

Creating a Form

You created a database to keep track of research studies conducted by research personnel and participants who volunteer for those studies. In this activity, you will become more familiar with forms by creating a series of forms each with a different purpose. Specifically, you will create the following:

- A form to help you enter new participants into the database
- A form to help you enter new studies into the database
- A form that will help you keep track of which studies the participants volunteered for
- A form that will help you keep track of who the study was conducted by (personnel)

You can duplicate much of your paper forms into an electronic Access form to collect the data into your tables. Like a paper form, Access forms will display one record at a time and, like tables, you can add, edit, sort and delete records.

The following image is an example of a paper form you might give participants to collect their personal information. You can then use it to enter the data into your electronic Access form.

Participants

Today's Date: 4/3/2013

ParticipantID 2223 Enter the last 4 digits of your SSN

First Name Thomas

Last Name Hasselberg

Street Address 324 9th Street

City Detroit

State MI

Zip 48202

Phone (313) 555-9999

Age 79 Must be 18 or older to participate

Gender M F (circle one)

I understand the procedures described to me. My questions have been answered to my satisfaction and I agree to participate in this study. I have been given a copy of this form.

Thomas Hasselberg
Printed Name of Subject

Thomas Hasselberg
Signature of Subject

Stephanie Smitharoo
Signature of Witness