Access Lesson 4
Creating and Modifying Forms

Microsoft Office 2010 Introductory

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REVIEW: Database Objects

Object	Description
Table	**Stores all the data** in the database in a format called a datasheet. Similar in appearance to a worksheet.
Query	Used to **search and retrieve** records from tables using criteria(s).
Form	**Displays data** from one or more tables in a format similar to a printed form.

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Student Learning Outcomes

Students should be able to:

- Create a **Form** Object using different Form tools.
  - Form Tool
  - Split Form
  - Multiple Items
  - Datasheet
  - Form Wizard
  - Blank Form

Student Learning Outcomes (continued):

- Create and modify a Form in Layout view.
  - Resize and Move controls in a form.
- Create and modify a Form in Design view.
  - Add a Title.
  - Add a Label.

Student Learning Outcomes (continued):

- Navigate records using a Form in Form View.
- Use a Form to find, replace, update, and delete data.