Learning Outcomes

- Define forms in Microsoft Access

Access gives us a window into our database data through an object called a form. Forms can be used to create user interfaces to either enter data or to manipulate data. A " bound" form is a form that is tied directly to a table or query and can serve as a user interface into that data source. An "unbound" form does not directly connect to a data source, but gives the user controls that can be used to run the database application.

Forms are important tools for usability of a database application. Users do not have to be familiar with the internal structure of the database but instead can take advantage of a form to ensure usability—even that they are entering information correctly.

Practice Question

Cathy is a database administrator for a large healthcare company. She has inherited 10 years of clinical data and has many users interested in accessing the information for their studies. At the same time, there is sensitive personal information contained in the database that must be protected. How can Cathy best meet the needs of her users?

○ Create bound forms that allow users to view relevant information contained in the database without giving direct access to the underlying database.

[See this interactive in the course material.](#)

Learn More

For detailed, step-by-step instructions Microsoft Access Help is an excellent resource and can be found by following this link: [MS Access Help: Understanding Forms](#)

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