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## FIT1013 – Digital Futures: IT for Business

### Tutorial 8 – User Forms

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#### Objectives

- Create a user form
- Add controls to a form
- Explain the use of text box, label, and command button controls
- Provide keyboard access to controls using accelerator keys
- Code a user form

#### Reminder:

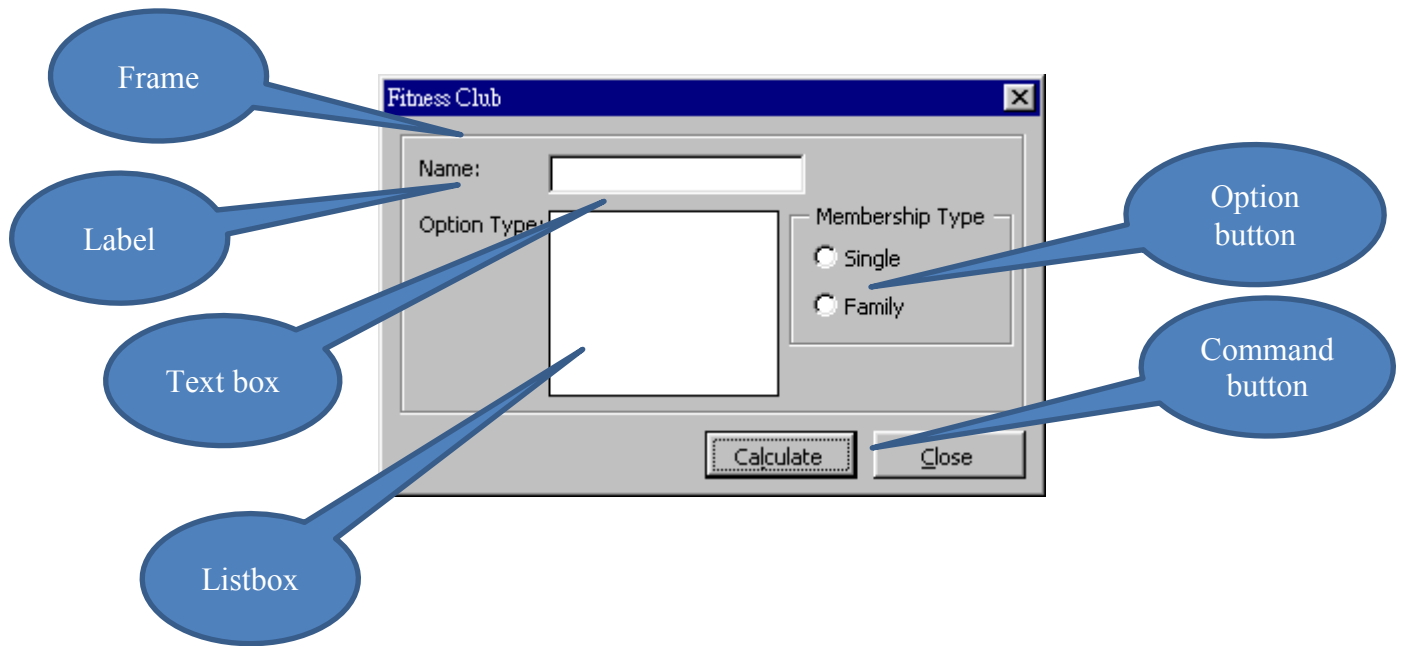
1. Ensure the Developer tab is visible on the Ribbon (If not, go to **File->Options->Customize Ribbon**, and select **Developer** in the **Main Tabs** list).
2. Save your file as *Excel Macro-Enabled Workbook (\*.xlsm)* type.
3. Open the VBE (Visual Basic editor) by selecting the **Developer** tab, then clicking the **Visual Basic** button on the **Code group** (or by pressing <Alt> and <F11>).

#### Exercise 1

Download **Tute8.xlsm** from the unit MOODLE site.

In this exercise, you will create a custom form. The form contains one text box, one list box, two options and two command buttons (see figures below):

|    | A                                       | B        | C       | D | E | F                    | G   |
|----|---|----------|---------|---|---|----------------------|-----|
| 1  | <b><i>Fitness Club - Exercise 1</i></b> |          |         |   |   |                      |     |
| 2  |   |          |         |   |   | Membership Fee Table |     |
| 3  | <b>Member's Details</b>                 |          |         |   | S | Single               | 30  |
| 4  | Name                                    | Jenny    |         |   | F | Family               | 65  |
| 5  |   |          |         |   |   |                      |     |
| 6  |   |          |         |   |   |                      |     |
| 7  | Membership                              | Single   | \$30.00 |   |   | Option Fee Table     |     |
| 8  | Option                                  | Aerobics | \$30.00 |   |   | Option               | Fee |
| 9  |   |          |         |   | 0 | None                 | 0   |
| 10 | <b>Total monthly fee</b>                |          | \$60.00 |   | 1 | Yoga                 | 15  |
| 11 |   |          |         |   | 2 | Aerobics             | 30  |
| 12 |   |          |         |   | 3 | Swimming             | 40  |
| 13 |   |          |         |   |   |                      |     |
| 14 |   |          |         |   |   |                      |     |
| 15 |   |          |         |   |   |                      |     |



The Text box is used for:

- Entering a member's name

The List Box is used for:

- Selecting an option from the option descriptions by clicking. The user's selection is stored in a string variable named **strOption**.

The Membership Type option buttons are used to:

- Allow a user to select the type of membership.

The Calculate button is used to:

- Calculate the total membership fees (based on the value of **strOption** and the option button selected), store it in a currency variable named **curFee** and assign it to the appropriate cell.

## Steps for implementing the above custom form

Set the following properties for the controls:

### User Form

| Property | Value          |
|----------|----------------|
| Name     | frmUserOptions |
| Caption  | User Options   |

### Frame controls:

| Property | Value for Frame1      | Value for Frame2 |
|----------|-----------------------|------------------|
| Name     | fraBox                | fraType          |
| Caption  | <blank> (empty space) | Membership Type: |

### Label controls:

| Property | Value for Label1 | Value for Label2 |
|----------|------------------|------------------|
| Name     | lblName          | lblOption        |
| Caption  | Name:            | Option Type:     |

**TextBox**

| Property | Value                 |
|----------|-----------------------|
| Name     | txtName               |
| Value    | <blank> (empty space) |

**ListBox** control:

| Property | Value         |
|----------|---------------|
| Name     | lstOptionType |

**OptionButton** controls:

| Property | Value for OptionButton1 | Value for OptionButton2 |
|----------|-------------------------|-------------------------|
| Name     | optSingle               | optFamily               |
| Caption  | Single                  | Family                  |

**CommandButton** controls:

| Property    | Value for CommandButton1 | Value for CommandButton2 |
|-------------|--------------------------|--------------------------|
| Name        | cmdCalculate             | cmdClose                 |
| Caption     | Calculate                | Close                    |
| Accelerator | L                        | C                        |

- Provide accelerator keys for the **textbox**, **list box** and Calculate command button.
- Set up the TabIndex values in such a way that the user can tab in a methodical manner through the controls.

**Instructions and pseudocode**

Enter/create the following code for the relevant event procedures:

**(General) - (Declarations)**

‘Declare **Option Explicit**

***Private Sub UserForm\_Activate()***

‘Select the top of the option fee table descriptions list

‘Loop down the descriptions list and add each description to the ListBox

***End Sub***

***Private Sub cmdClose\_Click()***

‘Close the form

***End Sub***

***Private Sub cmdCalculate\_Click()***

‘Declare the following variables used in this procedure

‘**wksMonthlyFee** (Worksheet), **strName**, **strType**, **strOption** and **curFee**

(Currency)

‘point **wksMonthlyFee** to the **Exercise1** worksheet

‘get member's name and enter value in cell B4

‘get membership type and enter corresponding values in cells B7 and C7

‘get option type from the list box and assign to the appropriate cell

'calculate total monthly fees and assign to cell C10  
*End Sub*

**Save your work and test your application.**

## **Exercise 2**

Now work on your Assignment 2. Discuss and/or plan for the followings:

- this week's tutorial exercise as it would be very useful for your assignment 2
- questions from the assignment that you may have with your tutors
- the design of user interfaces for all tasks, such as the colours used, the controls used, the logo used etc.