G.C.E. O/L Grade 10 ICT · Lesson 9

9.6 Database Forms: Design, Properties and Controls

Typing into a datasheet with many columns is tiring and easy to get wrong. A **form** shows **one record at a time** in a neat layout, with labels, text boxes and buttons, so anyone – the librarian, a class teacher – can **enter, view, update and delete** data easily. In this note you will create forms with the **Form Wizard** and **Design View**, set **form properties** and add **controls** and **buttons**.

1. What is a form?

A form is a **user-friendly screen** linked (bound) to a table or query. Changes made in a form are **saved in the table** – the form itself stores no data. Forms make entry faster and safer, can hide fields users should not change, and can look like the paper card the staff already know.

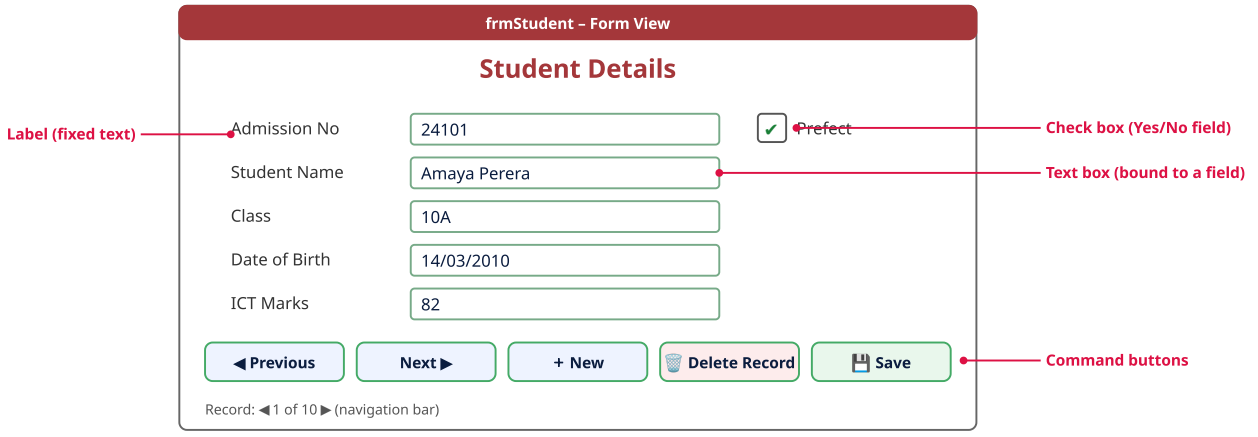


Figure 9.7: A student form (frmStudent) with labels, text boxes, a check box and command buttons.

2. Creating a form

Method	MS Access	LibreOffice Base
Quick form	Select tblStudent › **Create › Form**	–
Form Wizard	**Create › Form Wizard** › choose table and fields › layout (Columnar, Tabular, Datasheet, Justified) › title › Finish	**Forms › Use Wizard to Create Form** › fields › arrangement › name › Finish
Design View	**Create › Form Design** › Property Sheet › Record Source = tblStudent › Add Existing Fields	**Forms › Create Form in Design View** › Form Properties › Data › Content

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3. Controls on a form

Label
Fixed text such as a title 'Student Details' or 'Admission No'. Not linked to data.

Text box
Shows and edits the value of a field (a **bound** control).

Check box
For a Yes/No field such as Prefect.

Combo box / List box
Choose a value from a list, e.g. ClassID from tblClass – prevents wrong classes.

Command button
Runs an action: **Next Record, Previous Record, Add (New) Record, Delete Record, Save Record, Close Form**. Access uses the **Command Button Wizard** (Record Navigation / Record Operations).

Image / logo
The school crest in the form header.

4. Form properties

Property (Property Sheet)	Use
Record Source	The table or query the form is bound to
Caption	Text on the form's title bar
Default View	Single Form, Continuous Forms or Datasheet
Allow Edits / Allow Deletions / Allow Additions	Yes/No – control what users may change
Navigation Buttons	Show or hide the record navigation bar
Back Color, Font, Picture	Appearance of the form and controls

5. Viewing and updating data

- Open in **Form View**; use **Next ▶ / ◀ Previous** or the navigation bar 'Record 1 of 10'.
- **Update**: click in a text box, change the value (e.g. ICTMarks 64 → 68); it is saved when you move to another record.
- **Add**: click **New** – a blank record appears.
- **Delete**: go to the record › **Delete Record** › confirm. Deleting cannot be undone!
- **Find** (Ctrl+F) searches for a value, e.g. a student's name.

> 💡 Use **Layout View** (Access) to resize controls while seeing real data; use **Design View** for full control of sections (Form Header, Detail, Form Footer).

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NEW 2026 **2026: online forms feed databases. Google Forms** (responses go into a Google Sheet), **Microsoft Forms** and **Airtable** forms let parents or students submit data from a phone – used for sports meet entries or school admission enquiries. Ask only for needed data, explain why it is collected (PDPA 2022), and never collect passwords or full bank details.

Key Words

Form – A screen to enter, view and edit one record at a time.	**Form Wizard** – Step-by-step tool that builds a form.
Form View – View used to work with data in a form.	**Control** – Any object on a form: label, text box, button...
Label – A control showing fixed text.	**Text box** – A control showing a field's value.
Bound control – A control linked to a field.	**Command button** – A button that runs an action, e.g. Next Record.
Combo box – Drop-down list to pick a value.	**Record Source** – Property naming the table/query behind a form.
Property Sheet – Panel to set properties of the form and controls.	**Navigation bar** – Bar to move between records: Record 1 of 10.

Sample Q&A

1. What is a form?

> **Answer:** A screen bound to a table/query for entering, viewing and editing records one at a time.

2. Where is data typed in a form stored?

> **Answer:** In the table the form is bound to.

3. Distinguish a label and a text box.

> **Answer:** A label shows fixed text; a text box shows/edits a field value.

4. Name three command buttons.

> **Answer:** Next Record, Previous Record, Delete Record (also New, Save, Close).

5. Which property links a form to tblStudent?

> **Answer:** Record Source.

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6. Give two advantages of a form over a datasheet.

> **Answer:** Shows one record clearly; easier and safer entry; can hide fields; buttons and combo boxes.

MCQ

1. A database object that shows one record at a time for entering data is a...

A. Relationship
B. Query
C. Report
D. Form

2. Data typed into a form is saved in...

A. a report
B. the table it is bound to
C. the form only
D. the Recycle Bin

3. The fixed text 'Student Details' on a form is a...

A. Text box
B. Combo box
C. Label
D. Check box

4. The control that shows a student's name from the table is a...

A. Text box
B. Label
C. Image
D. Line

5. A Yes/No field such as Prefect is best shown with a...

A. Text box size 255
B. Check box
C. Label
D. Image

6. To choose ClassID from a drop-down list, use a...

A. Label
B. Line
C. Combo box
D. Page break

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7. The button that shows the record after the current one is…

A. Next Record
B. Close Form
C. Delete Record
D. Previous Record

8. The Command Button Wizard category containing 'Delete Record' is…

A. Form Operations
B. Record Operations
C. Report Operations
D. Record Navigation

9. In Access, the Form Wizard is on the… tab.

A. Create
B. Database Tools
C. File
D. Home

10. The form property that names the table behind it is…

A. Default View
B. Back Color
C. Record Source
D. Caption

11. The text on a form's title bar is set by…

A. Validation Rule
B. Record Source
C. Field Size
D. Caption

12. frmStudent shows 'Record: 1 of 10'. This means the table has…

A. 10 forms
B. 10 fields
C. 10 records
D. 1 record

13. Setting 'Allow Deletions' to No on a form…

A. hides the title
B. stops users deleting records from the form
C. adds a backup
D. deletes all records

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14. In LibreOffice Base, a form is created with…

A. Create › Form Wizard
B. Insert › Chart
C. Format › Columns
D. Use Wizard to Create Form

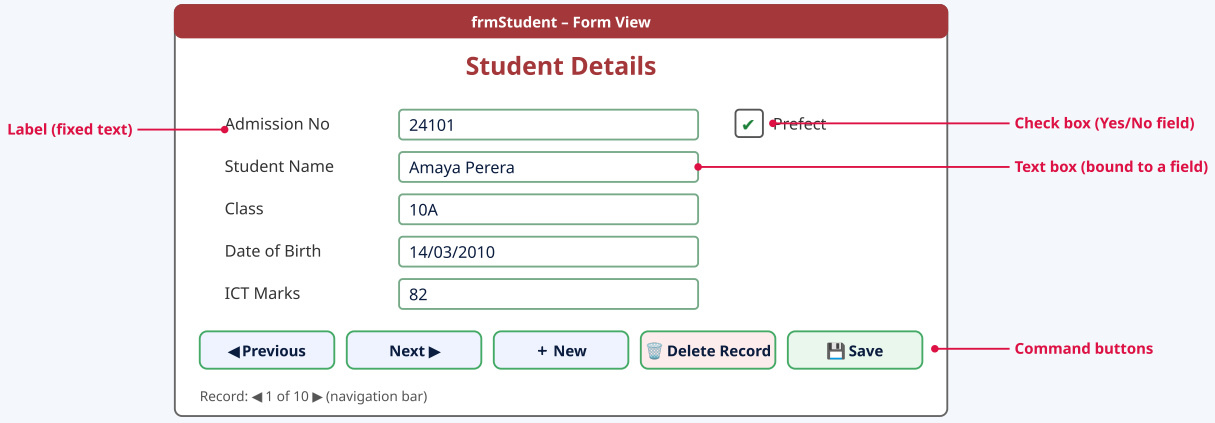
15. A Google Form for sports meet entries should…

A. ask only for needed data
B. ask for bank PINs
C. be public with all answers
D. ask for passwords

Structured Questions

1. Using Figure 9.7, name four types of controls on the form and the purpose of each. (4 marks) *(4 marks)*

> Label – fixed text (Admission No); text box – shows/edits a field (24101); check box – Yes/No field (Prefect); command button – runs an action (Next, Delete Record).



Model answer

2. List the steps to create a form for tblBook using the Form Wizard. (3 marks) *(3 marks)*

> Create › Form Wizard; select tblBook and move the fields across; choose a layout (Columnar); give a title (frmBook) › Finish.

3. Explain how to change Kavindu Silva's ICT mark from 64 to 68 using frmStudent. (2 marks) *(2 marks)*

> Find the record (Next or Ctrl+F 'Kavindu'), click in the ICTMarks text box, type 68 and move to another record (or Save) – the table is updated.

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4. Give three form properties and what each controls. (3 marks) *(3 marks)*

> Record Source – table/query; Caption – title bar text; Default View – single/continuous; Allow Edits/Deletions/Additions; Navigation Buttons; Back Color.

5. Give two advantages of using a form instead of the datasheet for data entry by a librarian. (2 marks) *(2 marks)*

> One record clearly at a time; combo boxes/buttons reduce errors; can hide or lock fields; looks like the familiar card.

Summary

- Form = one record at a time; data saved in the table.
- Create: Form, Form Wizard, Form Design.
- Label = fixed text; text box = field value.
- Check box for Yes/No; combo box for a list.
- Buttons: Next, Previous, New, Delete Record, Save.
- Properties: Record Source, Caption, Allow Edits.
- Form View to view/update; deletion cannot be undone.
- 2026: Google/Microsoft Forms; collect only needed data.

MCQ answer key – 9.6

1. **D** – Form.
2. **B** – Tables store data.
3. **C** – Label.
4. **A** – Bound text box.
5. **B** – Tick.
6. **C** – Combo.
7. **A** – Next.
8. **B** – Record Operations.
9. **A** – Create.
10. **C** – Record Source.
11. **D** – Caption.
12. **C** – Records.
13. **B** – Protection.
14. **D** – Base wording.
15. **A** – PDPA.

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