

Database Software

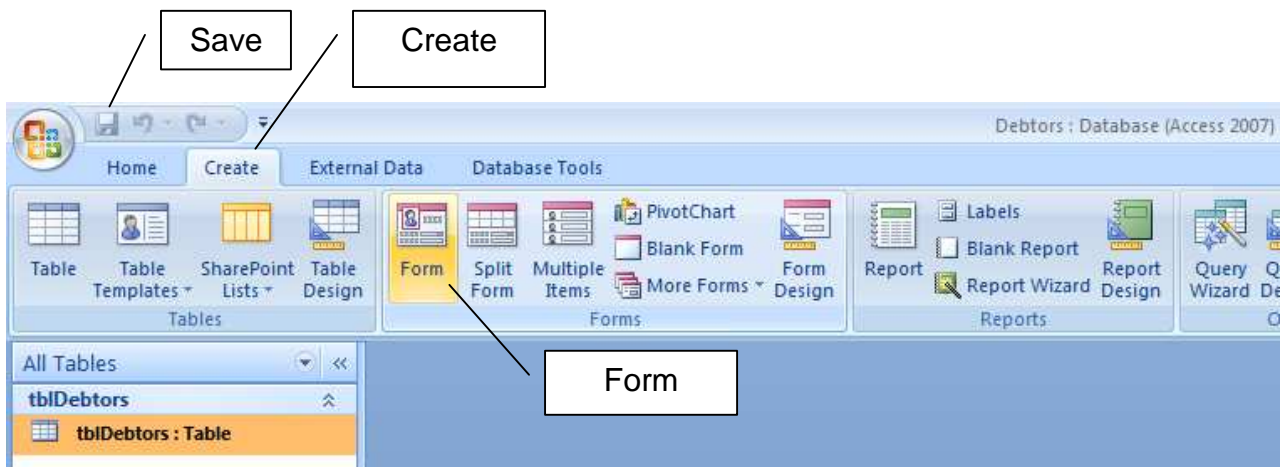
Terry Marris September 2009

3 Forms

Previously, we used the Datasheet View method to enter data onto a database. Now we see how a form does the same job.

3.1 Create a Form

1. Re-open your Debtors database
2. click on Options
3. click on Enable this content
4. choose Create
5. click Form



tblDebtors

Record Number: 1

First Name: Justin

Remarks:

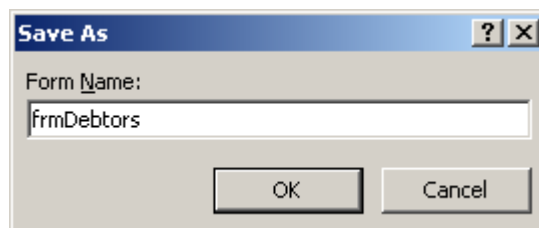
Money Owed: £10.00

Since When: 03/05/2009

Times Contacted: 1

Court Action:

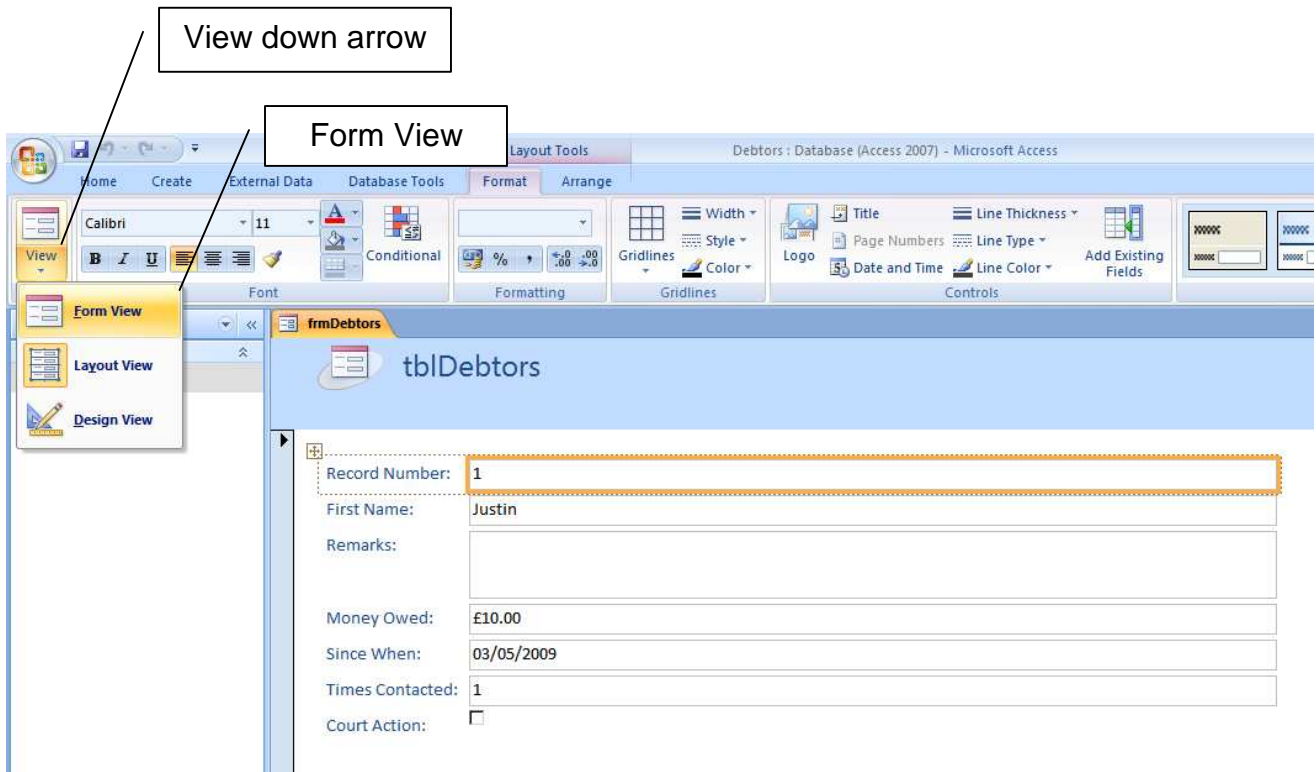
6. click on Save - the disk icon on the Ribbon, top left hand corner
7. save Form as frmDebtors



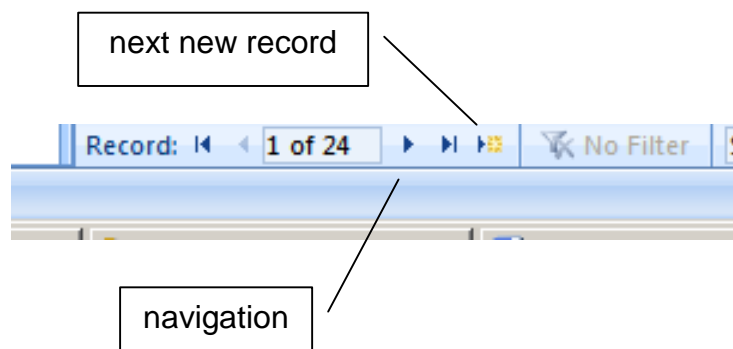
8. OK

3.2 Add Data

1. click on View down arrow
2. choose Form view



At the bottom of the screen notice:



3. go to the next new blank record
4. enter the next record, then press the Enter key

Record Number: 9

First Name: Annette

Remarks:

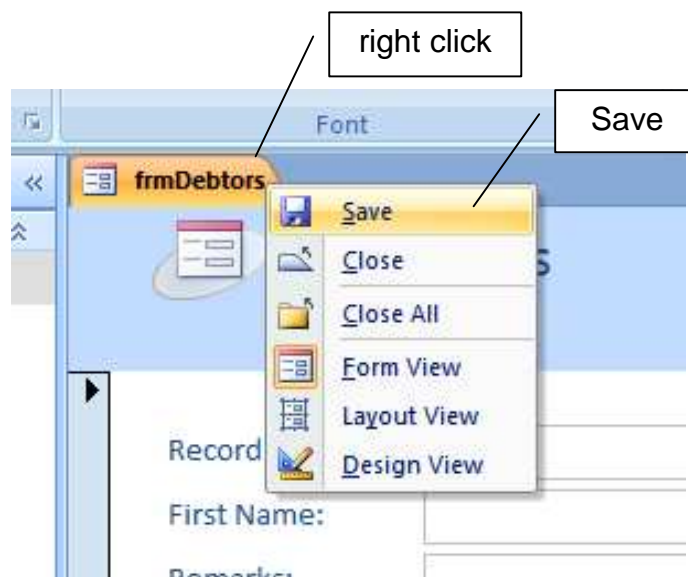
Money Owed: £50.00

Since When: 01/03/2009

Times Contacted: 2

Court Action:

5. add data for 7 new debtors (see below for example data). Press Enter key after each one to get to the next new blank record.
6. Save when finished.



7. switch to Datasheet view: rapid double click on tblDebtors:Table. Check your data.

The screenshot shows the Microsoft Access interface with the 'tblDebtors' table open in Datasheet view. The table has the following data:

Record Number	First Name	Remarks	Money Owed	Since When	Times Contacted	Court Action
1	Justin		£10.00	03/05/2009	1	<input type="checkbox"/>
2	Barb		£25.00	17/02/2009	0	<input type="checkbox"/>
3	Stan		£5.00	25/06/2008	2	<input checked="" type="checkbox"/>
4	Terry		£50.00	16/11/2008	3	<input checked="" type="checkbox"/>
5	Paige		£35.00	01/09/2009	0	<input type="checkbox"/>
6	Mary		£15.00	25/08/2008	2	<input checked="" type="checkbox"/>
8	Anna		£25.00	15/03/2009	1	<input type="checkbox"/>
9	Annette		£50.00	01/03/2009	2	<input checked="" type="checkbox"/>
10	Doug		£35.00	16/04/2009	1	<input type="checkbox"/>
11	Hazel		£15.00	01/09/2008	3	<input checked="" type="checkbox"/>
12	Rose		£75.00	03/03/2008	3	<input checked="" type="checkbox"/>
13	Priti		£75.00	15/08/2009	0	<input type="checkbox"/>
14	Pearl		£250.00	01/09/2008	3	<input checked="" type="checkbox"/>
15	Jo		£50.00	15/05/2009	1	<input type="checkbox"/>
16	Barry		£15.00	06/06/2008	0	<input type="checkbox"/>
*	(New)					<input type="checkbox"/>

Exercise 3.1

1. Enter the data using a form as shown above. We shall use this database in the next chapter.

We have seen how to enter data using Forms.

Next we see how to perform queries.

Bibliography

www.officetutorials.com accessed August 2009

www.dealing-with-data.net accessed August 2009