

## Let Access 2007 create a form from the active table

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  - Access 2007 provides a quick way to create a form. Follow these steps:
    - 1. In the Navigation pane (at the left of the database), double-click the table that contains the fields for your form.
    - 2. Click the Create tab.
    - 3. In the Forms section, click the Form command.
    - 4. Right-click the tab of the new form.
    - 5. Click Save and enter a new name for the form.
    - 6. Click OK.
  - You are not limited to creating single-record forms with this method. You can also create a form that shows multiple records in a datasheet format by clicking the Multiple Items Form command in step 3. You can also choose the Split Form command to create a form that includes a datasheet in the lower section and a single-record form in the upper section for entering information about a record selected in the datasheet below.