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Chapter:- 2. INTRODUCTION TO MICROSOFT ACCESS 2013

CLASS- VIIITH

SUB TEACHER :- VIKASH KR. RAJAK

SUBJECT:- IT

DATE :- 30/05/2020

 Topic :- Form and its Types, Creating a Form.

➤ **FORM:-**

A form provides an interface that allows users to enter, change, and view the data in a database tables. Forms are made up of elements such as textboxes, labels and so on. These elements are known as controls.

You can work on a form in three views.

- **Form View**:- You can enter, edit, and view data in Form view.
- **Layout View**:- You can view the data and make changes in the form such as change the size of various controls.
- **Design View**:- Design view displays only the structure of your form. In this view, you cannot see the underlying data, but you can perform some tasks in Design view that you cannot perform in Layout view such as view the Header and Footer.

➤ **Creating a Form:-**

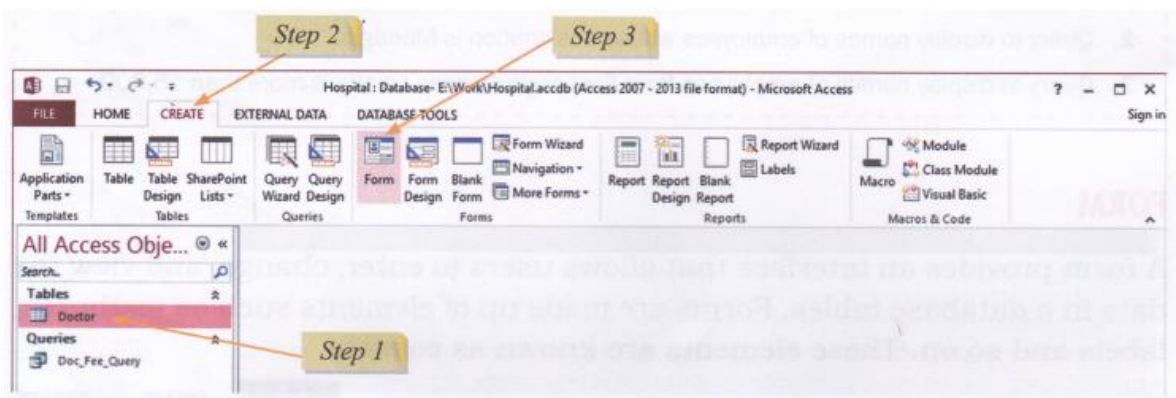
Follow these steps to create a form:-

Step 1:- Click on the table in the Navigation Pane on which the form should be based.

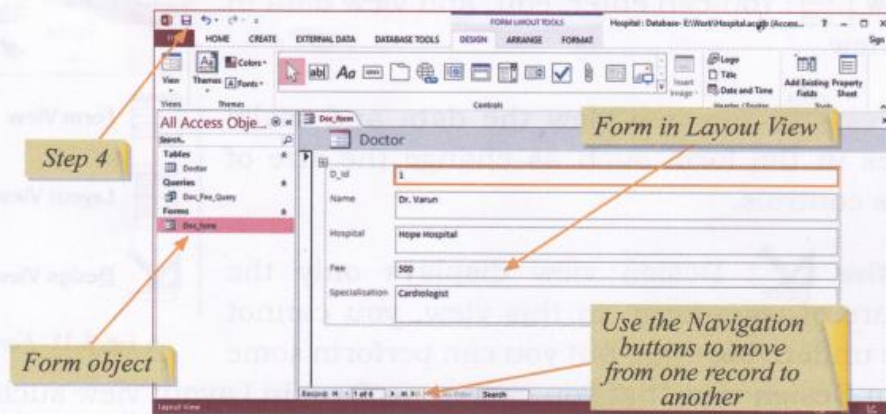
Step 2:- Click on the Create tab.

Step 3:- Click on the Form option in the Forms group. A form is created and it opens in the Layout View. You can change the view to the Form view and enter or display data in the table. Three new tabs—Design, Arrange and Format appear in the Ribbon.

Step 4:- Click on the Save option in the Quick Access Toolbar or the Save option on the File tab to save the form. You will notice that the Form object gets added to the Navigation Pane.



Creating a form (Steps 1 to 3)



Creating a form (Step 4)

Homework (Based on study material of 25-05-20)

1. What is Query?
2. Write the steps for creating a query?
3. What is Navigation Pane?
4. What is Design view?