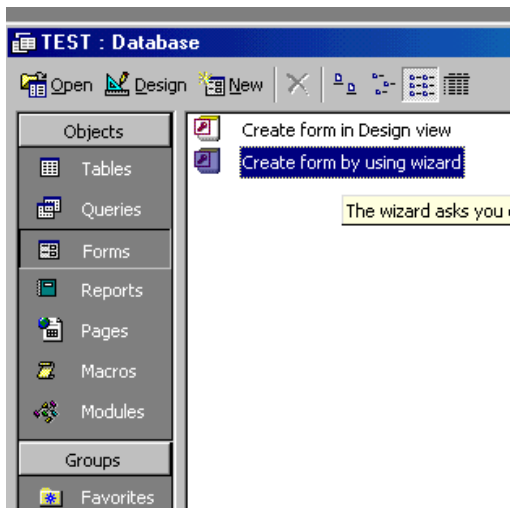


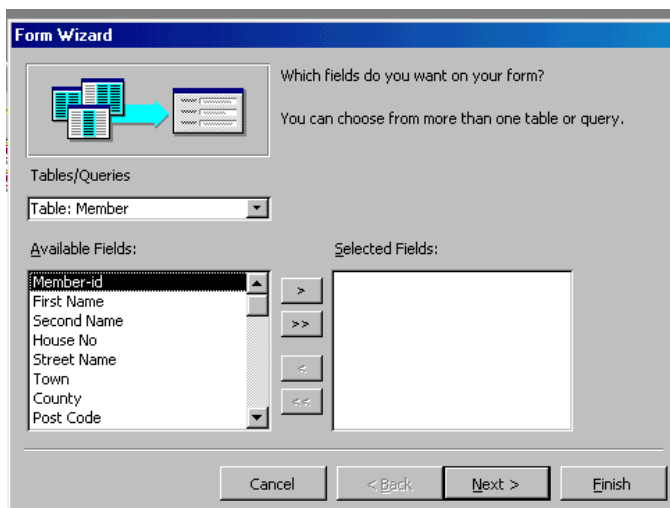
Forms

You can enter data directly into a table, however a better way of entering data is using FORMS. Using forms generally only one record shows at a time, you can also use forms to enter data into several related tables at once.

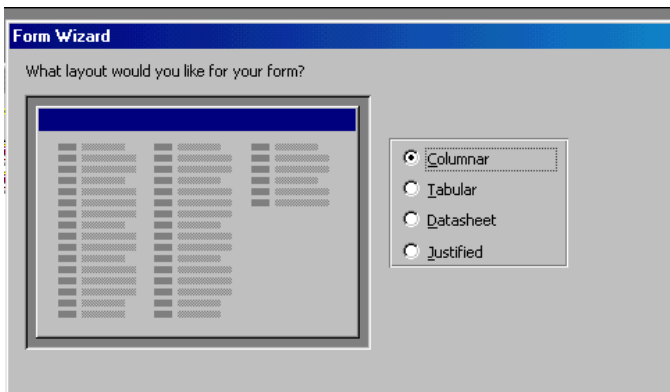
1. Create a new form using the form wizard



2. Select the table you want to create the form from
3. Decide which fields you want displayed on your form and move them into the selected fields, then press NEXT.

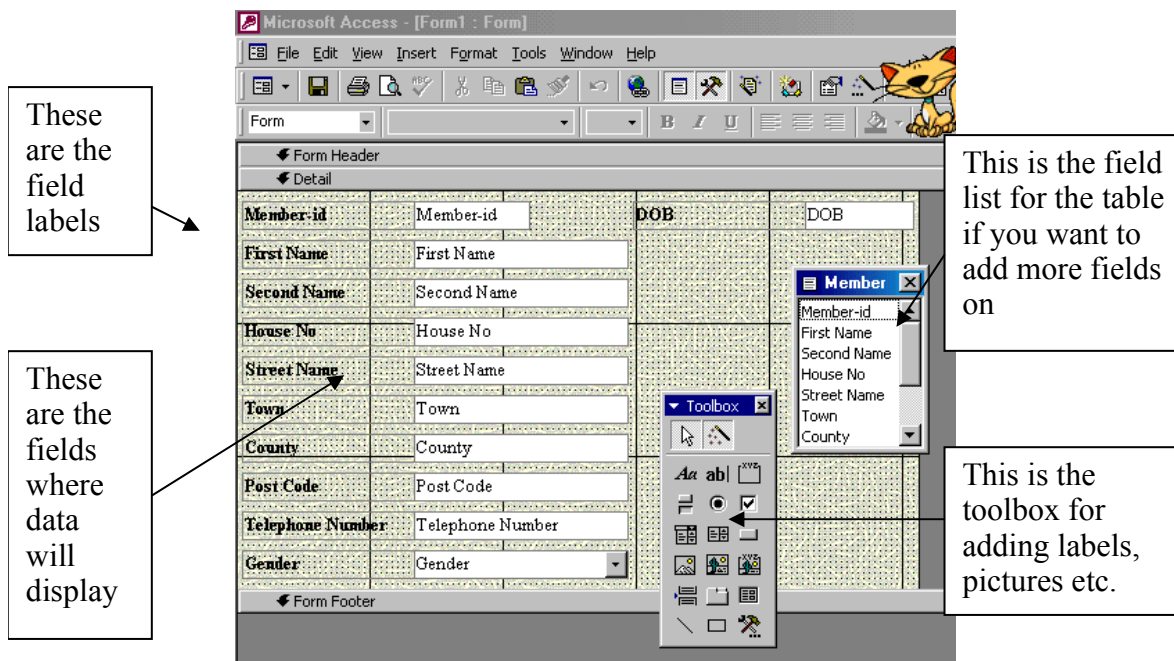


4. Then decide the type of layout you want for your form, Tabular, columnar, datasheet or justified, then press NEXT:



5. Then decide on the style of the form you want (click on the different styles to see what they are like) and press NEXT
6. Give your Form a name that is meaningful (e.g., Form to enter Member details) and select 'Modify form design'

The created Form will then open in design View



7. You can now modify the size of fields, move the fields and labels around etc to get the layout you want. You can add pictures and labels etc using the toolbox. You can add a Form Header and Trailer if you wish and change the background and text colour and formatting.

Once you have made changes click on the data entry button,



To see what the form looks like and try entering some more data.

CREATE THE FOLLOWING FORMS:

Make sure you try different layouts and styles for your forms. Make sure that the fields are displayed correctly (no cutting off of words in labels, data fields etc).

- A form to enter details into the Member table
- A form to enter details into the Video table
- A form to enter details into the Rental table

Activity 13

Individually think of at least 2 more forms to use in the video database..

Individually, create a document explaining what the forms are, what they will be used for and what information they will contain. Create and test the forms in the database (you may need to input more data for this.)