Kennesaw State University

University Information
Technology Services

# Microsoft Office Access 2013

## Forms

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# Introduction

Microsoft Access allows people to effectively and efficiently organize data. This document has been developed to help you learn more about several useful features in Access such as creating a Form.  Forms are very useful tools that allow you to easily enter data into a database in a quick, easy to manage large amounts of data.  The various sections presented in this document will help you to build a solid knowledge foundation creating *Forms* in Microsoft Office Access 2013.

The Microsoft Access Documentation Series will provide you the necessary knowledge on how to use Microsoft Office Access 2013.  Before reading this booklet, it is recommended that you read the Microsoft Office Access – Intro to Access 2013 documentation on the UITS Documentation Center at http://uits.kennesaw.edu/cdoc:

# Objectives

The following objectives are covered in this document:

- Understanding how to create a form
- Editing form properties
- Entering data into the form
- Searching for records in a form
- Saving the form

# Forms

### Intro to Access Booklet/Workshop

A foundation was created in the *Microsoft Office Access 2013 - Intro to Access* training documentation, which can be viewed at http://uits.kennesaw.edu/cdoc. In that documentation, you were presented with the following table:

| **University Ambassador Database** |
|---|
| *Student ID* |
| *First Name* |
| *Last Name* |
| *Hometown* |
| *Campus* |
| *Date of Birth* |
| *Application Received* |
| *Account Balance Due* |

For this booklet, we will continue using this table in order to create a form. Forms are powerful tools in which you can easily view, add, or modify data that is stored in the Access database. If your database is going to be used by multiple users, it is recommended that a well-designed form be used for efficiency and data accuracy. The following explains how to create and design forms in Access.

## Creating the Form

The following instructions explain how to create an interactive form that allows the user to effectively interact with the database.

1. Click on the **Create** tab (see Figure 1).

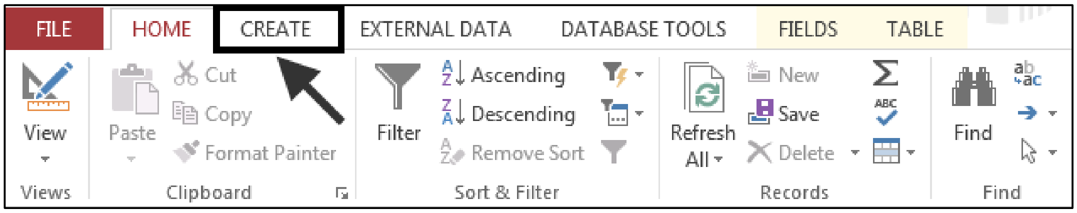
FILE
HOME
CREATE
EXTERNAL DATA
DATABASE TOOLS
FIELDS
TABLE
View
Paste
Cut
Copy
Format Painter
Filter
Ascending
Descending
Remove Sort
Refresh All
New
Save
Delete
Find
Views
Clipboard
Sort & Filter
Records
Find

**Figure 1 - The Create Tab**

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