

# Access 2016 Module 3

## Using Forms





# Module Objectives

---

- Use the Form Wizard
- Create a split form
- Use Form Layout View
- Add fields to a form
- Modify form controls
- Create calculations
- Modify tab order
- Insert an image



# Use the Form Wizard (Slide 1 of 2)

---

- A **form** is an Access database object that allows you to arrange the fields of a record in any layout so you can enter, edit, and delete records
- One way to create a form is by using the **Form Wizard**
  - The wizard asks you questions to determine the information you want
- Database **designer** or **application developer** responsible for building and maintaining tables, queries, forms, and reports
- Each item on a form is called a **control**
  - **Label control** (describe data shown in other controls)
  - **Text box** (display data)
  - **Combo box** (combination of a text box and a list)



# Use the Form Wizard (Slide 2 of 2)

## Form views

view	primary purpose
Form	To find, sort, enter, and edit data
Layout	To modify the size, position, or formatting of controls; shows data as you modify the form, making it the tool of choice when you want to change the appearance and usability of the form while viewing data
Design	To modify the Form Header, Detail, and Footer section, or to access the complete range of controls and form properties; Design View does not display data



# Create a Split Form (Slide 1 of 3)








---

- Benefit of a split form
  - upper pane allows you to display the fields of one record in any arrangement
  - lower pane maintains a datasheet view of the first few records, which you can navigate very quickly



# Create a Split Form (Slide 2 of 3)

## Form creation tools

tool	icon	creates a form
Form		with one click based on the selected table or query
Form Design		from scratch in Form Design View
Blank Form		from scratch in Form Layout View
Form Wizard		by answering a series of questions provided by the Form Wizard dialog boxes
Navigation		used to navigate or move between different areas of the database
More Forms		based on Multiple Items, Datasheet, Split Form, or Modal Dialog arrangements
Split Form		with two panes, the upper showing one record at a time and the lower displaying a datasheet of many records



# Create a Split Form (Slide 3 of 3)

## Table in a split form

Customers1

Customers

CustNo: 2 City: Waukee

FName: Jacob State: IA

LName: Alman Zip: 50288

Street: 2505 McGee St Phone: (555) 111-6931

FirstContact: Friend

CustNo	FName	LName	Street	City	State	Zip	Phone	FirstContact
2	Jacob	Alman	2505 McGee St	Waukee	IA	50288	(555) 111-6931	Friend
4	Jane	Taylor	8206 Marshall Dr	Lenexa	KS	66214	(555) 222-9101	Mail
5	Samantha	Garcia	600 Elm St	Olathe	KS	66031	(555) 222-7002	Friend
6	Kristen	Collins	520 W 52nd St	Kansas City	KS	64105	(555) 222-3602	Radio
7	Tom	Camel	520 W 52nd St	Kansas City	KS	64105	(555) 222-3602	Radio
8	Dick	Lee	66020 King St	Overland Park	KS	66210	(555) 222-8402	Internet
9	Daniel	Gonzalez	52520 W. 505 Ter	Lenexa	KS	66215	(555) 333-9871	Internet
12	Kathryn	Hall	96 Lowell St	Overland Park	KS	66210	(555) 444-4404	Internet

Record: 1 of 37 Filtered Search



# Use Form Layout View (Slide 1 of 3)

---

- **Layout View** lets you make some design changes to a form while you are browsing the data:
  - Move and resize controls
  - Add or delete a field on the form
  - Filter and sort data
  - Change formatting characteristics, such as fonts and colors





# Use Form Layout View (Slide 2 of 3)

## Modifying controls in Form Layout View

**Trips Entry Form**

Trips Entry Form












Trip No	<input type="text" value="44"/>
Trip Name	<input type="text" value="Bear Valley Adventures"/>
Trip Start Date	<input type="text" value="08/18/2017"/>
Duration	<input type="text" value="3"/>
City	<input type="text" value="Sacramento"/>
State Abbrev	<input type="text" value="CA"/>
Category	<input type="text" value="Adventure"/>
Price	<input type="text" value="\$800"/>

Text boxes resized



# Use Form Layout View (Slide 3 of 3)

## Useful formatting commands

button	button name	description
	<b>Bold</b>	Toggles bold on or off for the selected control(s)
	<b>Italic</b>	Toggles italic on or off for the selected control(s)
	<b>Underline</b>	Toggles underline on or off for the selected control(s)
	<b>Font Color</b>	Changes the text color of the selected control(s)
	<b>Background Color or Shape Fill</b>	Changes the background color of the selected control(s)
	<b>Align Left</b>	Left-aligns the selected control(s) within its own border
	<b>Center</b>	Centers the selected control(s) within its own border
	<b>Align Right</b>	Right-aligns the selected control(s) within its own border
	<b>Alternate Row Color</b>	Changes the background color of alternate records in the selected section
	<b>Shape Outline</b>	Changes the border color, thickness, or style of the selected control(s)
	<b>Shape Effects</b>	Changes the special visual effect of the selected control(s)



## Add Fields to a Form (Slide 1 of 3)

---

- Can do in Layout View or Design View using **Field List** window
- To *add* a field: drag it from the Field List to the location you want
- When you add a new field, **two** controls are created: label and text box
- To *delete* a field: click to select the field, then press [Delete]



# Add Fields to a Form (Slide 2 of 3)

## Field List in Form Layout View

Microsoft Access - R2G-3 : Database- C:\Users\Access2016\R2G-3.accdb (Access 2007 - 2016 file format) - Access

Form Layout Tools: Design, Arrange, Format

Trips Entry Form

Field List

Fields available for this view:

- Trips (Edit Table)
- TripNo
- TripName
- TripStartDate
- Duration
- City
- StateAbbrev
- Category
- Price

Fields available in related tables:

- Categories (Edit Table)
- Sales (Edit Table)
- States (Edit Table)

Fields available in other tables:

- Customers (Edit Table)

Record: 14 3 of 47 No Filter Search

Form Fields:

- Trip No: 44
- Trip Name: Bear Valley Adventures
- Trip Start Date: 08/18/2017
- Duration: 3
- City: Sacramento
- State Abbrev: CA
- Category: Adventure
- Price: \$800



## Add Fields to a Form (Slide 3 of 3)

---

- Bound controls
  - Display values from a field such as text boxes and combo boxes
- Unbound controls
  - Do not display data
  - Describe data or enhance the appearance of a form



# Modify Form Controls (Slide 1 of 3)

---

- When you modify controls, you change their **properties** (characteristics)
- All of the control characteristics you can modify are stored in the control's **Property Sheet**



# Modify Form Controls (Slide 2 of 3)

## Using the Property Sheet

**Trips Entry Form**

Trips Entry Form

Trip No: 53

Trip Name: Convoy of Hope

Trip Start Date: 12/31/2017

Duration: 14

City: Galveston

State Abbrev: TX

Category: Eco

Price: \$1,000

Description: Eco experiences work on environment

**Property Sheet**

Selection type: Combo Box

Category: [v]

Format | Data | Event | Other | All

Control Source	Category
Row Source	SELECT Categories.Category
Row Source Type	Table/Query
Bound Column	1
Limit To List	No
Allow Value List Edits	Yes
List Items Edit Form	
Inherit Value List	Yes
Show Only Row Source Value	No
Input Mask	
Default Value	"Eco"
Validation Rule	...
Validation Text	
Enabled	Yes
Locked	No
Auto Expand	Yes



# Modify Form Controls (Slide 3 of 3)

## Common form controls

name	used to	bound	unbound
Label	Provide consistent descriptive text as you navigate from record to record; the label is the most common type of unbound control and can also be used as a hyperlink to another database object, external file, or webpage		•
Text box	Display, edit, or enter data for each record from an underlying record source; the text box is the most common type of bound control	•	
List box	Display a list of possible data entries	•	
Combo box	Display a list of possible data entries for a field, and provide a text box for an entry from the keyboard; combines the list box and text box controls	•	
Tab control	Create a three-dimensional aspect on a form		•
Check box	Display “yes” or “no” answers for a field; if the box is checked, it means “yes”	•	
Toggle button	Display “yes” or “no” answers for a field; if the button is pressed, it means “yes”	•	
Option button	Display a choice for a field	•	
Option group	Display and organize choices (usually presented as option buttons) for a field	•	
Line and Rectangle	Draw lines and rectangles on the form		•
Command button	Provide an easy way to initiate a command or run a macro		•





# Create Calculations (Slide 1 of 3)

---

- To create a calculation in a text box, you enter an expression instead of a field name in the Control Source property
- An **expression** is a combination of field names, operators (such as +, -, /, and \*), and functions (such as Sum, Count, or Avg) that results in a single value
  - Expression: an equal sign and a combination of symbols
  - Square brackets must surround a field name in an expression
  - Field name must be typed exactly as it was in Table Design View (except for capitalization)



# Create Calculations (Slide 2 of 3)

## Adding a text box to calculate a value

The screenshot displays the Microsoft Access interface for a form named 'Trips Entry Form'. The form is in 'Detail' view and contains several text boxes for data entry. The 'Trip End Date' text box is selected, and its 'Property Sheet' is open on the right. The 'Property Sheet' shows the 'Control Source' property set to the formula `= [TripStartDate] + [Duration]`, which calculates the end date by adding the duration to the start date. Other properties like 'Text Format' (Plain Text), 'Input Mask', 'Default Value', 'Validation Rule', 'Validation Text', 'Filter Lookup' (Database Default), 'Enabled' (Yes), and 'Locked' (No) are also visible.

Property	Value
Control Source	= [TripStartDate] + [Duration]
Text Format	Plain Text
Input Mask	
Default Value	
Validation Rule	
Validation Text	
Filter Lookup	Database Default
Enabled	Yes
Locked	No



# Create Calculations (Slide 3 of 3)

## Sample expressions

sample expression	description
=Sum([Salary])	Uses the <b>Sum</b> function to add the values in the Salary field
=[Price] * 1.05	Multiplies the Price field by 1.05 (adds 5% to the Price field)
=[Subtotal] + [Shipping]	Adds the value of the Subtotal field to the value of the Shipping field
=Avg([Freight])	Uses the <b>Avg</b> function to display an average of the values in the Freight field
=Date()	Uses the <b>Date</b> function to display the current date in the form of mm-dd-yy
= "Page " & [Page]	Displays the word Page, a space, and the result of the [Page] field, an Access field that contains the current page number
= [FirstName] & " " & [LastName]	Displays the value of the FirstName and LastName fields in one control, separated by a space
=Left([ProductNumber],2)	Uses the <b>Left</b> function to display the first two characters in the ProductNumber field



# Modify Tab Order (Slide 1 of 2)

---

- **Tab Order:** the order the focus moves as you press [Tab]
- **Tab Stop:** determines whether the field accepts the focus and therefore determines where the focus moves as you press [Tab]
- All text boxes and combo boxes have a tab stop and are included in the tab order



# Modify Tab Order (Slide 2 of 2)

## Setting tab properties

**Trips Entry Form**

Form Header

Trips Entry Form

Detail

Field	Value
Trip No	TripNo
Trip Name	TripName
Trip Start Date	TripStartDate
Duration	Duration
Trip End Date	=[TripStartDate]
City	City
State Abbrev	StateAbbrev
Category	Category
Price	Price
Description	Category

Form Footer

**Property Sheet**

Selection type: Text Box

TripEndDate

Format Data Event Other All

Property	Value
Name	TripEndDate
Datasheet Caption	
Enter Key Behavior	Default
ControlTip Text	
Tab Index	9
Tab Stop	No
Status Bar Text	
Shortcut Menu Bar	
Help Context Id	0
Auto Tab	No
Vertical	No
Allow AutoCorrect	Yes
IME Hold	No
IME Mode	No Control
IME Sentence Mode	None
Tag	

## Tab Order Dialog Box

**Tab Order**

Section:

- Form Header
- Detail**
- Form Footer

Custom Order:

TripNo
TripName
TripStartDate
Duration
TripEndDate
City
StateAbbrev
Category
Price
Description

Click to select a row, or click and drag to select multiple rows. Drag selected row(s) to move them to desired tab order.

OK Cancel Auto Order



# Insert an Image (Slide 1 of 2)

---

- Examples are pictures, logos, clip art
- The **form section** you place it in determines where it will appear on the form
  - Form Header – once at top of first page
  - Detail – once for every record
  - Form Footer – once at the end of the last page
- **Background image**
  - Fills the entire form or report appearing “behind” other controls



# Insert an Image (Slide 2 of 2)

## Adding an image to Form Header section

**Trips Entry Form**

Form Header

Trips Entry Form

R2G  
REASON2GO

Detail

Trip No	TripNo
Trip Name	TripName
Trip Start Date	TripStartDate
Duration	Duration
Trip End Date	=[TripStartDate]
City	City
State Abbrev	StateAbbrev
Category	Category
Price	Price
Description	Category

Form Footer