



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	Miran
Last Name	Ahmed
Date of Birth	3/3/2022
Gender	Male
Major	Biology



Tables

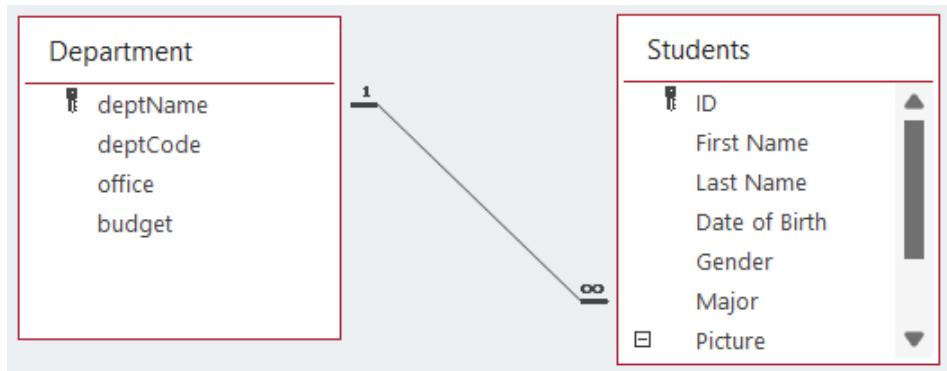
Department

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

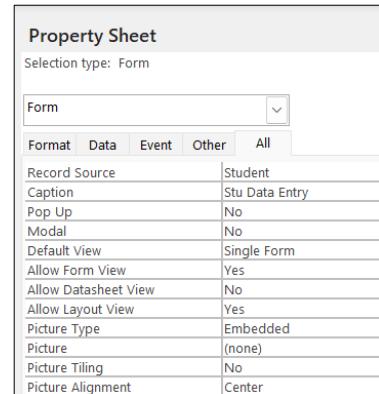
- The Access **Form Wizard** is a tool that guides you through the process of creating a form, giving you control over which fields are included, how they are organized, and how the data is grouped and sorted.



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Form Properties

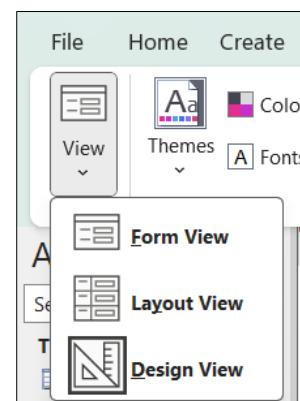
- Form properties in Microsoft Access are settings that control the appearance, behavior, and data of a form and its controls.



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Form Views

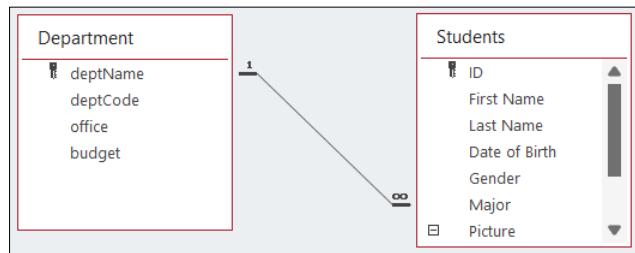
- Microsoft Access forms have three main views:
 - Form View** → for entering and viewing data,
 - Layout View** → for making design changes while seeing the data, and
 - Design View** → for making structural changes without seeing the data.



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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	Miran
Last Name	Taha
Date of Birth	3/3/2002
Gender	Male
Major	Medical Analysis

Save **Delete** **New**

← Buttons for Record Operations

← Buttons for Record Navigation

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← Combo Box