



Access Module 4a

Creating and Modifying Forms

Microsoft Office 2016
Introductory



Database Objects

Object	Description
Table	A collection of fields that describe a person, place, object, event, or idea. Formatted in a datasheet .
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.

Student Learning Outcomes:

- SLO#1: Create a **FORM** Object using **FORM WIZARD**.
- SLO#2: **Modify** a Form in **LAYOUT VIEW**
- SLO#3: **ADD** a New Record in **FORM VIEW**