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)

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

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

Table in a split form

Use Form Layout View

- **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

Modifying controls in Form Layout View

Text boxes resized

Use Form Layout View (Slide 3 of 3)

Useful formatting commands

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

Add Fields to a Form

- 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]

Field List in Form Layout View

- 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

- 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**

Using the Property Sheet

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		•

- 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)

Adding a text box to calculate a value

Sample expressions

sample expression	description
=Sum([Salary])	Uses the **Sum** 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 **Avg** function to display an average of the values in the Freight field
=Date()	Uses the **Date** 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 **Left** function to display the first two characters in the ProductNumber field

- **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

Tab Order Dialog Box

Insert an Image

- 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

Adding an image to Form Header section