

1. Run Microsoft Access. *[Click on Start button, Point at Programs, Click on MS Access]*
2. Open the database **ASMHOT.mdb** from the folder **c:\Groupfolder\yourname/msaccess**.  
*[Click on open an existing file, Double click on more files, select your address in the look in box, select the file **ASMHOT.mdb**, then click on open button.]*
3. Create a form for the table **RESERVATION** using the Auto Form. *[Click on the table object button; Select the table **RESERVATION**, Click on Insert menu, Click on Auto Form.]*
4. Save the Form under the name **RESERVATION**. *[Click the Save button, accept the given name, Click OK.]*
5. Close the Form and open it again. *[Click the Close button, Click the Forms tab, and select the form, Click open button.]*
6. Create a form using the form wizard for the Query **Reservation on 25-Oct-97**.  
*[Select the Forms tab from the objects list, Double click the Create form-using wizard, Select the Query **Reservation on 25-Oct-97** from the Tables/Queries box, Click on the >> button to add all the fields available, Click on next button (to continue the wizard), Select Columnar form layout, then click next button, Select Industrial Form Style, then click next button, accept the given name as a title for the form and Click Finish button.]*
7. Give a title **RESERVATIONS ON 25<sup>th</sup> October 1997** to the form and format it with the following properties:
  - Back Color: .....Blue
  - Special Effect: .....Shadowed
  - Fore Color: .....White
  - Font Size: ..... 18
  - Font Weight: .....Bold
  - Text Align: .....Center*[Click on Design view button, Point your cursor between Form Header and Detail selector and drag it a little downward, Click on Label button from the toolbox, drag it in the space created below the Form Header selector, Type **Reservation on 25th October 1997** as the form title, Selecting the label Click on View menu, Click on Properties, From the Label's Property in the Format tab, Select Back Color and set it to blue, select Special Effect box and set it to Shadowed, select Fore Color box and set it to White, select Font Size box and set it to 18, select Font Weight box and set it to Bold, and select Text Align box and set it to center (if the font is large resize the label box)]*
8. Save changes and change it into Form View. *[Click on save button, Click on Form view button.]*
9. Close the Form and the database. *[Click on the Close button of the form, and Click the Close button of the database.]*

Summary
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- Creating a form using Auto Form.
- Creating a form-using Wizard.
- Modifying a form in Design view.