Exercise 2
Create Single Table Forms Using Wizards

You want to create a form like this:

> You can use this form to enter and modify records in the Customer Table.

Figure 1: Customer Data Entry Form

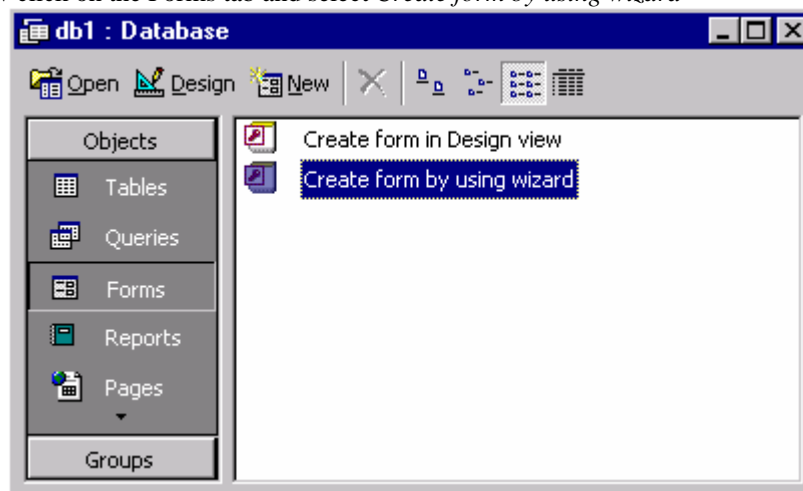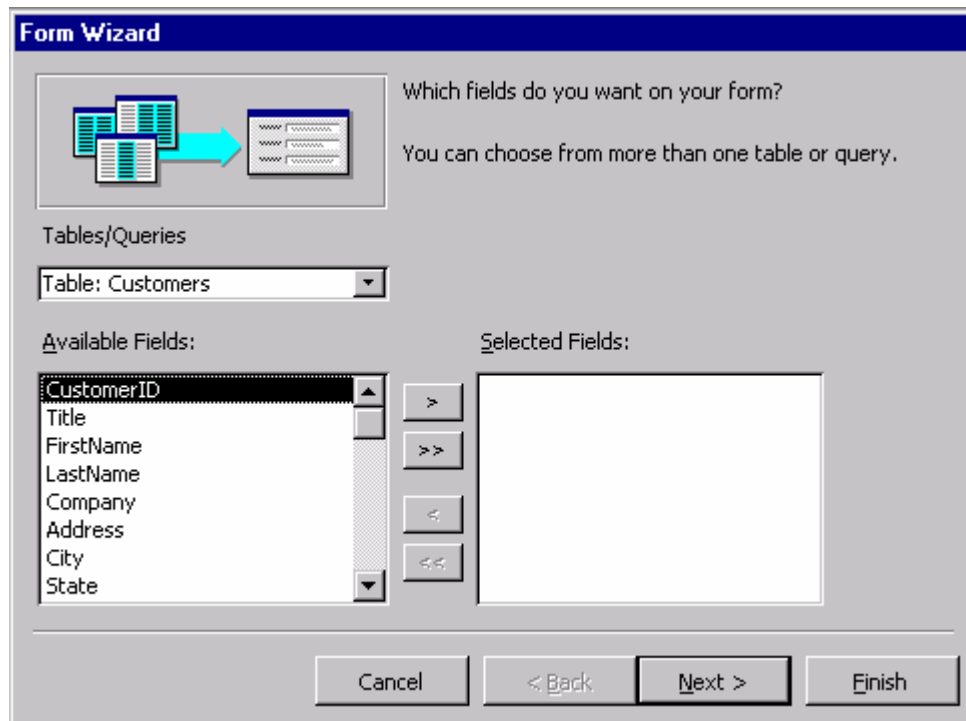In the Database window click on the Forms tab and select *Create form by using wizard*
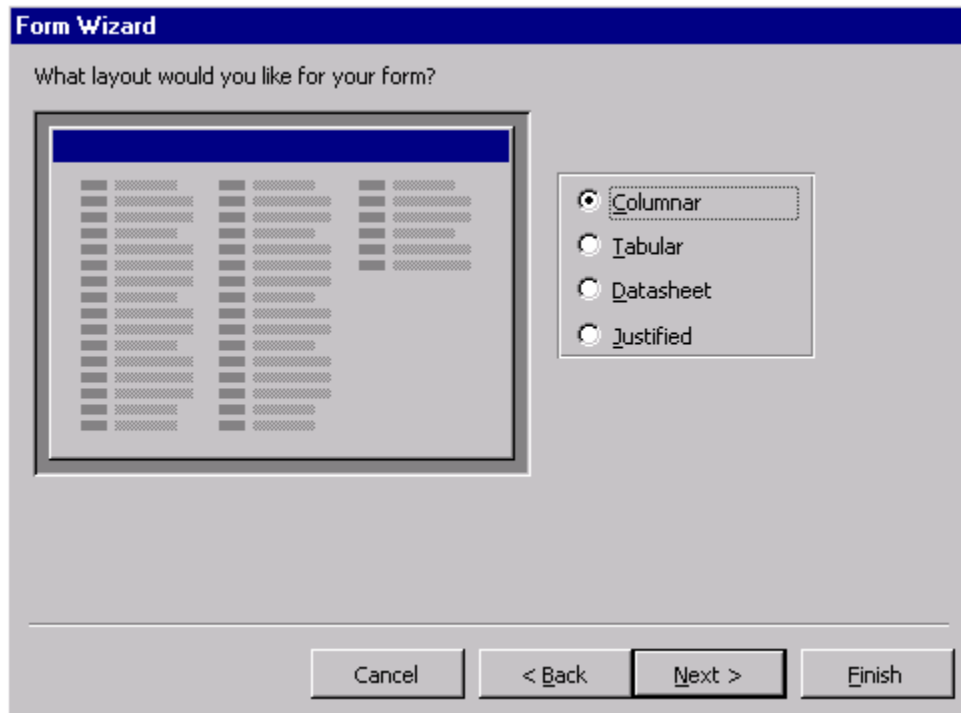

Figure 2: Database Window

You can use the Form Wizard to create the above Form. Follow the steps below:

Figure 3: Form Wizard step 1

For now you will need all of the fields except "Rating" which will be added in a different format later. Select all fields to be used from the Customers Table on the form by selecting each individually and clicking the single arrow. (You would click the double arrow to select them all.)

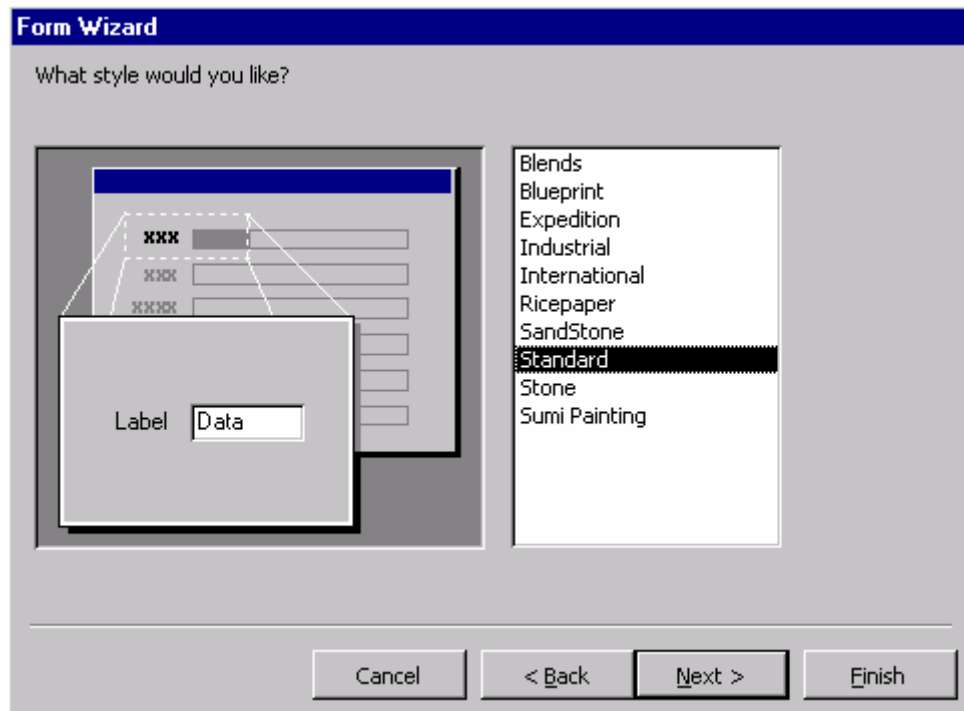**Figure 4: Form Wizard step 2**
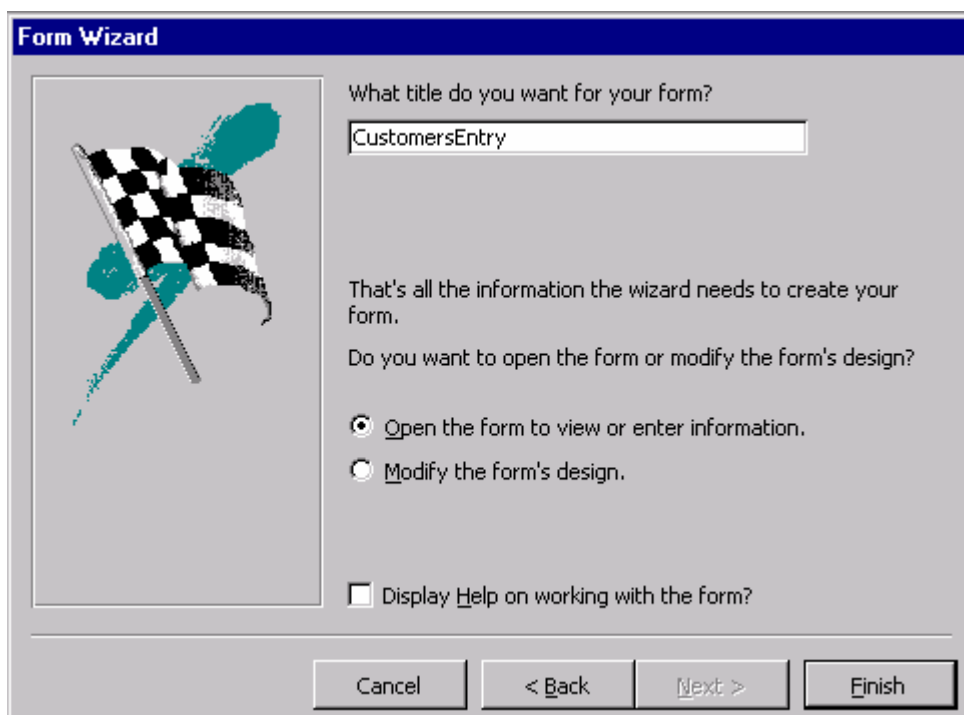
Figure 5: Form Wizard step 3

Figure 6: Form Wizard step 4

After the above steps, you should have a Customer Entry Form on your screen. You can now modify the layout of your form according to your preference. Understand the following buttons by clicking on them:

 Display the form in Design View. You can modify the design of a form when this button is pressed by dragging the form objects around the grid, adding titles, etc.

 Display the form in Form View. You can enter records but you cannot re-design the form. Doing this will add or modify records in the Customers table.
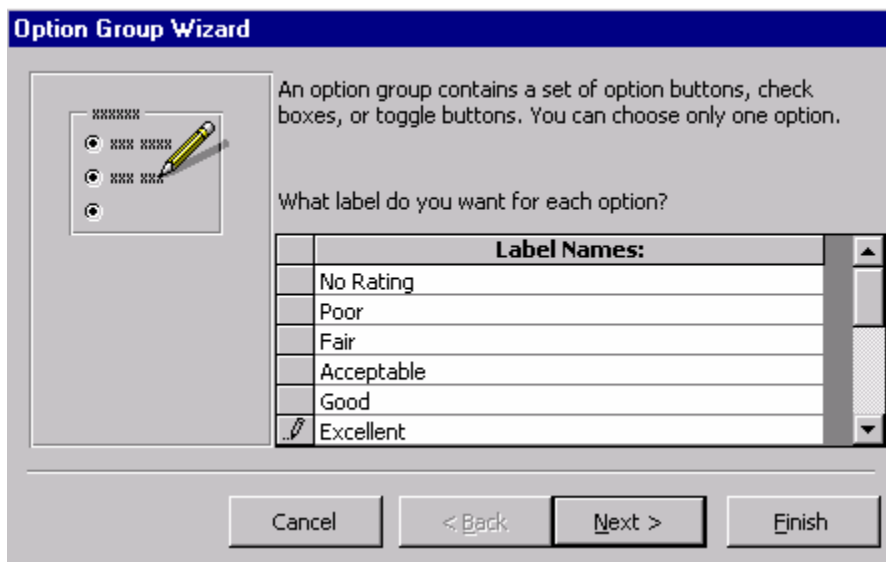
 Display the document in Data Sheet View. Pressing the button will show the data in Table Format.

Create an Option Box For the Customer Rating Field

We will create a set of option buttons to input the rating of the customer using to form created above.

1   Open the form you just created in Design view.

2   Click the Control Wizards tool   in the toolbox if it's not already pressed in.

3   In the toolbox, click the Option Group tool.

4   On the form, click where you want to place the upper-left corner of the option group.

5   Follow the directions in the wizard dialog boxes. In the last dialog box, click Finish to display the option group in Design view.
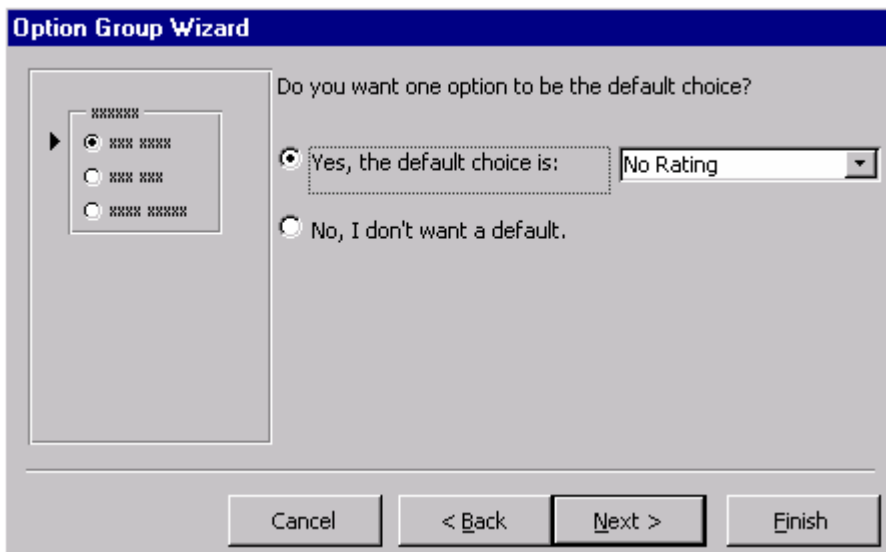
Figure 7: Option Group Wizard step 1
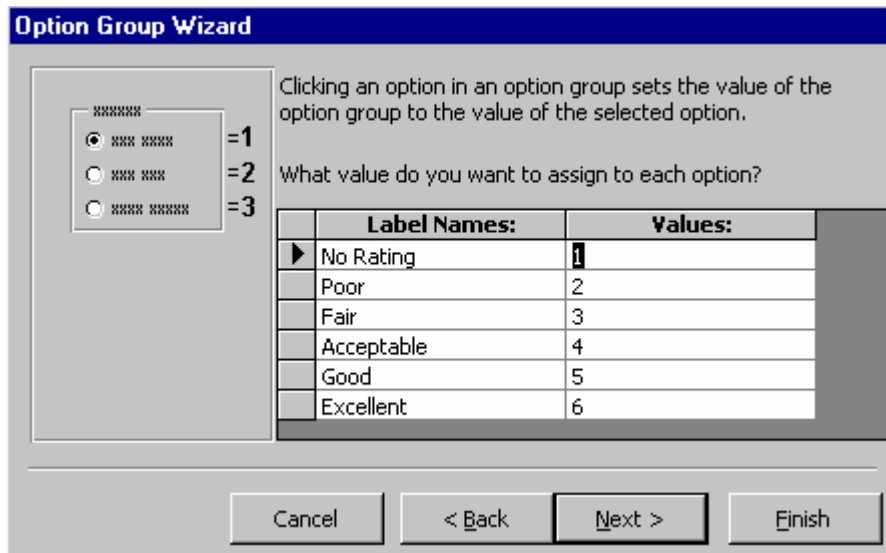
Figure 8: Option Group Wizard step 2

Figure 9: Option Group Wizard step 3

Figure 10: Option Group Wizard step 4

Figure 11: Option Group Wizard step 5

Click the Finish Button when you are done selecting your styles. You can now use the form to enter or modify data in the Customer Table.