

# Using Forms

# 2

You made a simple form in the last chapter using the **Form** tool. Let's look at forms in a bit more detail:

## Changing the layout of a Form

You can change the appearance of an existing form by editing the position and type of its **form controls**:

### **Exercise** *Modifying a Form*



- Double-click **frmCustomers** in the **All Access Objects** Navigation Pane
- Click the **Design View** button on the status bar

A screenshot of the Microsoft Access Design View for the 'frmCustomers' form. The form is displayed in a grid layout with a 'Form Header' section at the top containing a table with one row and one column labeled 'tblCustomers'. Below this is a 'Detail' section with a table containing eight rows and one column. Each row represents a field: CustomerID, Title, FirstName, LastName, Address, City, State, and ZipCode. Each field has a label control on the left and a text box control on the right. The 'Form Footer' section is at the bottom and is currently empty.

- Click on the **Arrange** Ribbon tab in the special **Form Design Tools** area of the Ribbon

“**Form Controls**” are the objects that appear on forms. Labels, text boxes and anything else you put on a blank form is called a **control**. The **frmCustomers** form consists of one **Text Box** control for each field in the table, accompanied by one **Label** control that shows the field name.