



University Information
Technology Services

Microsoft Office
Access 2016 for Windows
Introduction to Forms

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Microsoft Office: Access 2016 for Windows

Introduction to Forms

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Introduction

Microsoft Access allows people to effectively and efficiently organize data. Forms are powerful tools in which you can easily view, add, or modify data that is stored in the *Access* database. The various sections presented in this document will help you to build a solid knowledge foundation.

The Microsoft Access Documentation Series will provide you the necessary knowledge on how to use *Microsoft Office Access 2016*. Before reading this booklet, it is recommended that you read the *Microsoft Office Access – Intro to Access 2016* documentation on the UITS Documentation Center at <http://uits.kennesaw.edu/cdoc>.

Learning 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

A foundation was created in the *Microsoft Office Access 2016 - 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:

<u>University Ambassador Database</u>
<i>Student ID</i>
<i>First Name</i>
<i>Last Name</i>
<i>Hometown</i>
<i>Campus</i>
<i>Date of Birth</i>
<i>Application Received</i>
<i>Account Balance Due</i>

Figure 1 - Example Table

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 from scratch that allows the user to effectively interact with the database.

1. On the *Create* tab, click **Form Design**.

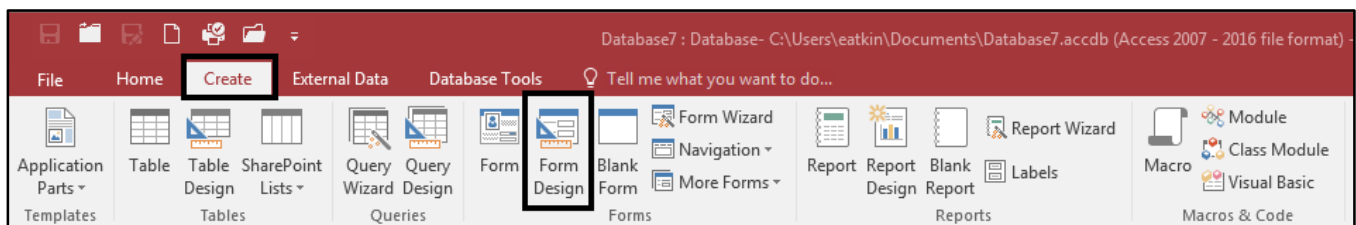


Figure 2 – Form Design

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