

# WORKING WITH FORMS

In this section, you'll learn how to:

- **Modify forms**
- **Add/delete records**
- **Edit records**
- **Find records**
- **Filter records**

# MODIFY FORMS

- Start Base, then open the **FlowerStore** database.
- In the **Database** list, click **Forms**.
- Right-click **Customer Form**.
- When the menu opens, click **Edit**.
- **TIP:** *Clicking **Edit** opens the form in Writer.*
- The form should look like this in Writer:

FlowerStore.odt : Customer Form - OpenOffice.org Base: Form Design

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12 B I U

New Theme... Backgrounds - ice-light (C:\Program Files\OpenOffice.org 3\Basis\share\gallery\www-back\ice-light.jpg)

Backgrounds  
Bullets  
Homepage  
My Theme  
Rulers  
Sounds

Customer ID  
Company Name  
First Name  
Last Name  
Street Address  
Address 2  
City  
State  
Zip  
Phone Number  
Fax Number

Page 1 / 1 Default English (USA) INSRT STD 100%

# CHANGE FIELD POSITION

- Click the **Address 2** box to select it.
- Position the cursor over the **Address 2** box.
- It should turn into a four-arrow "move" cursor:
- Click-and-drag the box to line it up with the other boxes.
- Release the mouse button.
- The form should now look like this:

FlowerStore.odt : Customer Form - OpenOffice.org Base: Form Design

File Edit View Insert Format Table Tools Window Help

Default Times New Roman 12

New Theme...

Backgrounds - ice-light (C:\Program Files\OpenOffice.org 3\Basis\share\gallery\www-back\ice-light.jpg)

Backgrounds

Bullets

Homepage

My Theme

Rulers

Sounds

Customer ID

Company Name

First Name

Last Name

Street Address

Address 2

City

State

Zip

Phone Number

Fax Number

Page 1 / 1

Default

INSRT STD \* 0,39 / 2,76 2,23 x 0,39 100%

# ADD/DELETE RECORDS

- ADD A NEW RECORD
- Click the ***Design Mode ON/OFF*** icon to toggle the view.
- Click the button.
- Fill in the following information:
- **Amy Moore**  
**Gifts & Buds**  
**1214 Maryland Ave.**  
**Suite 13**  
**Washington, DC 20001**  
**2025556113**  
**2025556114**
- Click the ► button to save the record and advance to a new one.

# DELETE RECORDS


- Click the ◀ button to go back to record number **6**, the one you just added.
- On the Toolbar, click the ▶ □ icon.
- When the alert window appears, click the **YES** button.

# EDIT RECORDS

- NAVIGATE TO A SPECIFIC RECORD NUMBER
- Click in the **Record** box.
- Highlight the current record number, then type: **2**
- Press the **ENTER** key. The form should now show record number **2**.
- Delete the contents of the **Street Address** field.
- Type: **476 New York Ave.**
- Press the **TAB** key.



# FIND RECORDS

- Click the  button.
- Click in the **Company Name** box to place the cursor there.
- On the Toolbar, click the ***Find Record*** icon.  
When the **Record Search** window appears,  
type: **Floralin** in the **Search for Text** box.  
Click the ***Search*** button.
- Click the ***Close*** button.

# Filter records

- Click in the State box
- On the Toolbar, click the ***AutoFilter*** icon  
TIP: Notice the number of records now reads 1 of 2
- On the Toolbar, click the ***ApplyFilter*** icon
- On the menu bar, click ***File***, then ***Close***.  
When the alert window appears, click the ***Discard*** button
- On the Menu Bar, click File, then Exit to close Base.

# Practice: Working with Forms

- Right-click this link (Mac users, press the CTRL key while pressing the mouse button.):

<http://inpics.net/files/base2/Library2.odt>

- Save the database in the Practice Base Files folder.
- Start Base. Open the ***Library 2*** database.
- Using the Form Wizard, create a new form based on the ***Authors*** table, using all the fields.

- Save the form as ***Author Information Input***.
- Using the form, enter information for John Grisham: Author ID: (Autonumber)

Author Name: John Grisham

Good Author? Yes

- Close the form.
- Open the Author table to check that John Grisham's information was entered.
- Close the Author table. Exit Base.

<http://inpics.net/tutorials/base2/forms11.html>