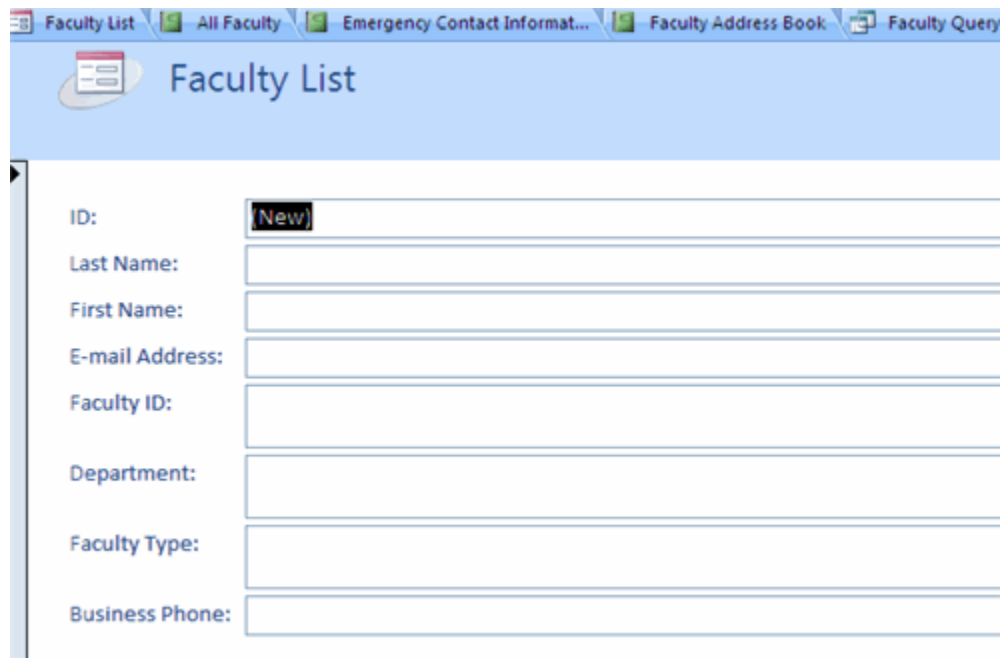


Form

A form is a graphical interface that is used to display and edit data. Forms can be developed from a table or a query. Forms can include calculations, graphics and objects.

To view data using a form:

- Click the **arrow** to open the navigation pane
- Double-click on the form name



The screenshot shows a Microsoft Access application window with several open forms: 'Faculty List', 'All Faculty', 'Emergency Contact Informat...', 'Faculty Address Book', and 'Faculty Query'. The 'Faculty List' form is the active window. It has a blue header bar with the title 'Faculty List' and a small icon of a form. Below the header, there is a vertical navigation pane on the left side. The main area of the form contains several text boxes for data entry, each with a label to its left: 'ID:' (with a 'New' button), 'Last Name:', 'First Name:', 'E-mail Address:', 'Faculty ID:', 'Department:', 'Faculty Type:', and 'Business Phone:'.