

Designing Forms

Forms allow you to control the look and feel of the screen for the input of data and the reports generated.

Form Views

There are three ways to view forms in Access:

Design View	Allows you to design a form that includes a header, a footer, and details in the form. You can also add images and control which fields appear on the form.
Form View	This is a dynamic page which allows the user to enter and edit data or navigate through data in a field.
Layout View	This view allows you to design the form and manipulate data.