Creating a Form

To create a form, follow these simple steps:

1. Open up your database and double click on the table name to open it up like this:



1. Select Create and then Form from the top:



1. You are ready to add data to this database:



1. If you want to add a suitable title and colour, click on the View button and select design view from the drop down menu:



1. From the top select the colour and type the text.



**Your task:**

Once you are happy with your form, print screen into a word document and explain what you have done and why you have created a form.