Database Systems 1
Lab – Access Tables and Forms

Department of Information Technology
Database Systems 1 (IT215)
Fall 2025-2026
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ACCESS FORMS

- Form Wizard

- Form Properties

- Forms in Form View

- Forms in Layout View

- Forms in Design View

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	BI03	B210	$7,000
English	EN09	E980	$2,000
			$0

Student Data Entry

ID	1
First Name	Miran
Last Name	Ahmed
Date of Birth	3/3/2022
Gender	Male ∨
Major	Biology ∨

New	Delete	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

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Relationships Between Tables

Department		Students
🔑 deptName	1	🔑 ID
deptCode		First Name
office		Last Name
budget		Date of Birth
		Gender
	∞	Major
		⊟ Picture
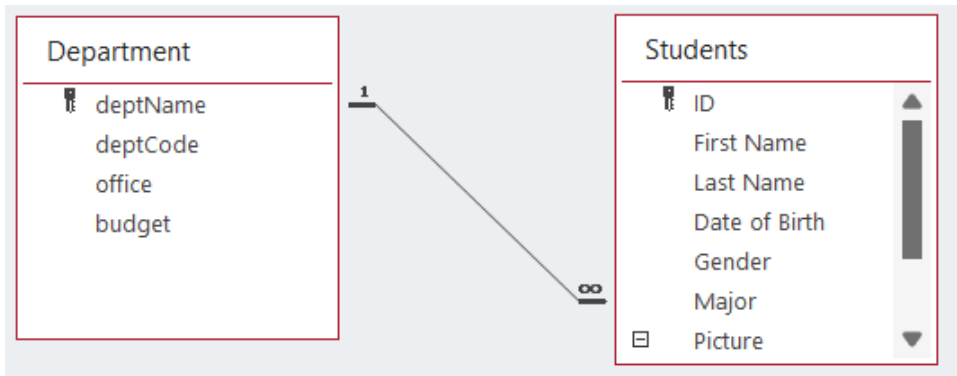
Department Form

Department Data Entry

deptName	deptCode	office	budget
Biology	BI03	B210	$7,000
English	EN09	E980	$2,000
			$0

Student Form

Student Data Entry

Field	Value
ID	1
First Name	Miran
Last Name	Ahmed
Date of Birth	3/3/2022
Gender	Male
Major	Biology

New   **Delete**   **Save**