**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, andClick Form Wizard, andClick the drop-down arrow for the Tables/Queries box, andChoose the desired table or query, andDouble-Click the desired fields, andRepeat the three steps above for any additional tables or queries, andClick Next, andClick Next to confirm the layout as Columnar, andEdit the title of the form as desired, andClick Finish. |
| 1.2 Create a Continuous Form Using Form Wizard | Click the Create tab, andClick Form Wizard, andClick the drop-down arrow for the Tables/Queries box, andChoose the desired table or query, andDouble-Click the desired fields, andRepeat the three steps above for any additional tables or queries, andClick Next, andClick the second option button to view the data by the child table, andClick Next, andClick the option button for Tabular, andClick Next, andEdit the title of the form as desired, andClick Finish. |
| 1.3 Create a Parent/Child Form with the Form Button | CLICK a parent table in the Navigation pane, andClick 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, andChoose Layout View, andClick 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, andClick the Format tab of the Form Design Tools group, andClick the desired formatting button. |
| 2.3 Edit the Text of a Label | DOUBLE-click the label that needs to be edited, andEDIT the label text. |
| 2.4 Move a Control with the Keyboard | CLICK the control that needs to be moved, andPRESS 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, andHOLD down the **shift** key, andPRESS the appropriate arrow key repeatedly until the control is in the desired size. |
| 2.6 Select Multiple Controls | CLICK the first control, andHOLD down the **Shift** key, andCLICK 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, andClick the Find tool in Home tab, andType the text you want to find in the Find What box of the Find and Replace dialog, andClick the drop-down arrow for the Look In box and Choose Current Field if it is not already selected, andClick the drop-down arrow for the Match box and Choose Any Part of Field, andClick the Find Next button. |
| 3.2 Filter by Selection | Click one of the fields containing the desired criterion, andClick the Selection button in the Home tab, andChoose the first option. |
| 3.3 Use the Filter Tool | Click in any of the fields, andClick the large Filter button in the Home tab, andClear the check box for (Select All), which will clear all of the other check boxes, andCheck the boxes for the desired criteria, andClick OK. |
| 3.4 Filter by Form | Click Advanced in the Home tab, andClick Filter by Form, andClick in any field box, andUse the drop-down arrow to choose a value, andClick the Toggle Filter button. |
| 3.5 Save a Form as a PDF File | Click File, andClick Print, andClick Print Preview, andClick PDF or XPS to save the form as a PDFEdit the name of the fileClick Publish, andClick Close, andClick 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**, andChoose Design View. |
| 4.2 Select Multiple Controls with the Mouse | Click in the blank area above the first control, andDrag 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, andClick the Arrange tab in the Form Design Tools group, andClick Size/Space, andClick Decrease Vertical or a similar option, andRepeat as desired. |
| 4.4 Insert a Label Control | Click the Design tab in the Form Design Tools group, andClick the Label button (***Aa***), andClick in the desired area for the label, andDrag the mouse to draw a box for the label, andType the caption for the label. |
| 4.5 Delete a Control | Click the control that should be deleted, andPress the **Delete** key. |
| 4.6 Insert a Combo Box Control | Click the Design tab in the Form Design Tools group, andClick the More button (More) to show the full gallery of controls, andClick the Combo Box button (Combo Box), andClick in the desired area for the combo box, andDrag the mouse to draw a box for the new control, andClick the option button for the desired action of the combo box, andSelect the fields that will be displayed by the combo box, andAdjust the right border of the list that will be displayed, andEdit the caption for the label, if needed, andClick Finish. |
| 4.7 Move a Label Independently of a Text Box | Click the gray Move handle at the upper left of the label, andDrag 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, andScroll down in the list, andPress Enter when the desired option in the list is highlighted. |