



Database Systems 1

Lab – Access Forms



Department of Information Technology
Database Systems 1 (IT215)
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ACCESS FORMS

- Form Wizard
- Form Properties
- Forms in Form View
- Forms in Layout View
- Forms in Design View

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Access Forms

- **Access forms** are objects through which you can add, edit, or display the data stored in your Access database.

Department Data Entry			
deptName	deptCode	office	budget
Biology	B103	B210	\$7,000
English	EN09	E980	\$2,000
			\$0

Student Data Entry	
ID	<input type="text" value="1"/>
First Name	<input type="text" value="Miran"/>
Last Name	<input type="text" value="Ahmed"/>
Date of Birth	<input type="text" value="3/3/2022"/>
Gender	<input type="text" value="Male"/>
Major	<input type="text" value="Biology"/>
<input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Save"/>	

Tables

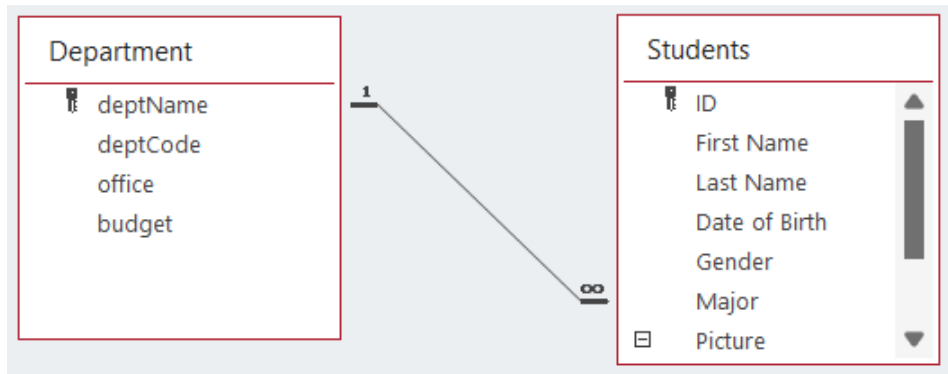
Department

Field Name	Data Type
deptName	Short Text
deptCode	Short Text
office	Short Text
budget	Currency

Student

	Field Name	Data Type
	ID	AutoNumber
	First Name	Short Text
	Last Name	Short Text
	Date of Birth	Date/Time
	Gender	Short Text
	Major	Short Text
	Picture	Attachment

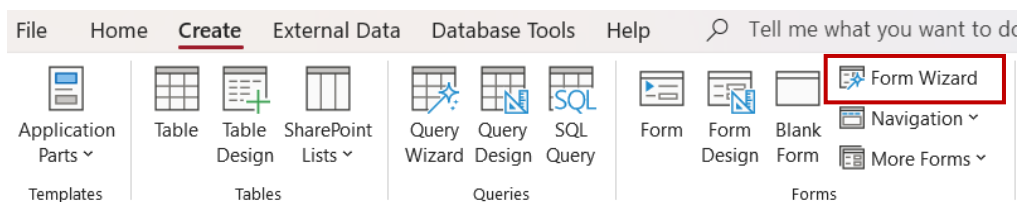
Relationships Between Tables



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Form Wizard

- The Access **Form Wizard** is a tool that guides you through the process of creating a form, giving you control over which fields are included, how they are organized, and how the data is grouped and sorted.



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Form Properties

- Form properties in Microsoft Access are settings that control the appearance, behavior, and data of a form and its controls.

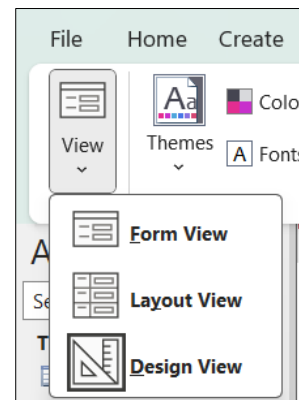
The screenshot shows the 'Property Sheet' window in Microsoft Access. The 'Selection type' is set to 'Form'. The 'Format' tab is selected, showing various properties for the form. The properties are listed in a table-like structure with two columns: the property name and its value.

Property	Value
Record Source	Student
Caption	Stu Data Entry
Pop Up	No
Modal	No
Default View	Single Form
Allow Form View	Yes
Allow Datasheet View	No
Allow Layout View	Yes
Picture Type	Embedded
Picture	(none)
Picture Tiling	No
Picture Alignment	Center

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Form Views

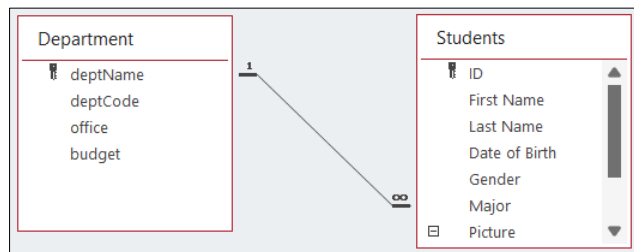
- Microsoft Access forms have three main views:
 - Form View** → for entering and viewing data,
 - Layout View** → for making design changes while seeing the data, and
 - Design View** → for making structural changes without seeing the data.



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Let's Create Forms

- Create a form for each table.
 - **Department** Data Entry Form
 - **Student** Data Entry Form



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Department Form (without Buttons)


Department Data Entry			
deptName	deptCode	office	budget
Biology	B103	B210	\$7,000
English	EN09	E980	\$2,000
			\$0

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Student Form (with Buttons and Combo Box)

Student Data Entry



ID	<input type="text" value="1"/>	
First Name	<input type="text" value="Miran"/>	
Last Name	<input type="text" value="Taha"/>	
Date of Birth	<input type="text" value="3/3/2002"/>	
Gender	<input type="text" value="Male"/>	
Major	<input type="text" value="Medical Analysis"/>	

Save

Delete

New

◀

▶

Combo Box

Buttons for Record Operations

Buttons for Record Navigation

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