Forms

* Forms are used to enter records in a more user friendly way
* They make it easier to edit, delete and search for existing records

**Creating a Form**

1. Press on Create
2. Select ‘**More Forms**’
3. Select ‘**Form Wizard**’
4. In the new window you must select the table your wish to create a Form for and also the fields you wish to be present in your form
5. Here you must decide on a **layout** for your form
6. Next your need to select a **style** for your form
7. Give your form a **name** and click **finish**

**Editing a form**

1. Change to **design view**
2. By **clicking and dragging** labels you can move them around the form
3. You could also add new labels to your form
   1. Click on **Label (Aa)**
   2. Click the **location** you would like the label to be
   3. Type the text your wish to appear