Access 2016 Module 7

Enhancing Forms

Module Objectives

- Use Form Design View
- Add subforms
- Align control edges
- Add a combo box for data entry
- Add a combo box to find records
- Add command buttons
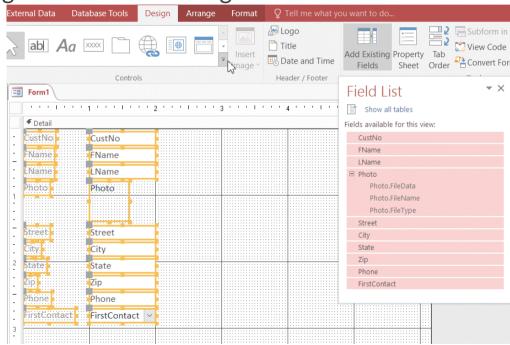- Add option groups
- Add tab controls

- **Form** - a database object designed to make data easy to find, enter, and edit

- Create forms by using **controls**

- **Design View** of a form works with the detailed structure of a form

- Purpose of Design View is to provide full access to all of modifications you can make to the form

Use Form Design View (Slide 2 of 2)
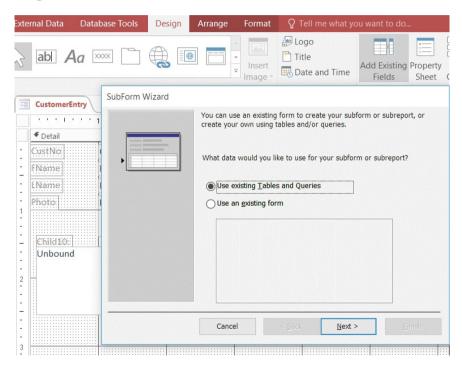
Adding fields in Form Design View

- **Subform** is a form within a form
  - The form that contains the subform is called the **main form**

- A main form/subform combination displays the records of two tables that are related in a one-to-many relationship
  - Main form shows data from the table on the "one" side of the relationship
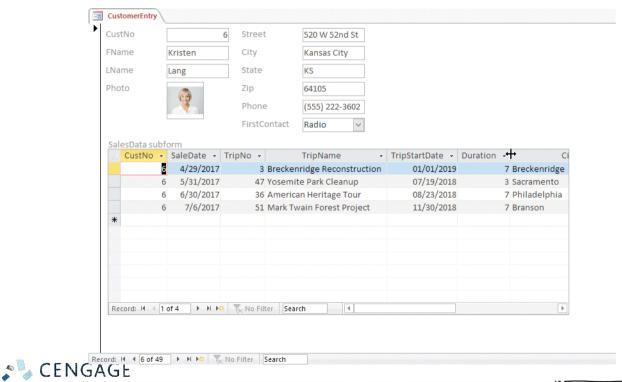 - Subform shows records from the table on the "many" side of the relationship

Adding a subform control

CustomerEntry form and SalesData subform

Form layouts

layout	description
Columnar	Default view for main forms; each field appears on a separate row with a label to its left
Tabular	Each field appears as an individual column, and each record is presented as a row
Datasheet	Default view for subforms; fields and records are displayed as they appear in a table or query datasheet

Align Control Edges

- Well-designed forms are logical, easy to read, and easy to use

- Aligning edges of controls can make a big difference in form usability

- To align left, right, top, or bottom edges of two or more controls, use Align button on Arrange tab of Ribbon
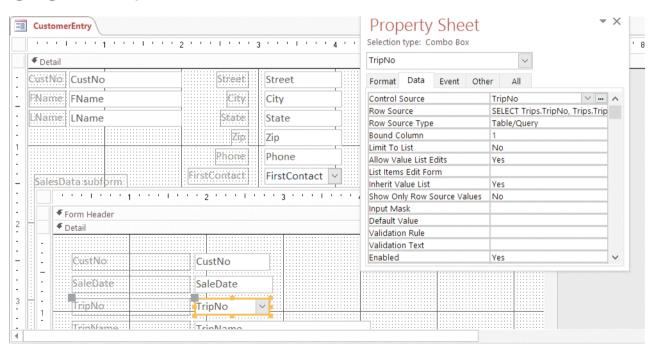
Add a Combo Box for Data Entry

- If a finite set of values can be identified for a field, using a combo box instead of a text box control on a form allows the user to select a value from a list

- Both the **list box** and **combo box** controls provide a list of values from which the user can choose an entry

- Combo box also allows the user to type an entry from the keyboard
  - "combination" of list box and text box controls

- Can create a combo box by
  - using the **Combo Box Wizard**
  - can change an existing text box or list box into a combo box

Add a Combo Box for Data Entry (Slide 2 of 2)

Changing the TripNo field to a combo box

Add a Combo Box to Find Records

- Can use a combo box to find records

- Controls used for navigation are easier to find in Form Header section

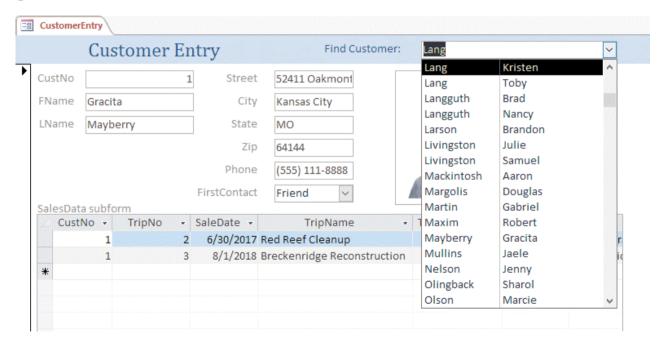- **Sections** determine where controls appear on the screen and print on paper

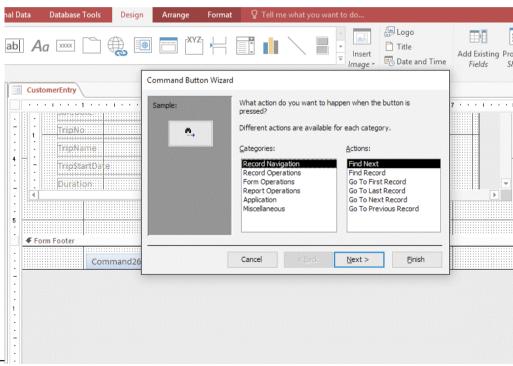| section	description
Detail	Appears once for every record
Form Header	Appears at the top of the form and often contains command buttons or a label with the title of the form
Form Footer	Appears at the bottom of the form and often contains command buttons or a label with instructions on how to use the form
Page Header	Appears at the top of a printed form with information such as page numbers or dates
Page Footer	Appears at the bottom of a printed form with information such as page numbers or dates

Using a combo box to find customers

Add Command Buttons

- Use a **command button** to perform a common action in Form View
  - printing the current record, opening another form, or closing the current form

- Command buttons are often added to
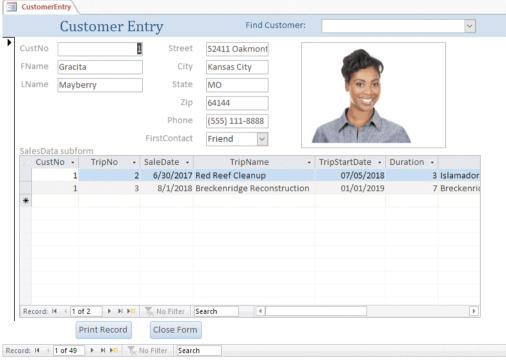 - Form Header or Form Footer sections

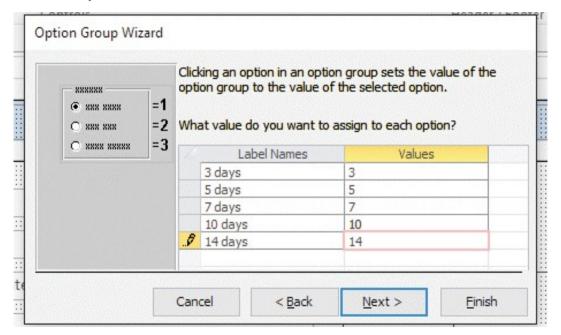Final Customer Entry form with two command buttons

- **Option group** is a bound control used in place of a text box when only a few values are available for a field

- Add one **option button** control within the option group box for each possible field value

- Option buttons within an option group are mutually exclusive

  - only one can be chosen at a time.

Option Group Label Names and Values

- Use **tab control** to create a three-dimensional aspect to a form so that many controls can be organized and displayed by clicking the tabs

- Property Sheet uses tab controls to organize properties identified by categories

Add Tab Controls (Slide 2 of 2)

Adding command buttons to a tab control