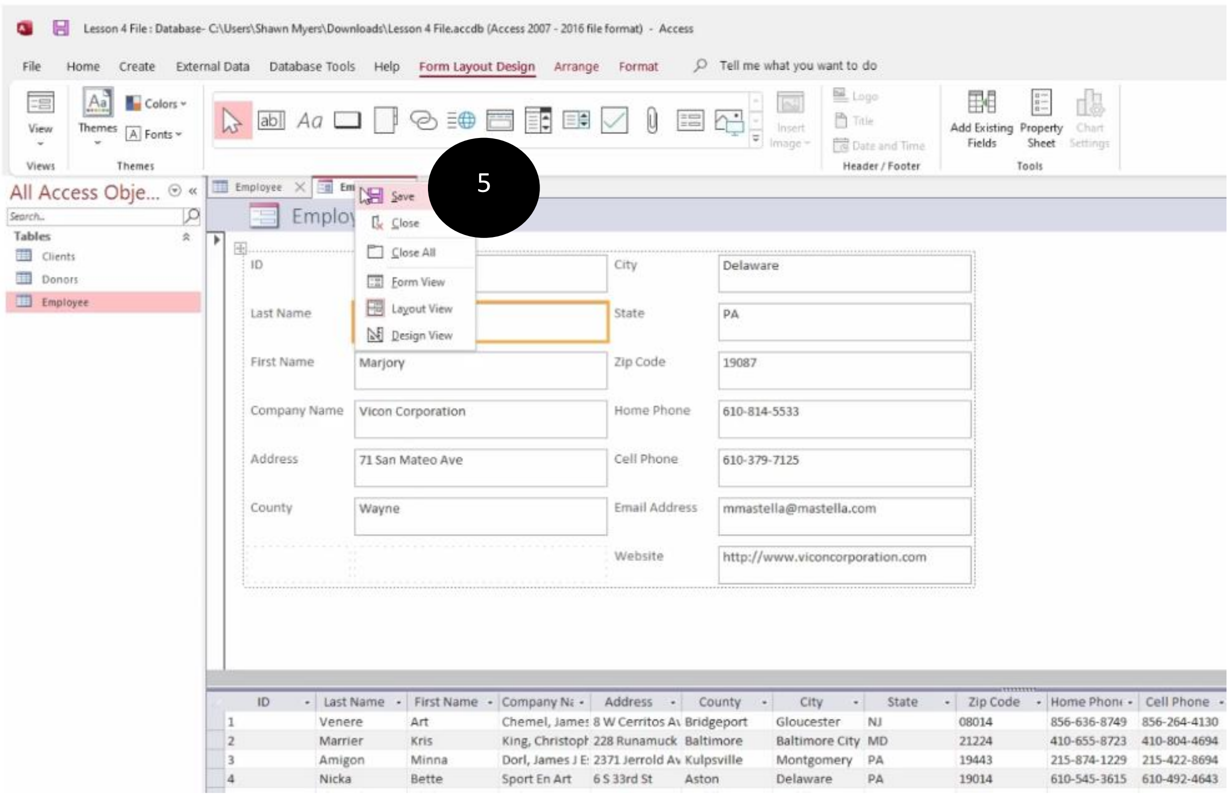
3. Keep the first layout option, then click Finish.



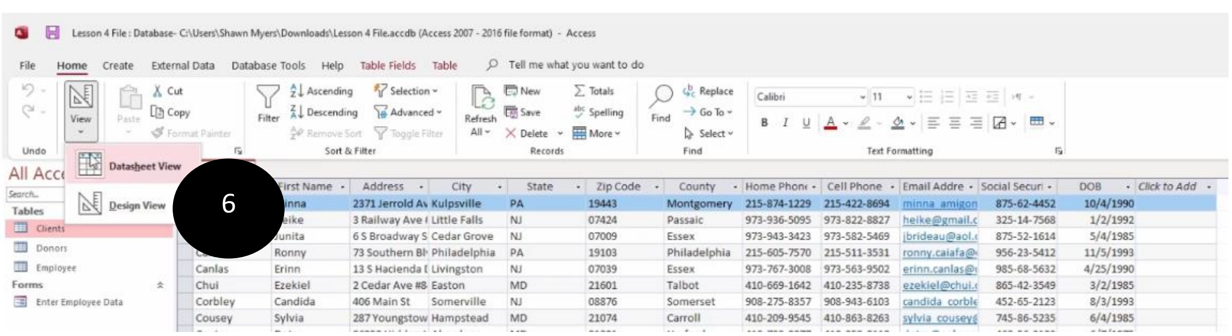
4. Another way to create a Form is to click on the Table and then choose one of the templates. Go to More Forms and click on “Split Form”



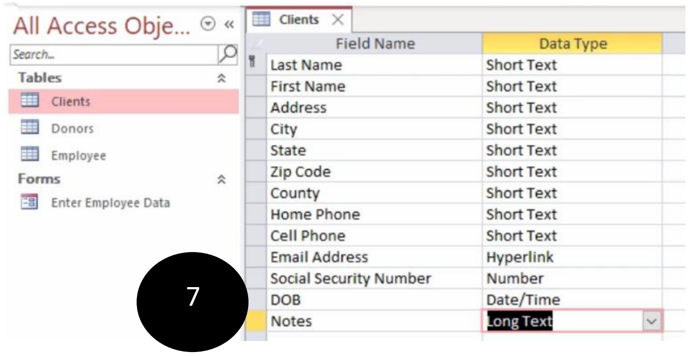
5. You can see that this template creates a form that shows you one record at a time; and also shows the entire table. When you click on each record, it is displayed in the form. Right-click on the Form icon, and then click Save. Name the form “Enter Employee Data”.



6. Let’s look at another way to create a new Form. Double-click on the clients Tab, and from the view down arrow choose Design View.

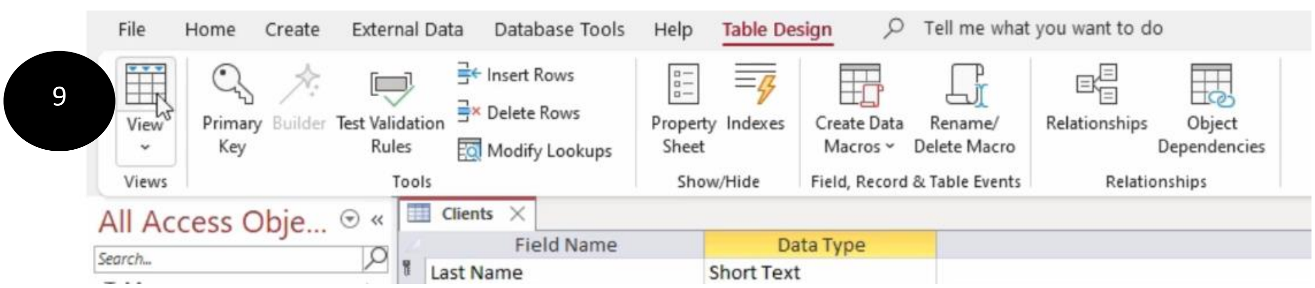


7. Click on the blank space under Field Name and type in the word, “Notes”. Press the Tab key, and under Data Type choose Long Text and that gives us a new Field. Anyone that wants to use the form to type in notes, or copy and paste text from another application has a space to do it.

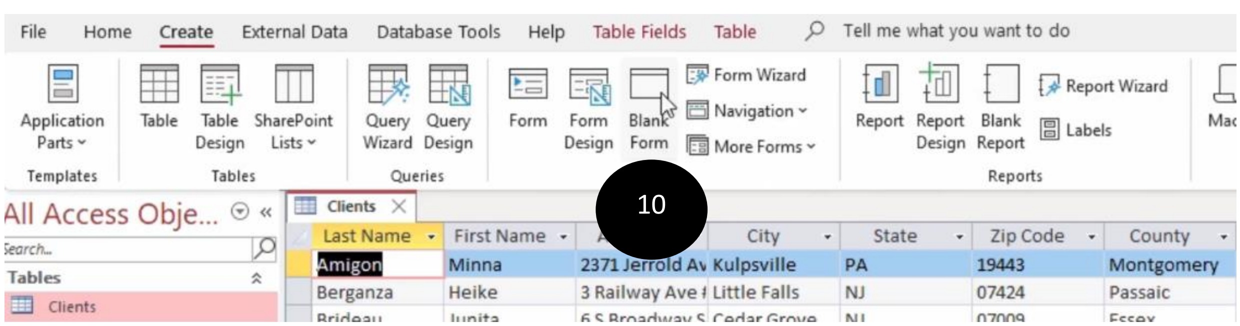


8. Right-click on the clients Tab and click Save.

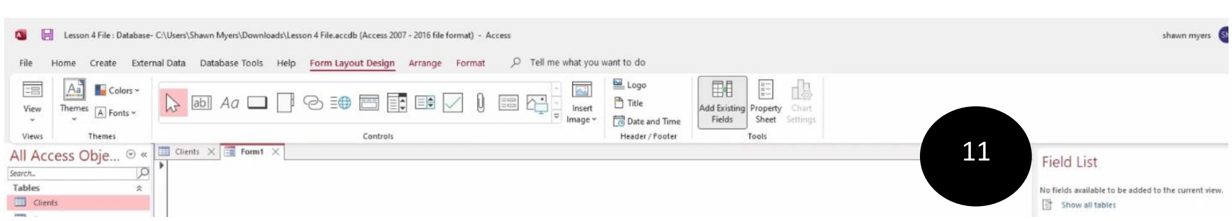
9. Click the top portion of the View button to go back to the Data Sheet view.



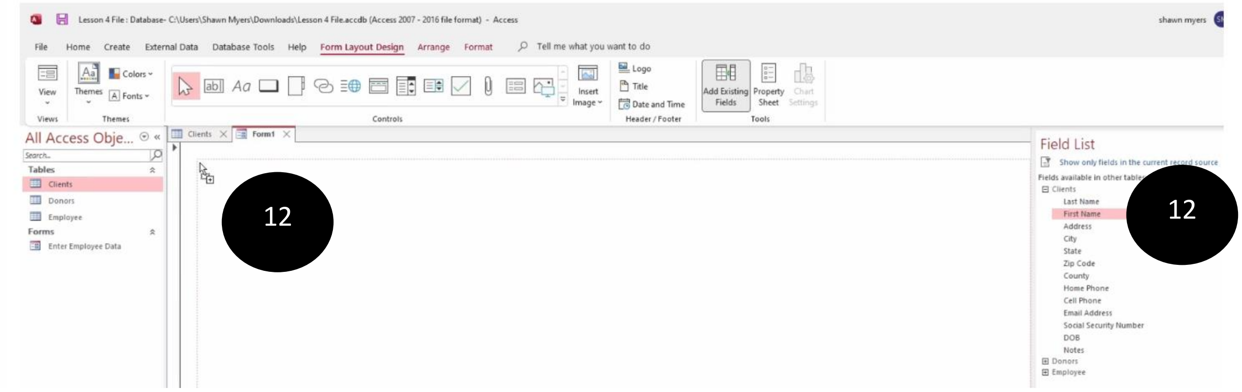
10. Go to the Create tab and choose Blank Form



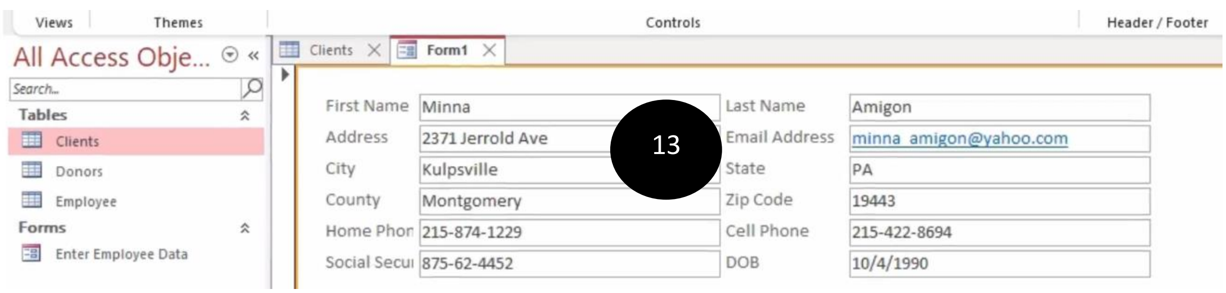
11. This opens the Form Layout View. Click on “Show All Tables” under Field List



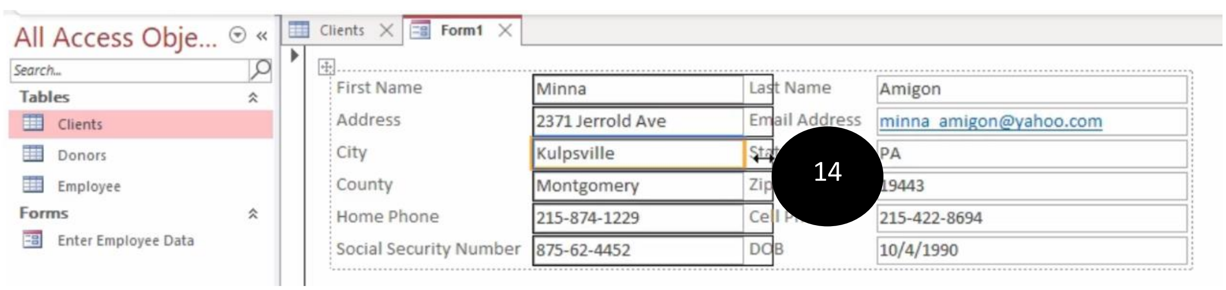
12. Click on the plus sign next to the Clients Table; then click on the first name and then move into the upper left corner.



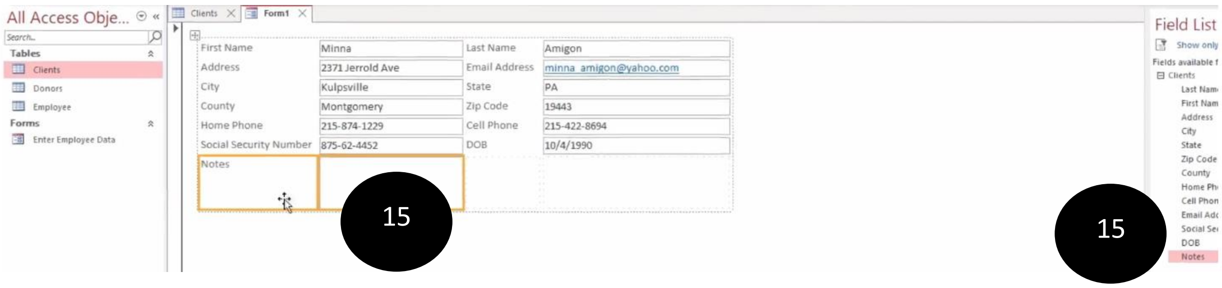
13. Move the last name next to the first name. Repeat the steps to finish completing the Form.



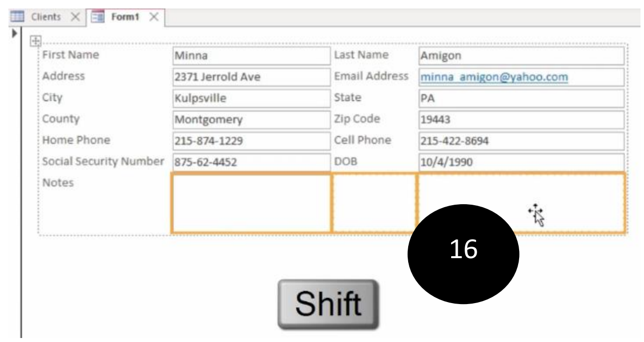
14. After you finish adding the rest of the contact information you can left click on the place holders, use the mouse to adjust the spacing between the fields.



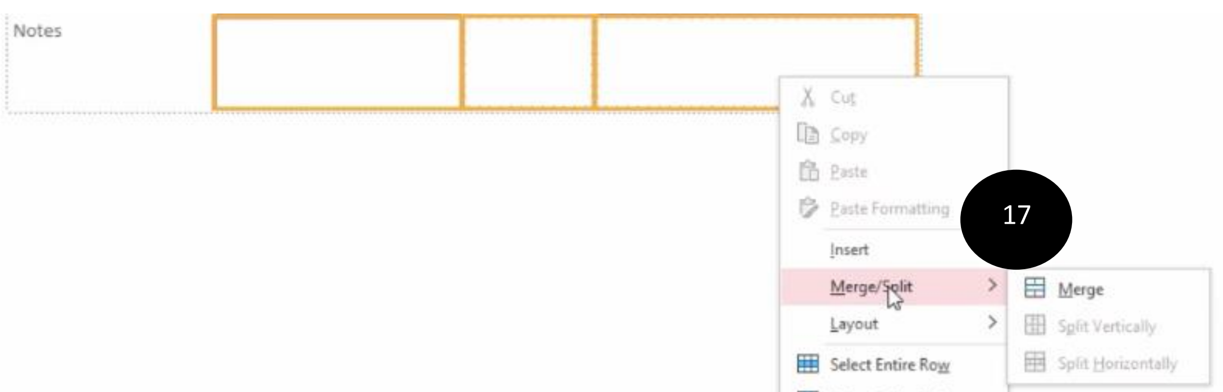
15. Add a Notes field and place it right underneath the social security number.



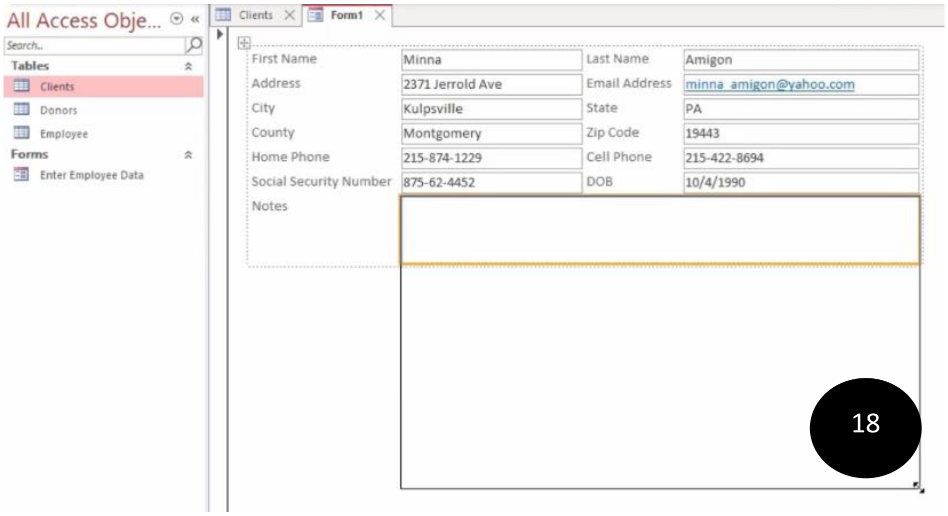
16. Make the space for the Notes wide enough, so that the user can type in notes or copy and paste text from another application. Click on the first placeholder, hold down the shift key, then click on the other two placeholders.



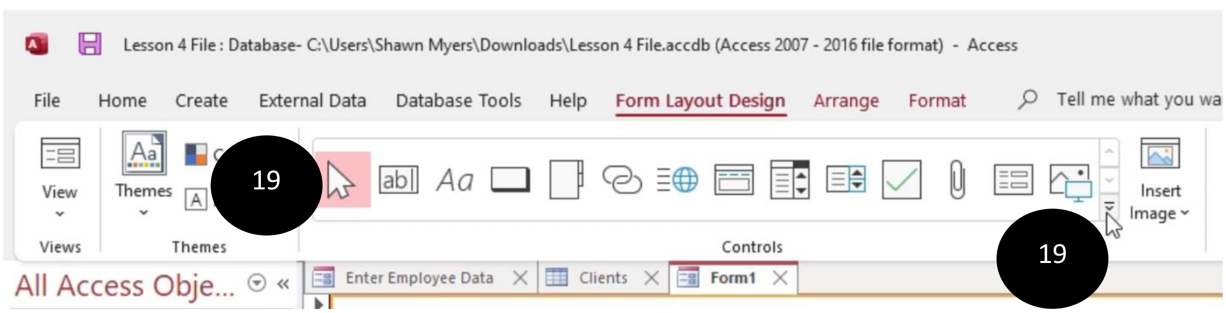
17. Right-click and choose Merge.



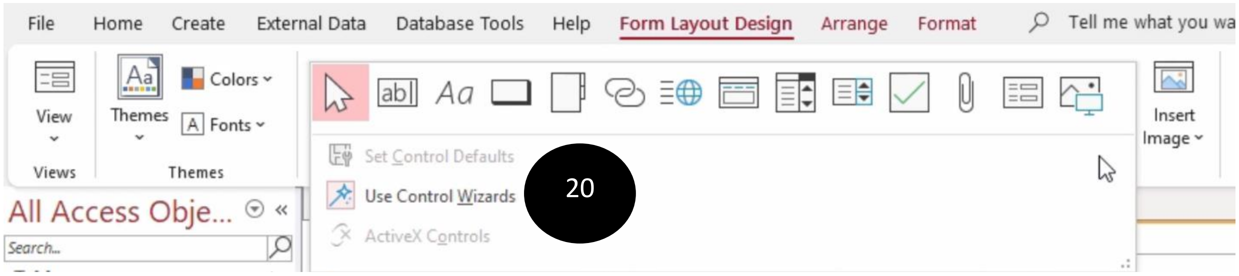
18. Then position the mouse over the lower right corner and then move it down to make it longer



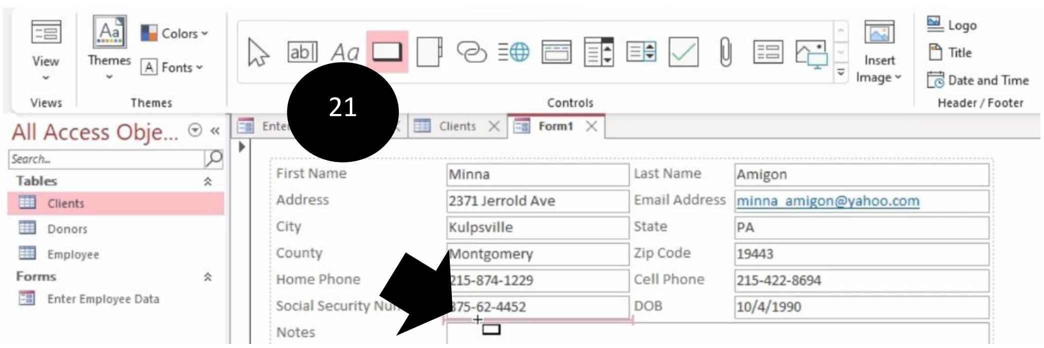
19. Let’s now add something called Command Buttons. First, make sure that the Select button is activated. Then click on the down arrow in the Controls group.



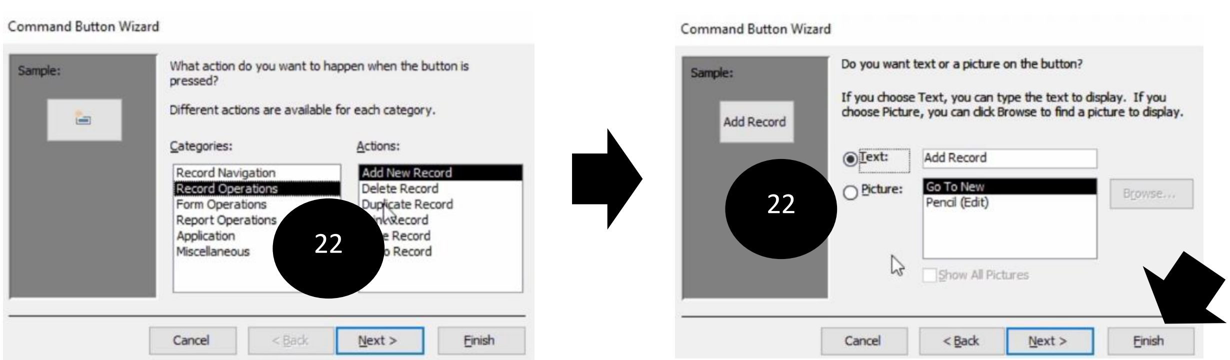
20. Make sure that the Use Control Wizards button is activated. You will know it is active when you see the button shaded and highlighted in red.



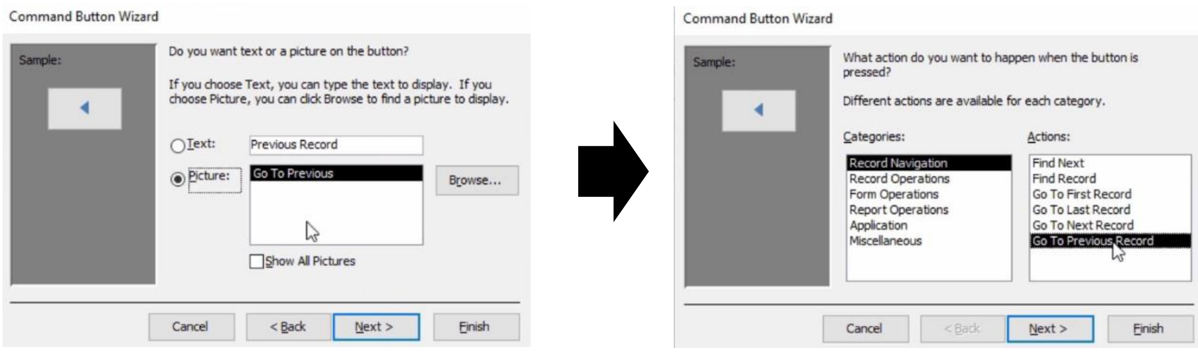
21. Click on the Button in the Controls group, then position the Button icon just above the Notes Field.



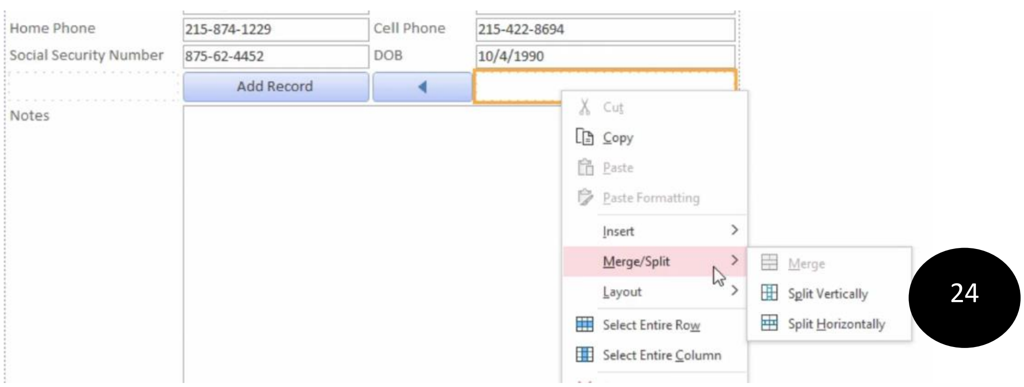
22. The Command Button Wizard will open. Under Categories, click on Record Operations. Under Actions, click on Add New Record if it is not already selected. Click on Next. Choose the option to display text and then choose Finish.



23. Repeat these steps to add a command called, “Go to Previous”. Let’s use a picture instead of text for the Command button; click Finish.



24. Let’s add space for two new buttons by clicking on the placeholder, right-click and choose “Split Horizontally” under Merge and Split.



25. Add two more buttons. One for Go to Next Record; and another one for Find Record. You can continue to add additional buttons as needed. Here is what the Form looks like with a total of eight buttons: