**Microsoft Access 2016 Norwalk Community College**

# Skills — Session 3: Create, Use, and Modify Forms

## 1. Create a Form with the Form Wizard

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| 1.1 Create a Single-Record Form Using Form Wizard | Click the Create tab, and  Click Form Wizard, and  Click the drop-down arrow for the Tables/Queries box, and  Choose the desired table or query, and  Double-Click the desired fields, and  Repeat the three steps above for any additional tables or queries, and  Click Next, and  Click Next to confirm the layout as Columnar, and  Edit the title of the form as desired, and  Click Finish. |
| 1.2 Create a Continuous Form Using Form Wizard | Click the Create tab, and  Click Form Wizard, and  Click the drop-down arrow for the Tables/Queries box, and  Choose the desired table or query, and  Double-Click the desired fields, and  Repeat the three steps above for any additional tables or queries, and  Click Next, and  Click the second option button to view the data by the child table, and  Click Next, and  Click the option button for Tabular, and  Click Next, and  Edit the title of the form as desired, and  Click Finish. |
| 1.3 Create a Parent/Child Form with the Form Button | CLICK a parent table in the Navigation pane, and  Click the Form button in the Create tab. |

## 2. Fix up a Form in Layout View

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| 2.1 Open a Form in Layout View | RIGHT-CLICK the desired form in the Navigation pane, and  Choose Layout View, and  Click Close (🗙) to close either the Field List or the Properties Sheet panes if they appear on the right. |
| 2.2 Adjust the Format of a Control | Click the control that needs to be reformatted, and  Click the Format tab of the Form Design Tools group, and  Click the desired formatting button. |
| 2.3 Edit the Text of a Label | DOUBLE-click the label that needs to be edited, and  EDIT the label text. |
| 2.4 Move a Control with the Keyboard | CLICK the control that needs to be moved, and  PRESS the appropriate arrow key repeatedly until the control is in the desired position. |
| 2.5 Resize a Control with the Keyboard | CLICK the control that needs to be moved, and  HOLD down the **shift** key, and  PRESS the appropriate arrow key repeatedly until the control is in the desired size. |
| 2.6 Select Multiple Controls | CLICK the first control, and  HOLD down the **Shift** key, and  CLICK the other controls that need to be selected. |

## 3. Search and Filter Forms

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| 3.1 Find a Record with the Find Tool | Click anywhere in one of the fields, and  Click the Find tool in Home tab, and  Type the text you want to find in the Find What box of the Find and Replace dialog, and  Click the drop-down arrow for the Look In box and Choose Current Field if it is not already selected, and  Click the drop-down arrow for the Match box and Choose Any Part of Field, and  Click the Find Next button. |
| 3.2 Filter by Selection | Click one of the fields containing the desired criterion, and  Click the Selection button in the Home tab, and  Choose the first option. |
| 3.3 Use the Filter Tool | Click in any of the fields, and  Click the large Filter button in the Home tab, and  Clear the check box for (Select All), which will clear all of the other check boxes, and  Check the boxes for the desired criteria, and  Click OK. |
| 3.4 Filter by Form | Click Advanced in the Home tab, and  Click Filter by Form, and  Click in any field box, and  Use the drop-down arrow to choose a value, and  Click the Toggle Filter button. |
| 3.5 Save a Form as a PDF File | Click File, and  Click Print, and  Click Print Preview, and  Click PDF or XPS to save the form as a PDF  Edit the name of the file  Click Publish, and  Click Close, and  Click Close Print Preview. |

## 4. Redesign a Form in Design View

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| 4.1 Open a Form in Design View | Right-Click a form in the **Navigation Pane**, and  Choose Design View. |
| 4.2 Select Multiple Controls with the Mouse | Click in the blank area above the first control, and  Drag the mouse down and sideways to draw a rectangle until the rectangle touches part of all the desired controls. |
| 4.3 Adjust the Spacing between Controls | Select the controls, and  Click the Arrange tab in the Form Design Tools group, and  Click Size/Space, and  Click Decrease Vertical or a similar option, and  Repeat as desired. |
| 4.4 Insert a Label Control | Click the Design tab in the Form Design Tools group, and  Click the Label button (***Aa***), and  Click in the desired area for the label, and  Drag the mouse to draw a box for the label, and  Type the caption for the label. |
| 4.5 Delete a Control | Click the control that should be deleted, and  Press the **Delete** key. |
| 4.6 Insert a Combo Box Control | Click the Design tab in the Form Design Tools group, and  Click the More button (More) to show the full gallery of controls, and  Click the Combo Box button (Combo Box), and  Click in the desired area for the combo box, and  Drag the mouse to draw a box for the new control, and  Click the option button for the desired action of the combo box, and  Select the fields that will be displayed by the combo box, and  Adjust the right border of the list that will be displayed, and  Edit the caption for the label, if needed, and  Click Finish. |
| 4.7 Move a Label Independently of a Text Box | Click the gray Move handle at the upper left of the label, and  Drag the label to the new position. |
| 4.8 Use a Combo Box to Find a Record | Click the drop-down arrow of the combo box, and  Scroll down in the list, and  Press Enter when the desired option in the list is highlighted. |