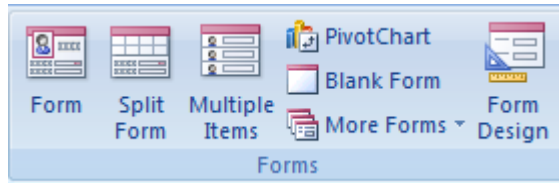


Access 2007 - Creating Forms



A form is a database object that you can use to enter, edit, or display data from a table or a query. An effective form speeds the use of your database because people don't have to search for what they need. You can use forms to control which fields or rows of data are displayed - giving you a lot of flexibility in presenting data to end users.

Think of a form as a window through which people see and reach your database. A visually attractive form makes working with the database more pleasant and efficient, and it can help prevent incorrect data from being entered. You can also add buttons and other functionality to a form to automate frequently performed actions.

During this training session we will explore the many ways of creating and working with forms in Access 2007. We will review different views available for designing your forms and the various controls that can be added to the layout. We will look at the difference between a bound control (a text box that is tied to data) and an unbound control (a text box that is not tied to data); and will create a calculated control (a way of doing math on a form). Subforms will also be covered. A subform allows you to view related data from different objects in your database.

If you are interested in learning more about creating forms in Access 2007, please join us for this very informative training session!

****Please note**** The assumption for this training session is that you have already created a table (or a query based on one or more tables), and that you want to build a form to view or manipulate the data. This training session is geared toward people who have hands-on Access experience and are looking for a better way of working with their database. If you are new to Access, please contact [ICT Training](#) for suggestions on how to get started.

Details:

Topics to be covered:

- Form views
- Creating forms
- Adding controls to a form
- Making modifications to a form

Dates & Times:

This is a 1-day, 2 ½ hour session.

- Tuesday, Nov. 17th
12:30 pm – 3:00 pm

Location:

- Basement of Eggers
Room 062
(Interactive Media Lab)

Registration:

Seating is limited, please reserve your seat now by emailing: icttraining@maxwell.syr.edu

