

Access Form Layout Types

Columnar Form – Most commonly used layout.

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Tabular Form – Horizontal layout.

Customer Number	Store Name	Contact Name	Phone Number	Fax Number	Address
1014	Athletic Supplies Co.	Alex Feodorov	202-732-5085	202-732-518	11692 J St. NW
1092	Ace Sporting Goods	Jim Robinson	410-577-1213	410-577-121	42263 Charles St.
1486	Jake's Fitness Shop	Cheryl Thompson	609-275-3944	609-275-395	467 E. State St.

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Datasheet Form – Similar to a table layout.

Customer N	Store Name	Contact Name	Phone N	Fax Num	Address	City
1014	Athletic Supplies Co.	Alex Feodorov	202-732-51	202-732-51	11692 J St. NW	Washing
1092	Ace Sporting Goods	Jim Robinson	410-577-11	410-577-11	42263 Charles St.	Baltimor
1437	Johnson's Leisure Supply	Dave Robbins	203-399-41	203-399-41	1747 Broad St., Suite 216	Hartford
1486	Jake's Fitness Shop	Cheryl Thompson	609-275-31	609-275-31	467 E. State St.	Trenton
1490	Sportsman's Den	Melissa Patterson	518-442-81	518-442-81	1273 Broadway Ave.	Saratog
1503	Al's Sporting Goods	Barbara Jackson	207-846-71		132 Congress St.	Portland
2503	Big Marty's Sports	Pat Tuttle	804-338-11	804-338-11	1492 Shore Drive	Virginia
2550	Showcase Sporting Good	Marianna Duncan	804-986-91	804-986-91	1521 Hermitage Rd.	Richmor
2559	Sports Suppliers	Bob Arnold	205-593-41	205-593-41	110 Dauphin St.	Mobile
2594	Champs	Ralph Crosby	404-321-71	404-321-71	551 Peachtree Rd.	Atlanta
2884	SportsWorld	Jack Townsend	615-423-11	615-423-11	1947 Lafayette St.	Nashville

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Justified Form – Fits fields into a small space.

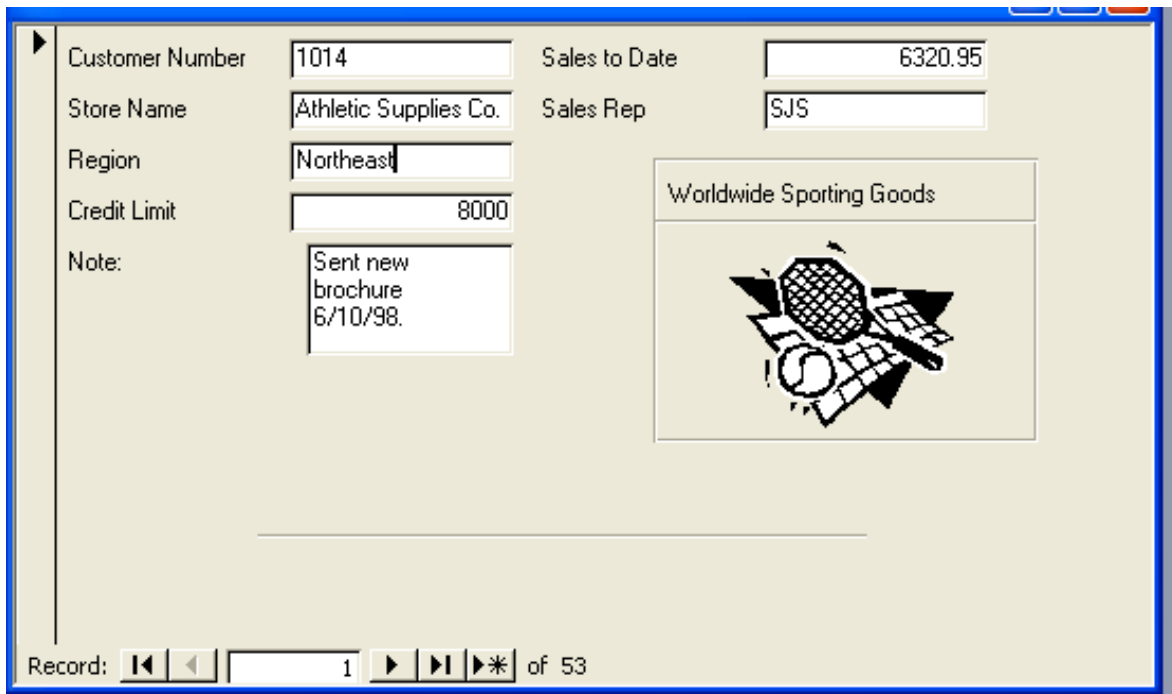
Customer Number	Store Name	Contact Name	Phone Number	
1014	Athletic Supplies Co.	Alex Feodorov	202-732-5085	
Fax Number	Address	City	State/Province	Postal Code
202-732-518	11692 J St. NW	Washington	DC	20013
Country	U.S.A.			
Note	Sent new brochure 6/10/93.			
Region	Sales Rep	Credit Limit	Contract Date	
Northeast	SJS	8000	6/8/1995	

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Form Development Examples

Open “World24” Database

1. Create a query combining the “Customer” table with the “Customer Sales” table call it qryCustomerOrders.
2. Add the fields below to the query
3. Create a new form (Select the query → Create → Form)
4. Save the form using the name: frmCustomerOrders.
5. Add the following fields to the Form:



The screenshot shows a Microsoft Access form window titled "Worldwide Sporting Goods". The form contains several text input fields and a memo field. The fields are arranged in two columns. The first column contains: Customer Number (1014), Store Name (Athletic Supplies Co.), Region (Northeast), Credit Limit (8000), and a Note field containing "Sent new brochure 6/10/98.". The second column contains: Sales to Date (6320.95) and Sales Rep (SJS). Below the Sales Rep field is a rectangular area containing a graphic of a tennis racket and a tennis ball, with the text "Worldwide Sporting Goods" above it. At the bottom of the form, there is a record navigation bar showing "Record: 1 of 53" with navigation icons.

Note: All fields will use a standard text input field and the graphics image is called Tennis.wmf.

Open “World24” Database

1. Create a query combining the Customers, Customer Sales, and Orders tables.
Call it qryOrderForm.
Add the records below to the query.
2. Create a new form called frmOrderForm using the Design View.
Use the qryOrderForm query for the form fields.
Add the following fields:

Order Number: 1001

Customer ID: 4128

Sales Rep: GEA

Order Date: 6/3/1997

Shipping Date: 6/5/1997

Shipping Cost: \$10.00

Shipping Method: US Mail, LPS, DHL

Send a Catalog?:

Terms: Net 30

Customer Type: Smaller markets, Medium markets, Large metro markets

Note: [Empty text box]

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- Note: The “Shipping Method” will use a List Box.
The “Send a catalog?” will use a Check Box.
The “Sales Rep” will use a Combo Box.
The “Customer Type” will use a Options Group.
The “Note” will be a standard text box.
All other fields will use a standard text box.