

1 **Forms**

5.02 Understand database queries, forms, and reports.

2 **Forms**

3 **Advantages of Forms**

- Well developed forms expedite the search and data entry processes.
- Well designed forms are easy to read and understand.
- Forms allow information to be censored.
 - For example, a hotel reservation form posted on the web may allow users to select a type of room and the arrival and departure dates, but prevent or hide users from viewing the details of the hotel rates.

4 **Common Elements
of Forms**

- **Graphic elements**, such as lines and shapes
- **Data** displayed on forms is derived from the fields in the underlying table or query or added by a user
- **Calculations** are performed by properties that are set by a user within the form's design
- **Descriptive text**
- **Subforms** are forms that are embedded in and connected to a main form through a common field.

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