SCENARIO: Student Enrollment Form

Imagine your institute wants to collect student details for enrollment.

Create Table :
 Students

Fields in Students Table:

- StudentID (AutoNumber, Primary Key)

- FullName (Short Text)

- Gender (Short Text or Lookup)

- DOB (Date/Time)

- PhoneNumber (Short Text)

- Email (Short Text)

- Course (Short Text or Lookup)

- EnrollmentDate (Date/Time)

STEP-BY-STEP GUIDE TO FORM CREATION

◆ **Step 1: Open Your Database & Select Table**

1. Open **Microsoft Access**.

2. In the left navigation pane, select the table: Students.

◆ **Step 2: Create a Basic Form**

1. With the table selected, go to **Create** → **Form**.

2. Access will auto-generate a **Simple Form** with all fields from the table.

3. Save it as: `frm_StudentEntry`.

Step 3: Switch to Design View for Customization

1. Click **View → Design View**.

2. In Design View, explain:

   ○ **Form Header** (title)

   ○ **Detail Section** (main content)

   ○ **Form Footer** (optional: buttons or info)

Step 4: Add/Modify Controls

Task	How to Do It
Edit Labels	Click on label → type new label (e.g., "Full Name")
Add new field	Use **Add Existing Fields** pane → drag missing fields
Change layout	Move/resize controls to align fields cleanly
Add Title	Go to Design Tab → click on **Title**
Add Date Picker	Works automatically on Date fields (like DOB, EnrollmentDate)

Step 5: Set Properties using the Property Sheet

● Right-click any control → **Properties**

● Explain key properties:

- ○ `Control Source` (binds to table field)

- ○ `Format` (e.g., phone number)

- ○ `Default Value` (e.g., `=Date()` for today)

- ○ `Required` / `Enabled` / `Visible`

Step 6: Create Dropdowns (Lookup Fields in Form)

If "Course" is a lookup from a table:

1. Use **Combo Box** from **Design** → **Controls**

2. Set its row source:

   - ○ Use table or manually enter values ("Python", "Excel", "SQL")

Purpose: Avoid spelling mistakes and maintain consistency

Step 7: Test the Form

1. Switch to **Form View**

2. Try entering a new record

3. Save the record and check if it appears in the table

Step 8: Add Buttons (Optional)

Use **Button** control from Design tab:

- Use wizard to add:

- Save

- Next/Previous Record

- Close Form