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Stephen Moffat, The Mouse Training Company

Access 2010: Part III

Forms and Reports

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Contents

To see Section 1-3 download **Access 2010: Part I**

To see Section 1-5 download

Access 2010: Part I

Access 2010: Part II

Section 6 Forms

BY THE END OF THIS SECTION YOU WILL BE ABLE TO

- Create a form with a wizard
- Create a form from design view
- Add and format controls
- Add and format data
- Use control wizard tools
- Create a calculation

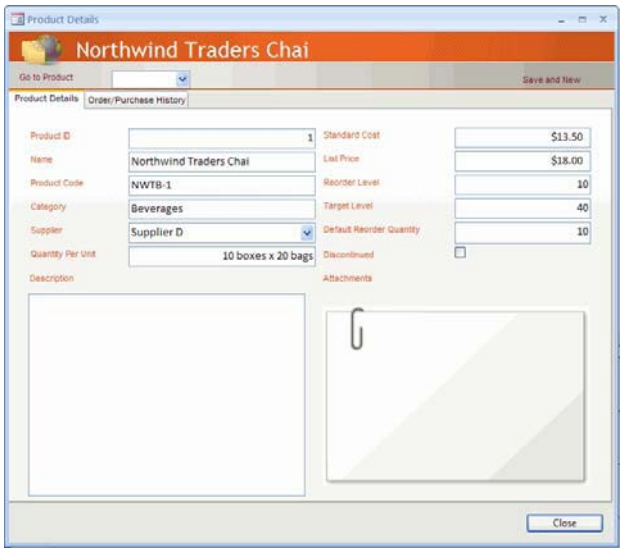
Creating Forms

So far in this manual we have learned a lot. You should now know how to enter data into a table, create different types of database objects, use templates, and get the tables of data to look the way you want. In this section we will learn more about the other major types of database objects like forms, reports, and queries.

What Is A Form?

Simply put, a form is an easy way to input data into a database. It contains fields that let you type the information for each field in, it can have an input mask which will make the field look like an empty phone number field, and it can contain required field that you must enter in order for the database entry to be valid.

We have seen a few examples of forms along the way, such as those featured in the Northwind sample database template included with Access:



Forms can also include functionality not directly related to a table. For example, the Login window that appears when you open the Northwind sample database is actually a special type of form.

Create form Alternatives

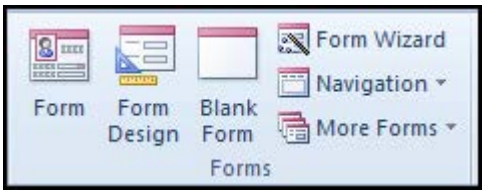
By now you should be very comfortable with creating and controlling data contained in the tables of your database. In the coming lessons, we will learn how to make the database more usable by using forms.

Forms in a database are just like paper forms: information is written on a form, and the information on the form is entered into a database or kept on file in some way for retrieval later. Access can make some very powerful and functional forms for use with your databases, so let's explore how they work.

Forms in the Create Ribbon

Forms have two basic functions: they provide a means to input data and they can perform actions on the database. Therefore, the things that you interact with on a form are either text fields where data is entered in some way, or controls that perform some action on the data in the form or on the database.

Every form includes some sort of control. In this lesson, we will explore some of the functionality provided by forms. Use the Create ribbon to view the Form commands:



Here are what the different commands do:

Form

This command is used to create a form based on a table in your database. Access will automatically create a form that contains all of the fields in the highlighted table. It will be presented in Layout View.

Form Design

This command creates a blank form and opens it in Design view.

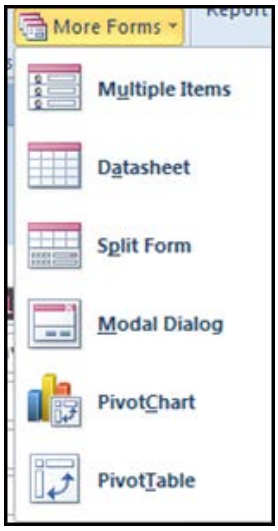
Blank Form

This command creates a new empty form with a blank canvas In layout view.

Form Wizard

The form wizard walks you through the creation of a form. The end result is a complete working form that can be used right away.

More Forms



This command opens a small menu containing other commands relevant to the use of forms:

Multiple Items

This command displays all the information in a table or query in a special datasheet view. This view allows you to see several records at a time, each displayed like a single form entry.

Datasheet

The Datasheet command creates a new empty form, but one that you can use to insert data like a table. Datasheet forms are beyond the scope of this manual.

Modal Dialog

This creates a blank form with the ok and cancel buttons already created and form properties set to modal. The use of this form is like the login screen for Northwind it opens in design view ready to add other controls to

PivotChart

PivotCharts are used by Access as a way to quickly display information in a graphical way. PivotCharts let you drag two or more fields to the axes of a chart. The numerical data contained in the fields will be displayed. The term 'pivot' means you can click and drag one or more fields from one axis to the other, therefore pivoting the data to display it in a different way.

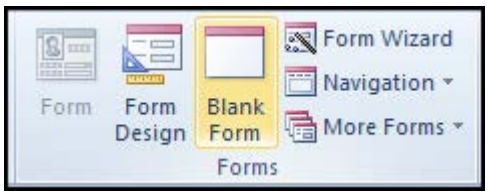
PivotTable

PivotTables like PivotCharts The term 'pivot' meaning you can click and drag one or more fields from one axis to the other, therefore pivoting the data to display it in a different way.PivotTables are a little like Crosstabs only much more versatile when it comes to changing row and column headings and performing Caculations

Split Form

This command creates a form that contains two parts. The top part is just like datasheet view; you can see all records contained in the table or query upon which the form is based. The bottom section is a normal form.

Creating A Form With The Wizard

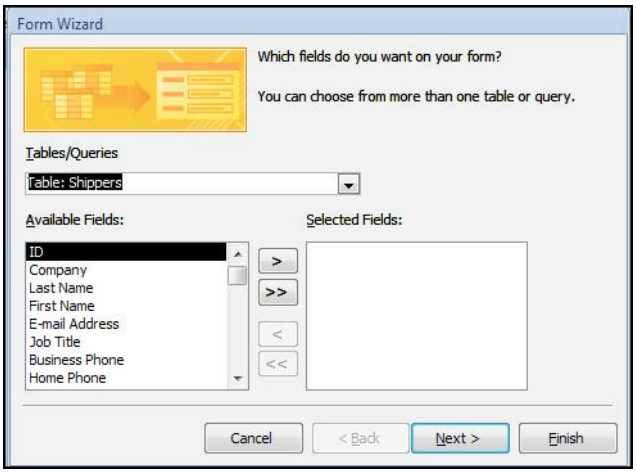


Access features a wizard that allows you to specify how you would like a form to look and what table it should be based upon. Access then does the hard work for you and creates a usable form in only a few clicks.

To Create A Form Using The Wizard

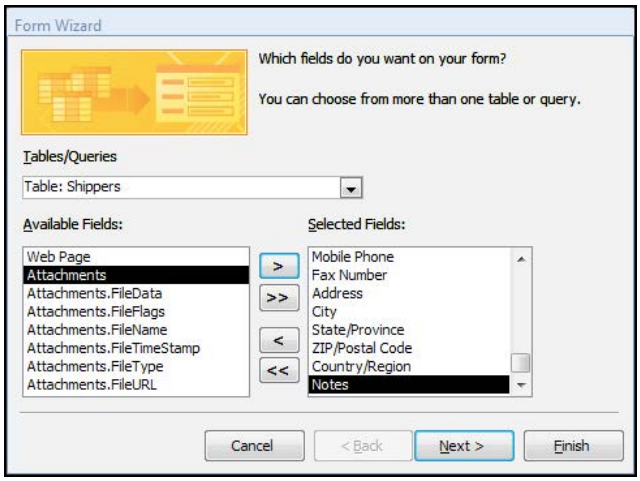
MOUSE

1. Click the **CREATE** command tab and then**FORM WIZARD**in the forms group
2. The first page allows you to select which table or query Access should link to the form.

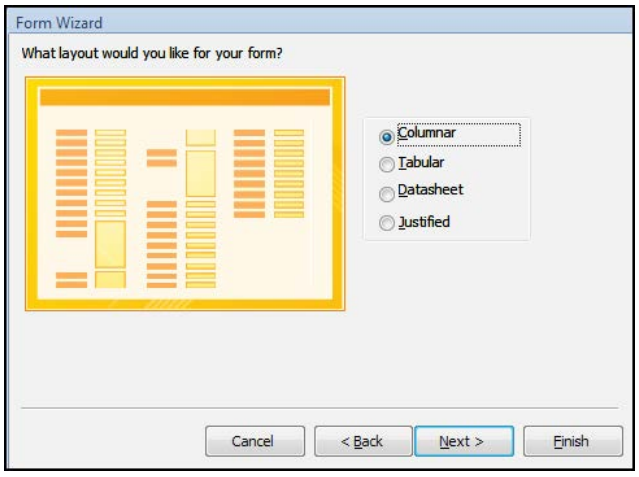


3. Choose the Shippers Table.

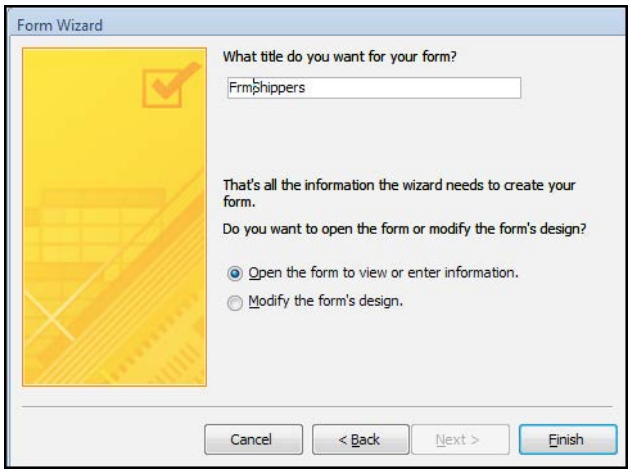
You can also specify which field or fields you want to use in the form. Click> to move the currently highlighted field from the Available Fields list to the Selected Fields list. Click >> to move all fields from one list to the other. Add the 1st 15 fields from the list on the left to the right hand side and in addition the notes field. If you make a mistake when adding fields then use the < arrow to move a selected field or << to move all fields back to the left hand side. When you have finished click **NEXT** to proceed.



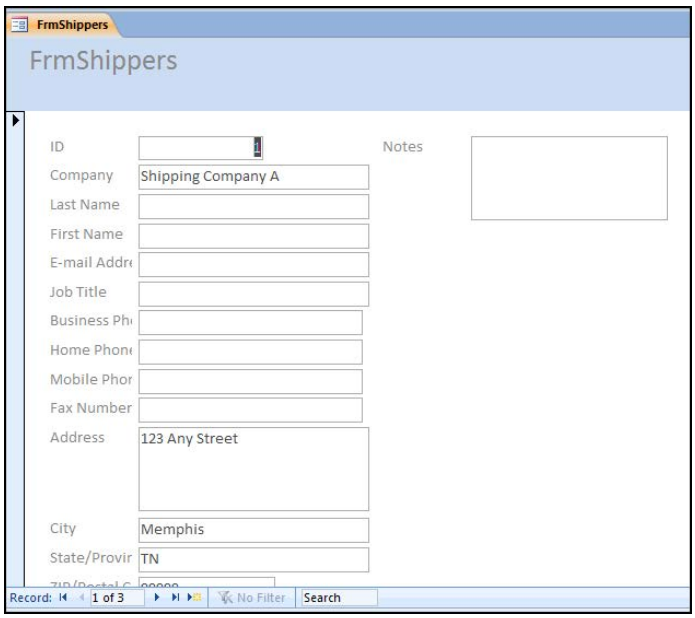
4. The next step of the Wizard lets you choose the layout for your form. Select one of the layouts by clicking the appropriate radio button Choose columnar and then click **NEXT**.



5. Enter a name using the naming conventions previously discussed the object will be saved with this name but it will also use the name as a title for your form.(FrmShippers)



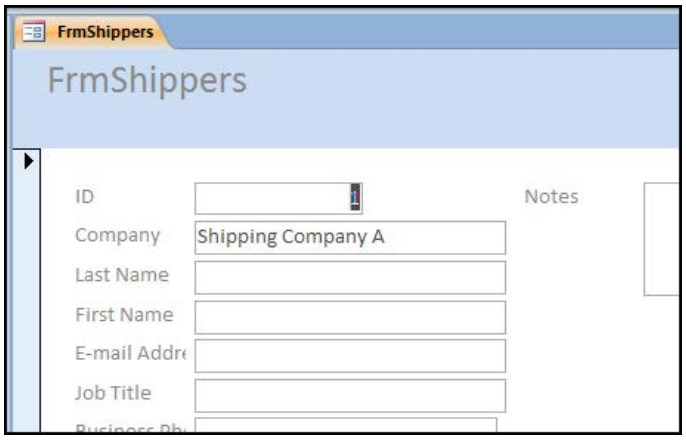
6. By default, when you click **FINISH**, the form will open so you can start using it right away. The second radio button option allows you to open the form in Design view where you can modify every aspect of a form. (We will discuss the basics of Design view in the next section of this lesson.)



7. If you leave the first radio button selected, clicking **FINISH**will open the form right away. Take this action.

Using A Form

To make use of a form, first double-click its name in the Navigation Pane to open it. Then it is simply a matter of clicking the new command in the Home ribbon and entering data into the fields.

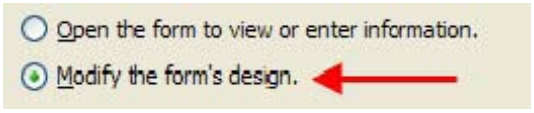


Any fields that reference an AutoNumber field (such as a primary key) will advance to a new value. At the bottom of the form you may recognize the navigation buttons:

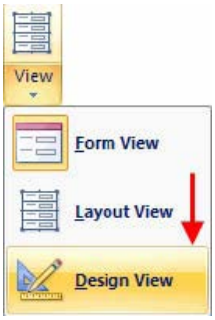
	First	Moves to the first record in the table.
	Previous	Moves to the previous record.
	Next	Moves to the next record.
	Last	Moves to the last record in the table.
	New	Creates a new record at the end of the table.

Touring Design View To Modify Your Form

Design view allows you complete control over how a form should look. To enter Design view directly after using a Wizard to create a form, make sure you highlight the "Modify the form's design" radio button in the final step of the wizard:



OR



If you want to modify the design of an existing form, open the form from the Navigation Pane and then select Design View from the View command in the Home ribbon:

OR

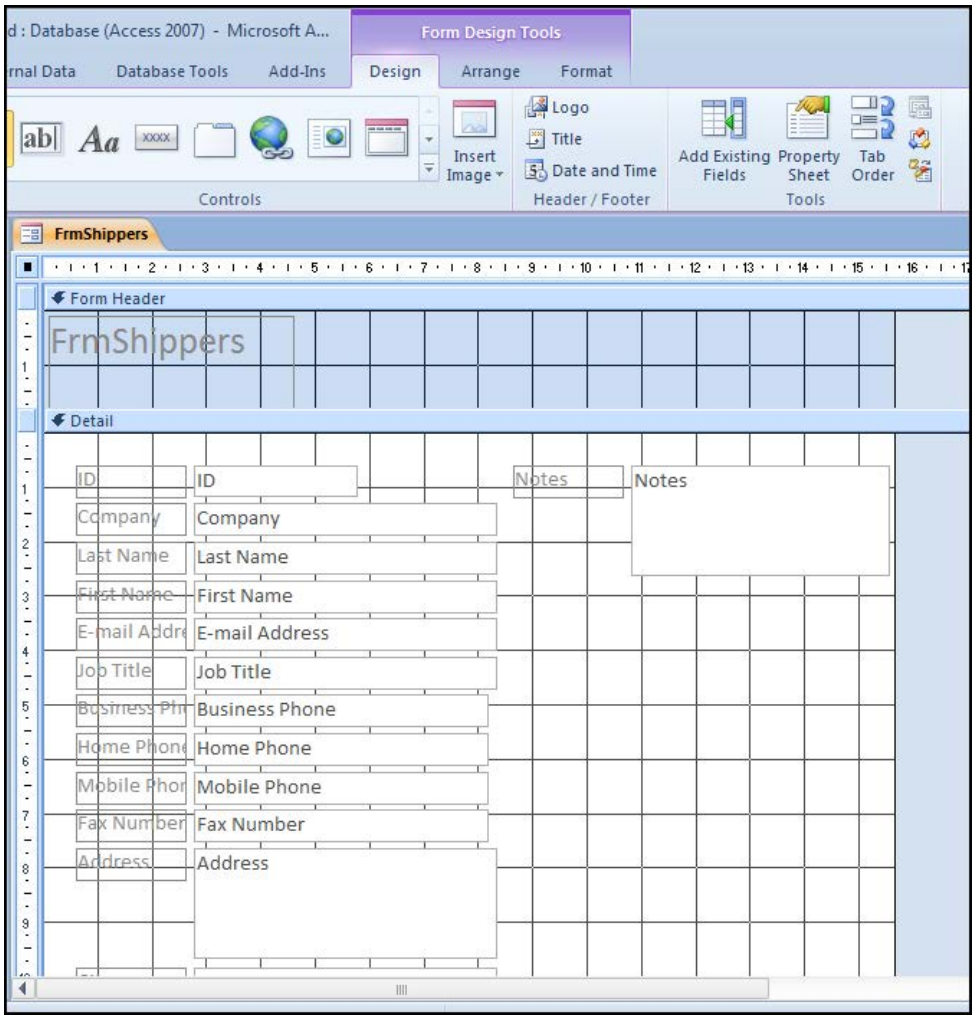
You can right click the object while it is in the navigation pane and select design view fromthere the form will open in the selected view.

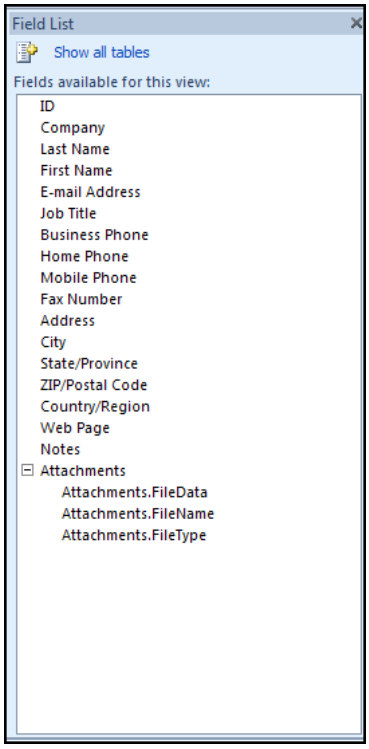
Let's make a few modifications to our shippers form in Design view.

To Modify A Form

MOUSE

8. Open our form frmShippers in design view using one of the options mentioned above you can see our form in design view

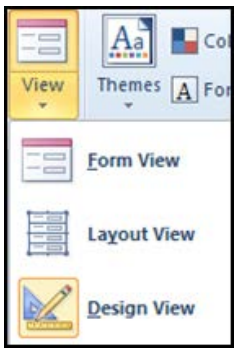



Field List
Show all tables
Fields available for this view:
ID
Company
Last Name
First Name
E-mail Address
Job Title
Business Phone
Home Phone
Mobile Phone
Fax Number
Address
City
State/Province
ZIP/Postal Code
Country/Region
Web Page
Notes
Attachments
Attachments.FileData
Attachments.FileName
Attachments.FileType

9. At the top of the window you will see three new contextual tabs appear: under **FORM DESIGN TOOLS**– Three tabs **DESIGNARRANGE** and **FORMAT**. (We will cover them later)
10. On the right-hand side you may see a special pane that lists the fields that are available for use in Design view if it is not there then:
11. On the **DESIGN** Tab click the **ADD EXISTING FIELDS** button since this form was based on the shippers table the field list shows ALL the fields available from that table by default. Click on the **SHOW ALL TABLES** link at the top of the pane to have the ability to access other fields not currently linked to this form.
12. On the next page you will see the further options after the link is clicked. To return to this view then click on the "**SHOW ONLY FIELDS IN THE CURRENT RECORD SOURCE"** link at the top of the pane. The "**FIELDS AVAILABLE FOR THIS VIEW**" section shows you all fields associated with the table(s) from which the form was directly constructed. (In the example above, Shippers is the main table.) The "**FIELDS AVAILABLE IN RELATED TABLES**" list shows the fields and table(s) that the main table shares a relationship with. (In the example above, the Shippers and Orders tables share a relationship.) Lastly, the "**FIELDS AVAILABLE IN OTHER TABLES**" list shows all the tables in the current database file and the fields you can use from each.
13. Other Panes will appear in the same position when they are called up.
14. In the centre of the window is the current working space (called a canvas).
15. At the moment the canvas has different sections you are able to see the form header section and the detail section there will be a footer section as well. They work a little like headers and footers in a word document.
16. There are rulers to the left and top of the canvas to help position controls correctly. And a grid to help further help you visually position controls on the canvas.

17. On the canvas are what are called controls there are many kinds of controls and we will look at many of them later. Some will be bound and some unbound with many different formats.
18. Let's take a look at the different groups of commands you can use to work on a form.

The Design Tab



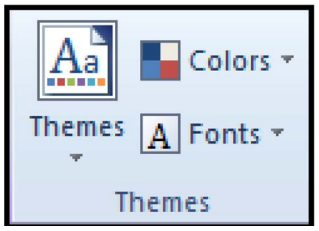
The following chart lists the functionality of the Design Ribbon:

Form Views

Click this command to cycle or choose a view of the form.

- **FORM VIEW** to work with data
- **LAYOUT VIEW** (another view to help you design a form
- **DESIGN VIEW**to allow the building of a form.

Themes

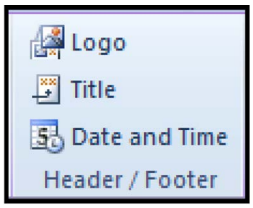


The themes section allows you to a set of complementary default formatting schemes as used in Word and Excel

Controls

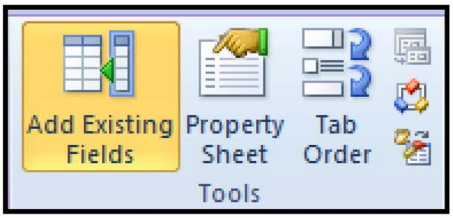
This section allows you to add a wide variety of bound and unbound controls to a form.

Header and footer



This allows you access to the headers and footers of your form (for printing purposes)

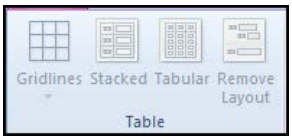
Tools



This section provides more of the background functionality associated with form design including the ability to modify properties and macro code linked to a control.

The Arrange Tab

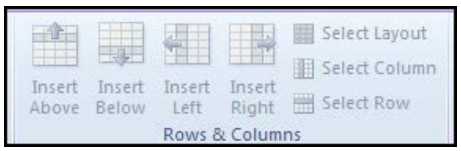
The second contextual tab that appears is a tab to control the Layout of a form:



Table

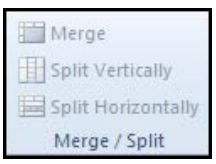
This section of the Layout ribbon allows you to modify the position of the controls in your form. You can move controls in a group or individually.

Rows and columns



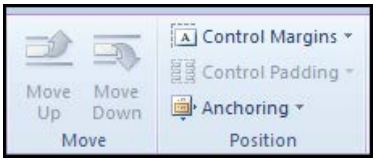
When working with datasheet views you are able to use these tools like working with a table.

Merge and split



These are tools for working with split forms a new feature.

Move and Position groups



Repositioning tools dependant on which view you are in at the time and what properties your form may have some of the tools will not be available until certain options are set.

Sizing and Ordering

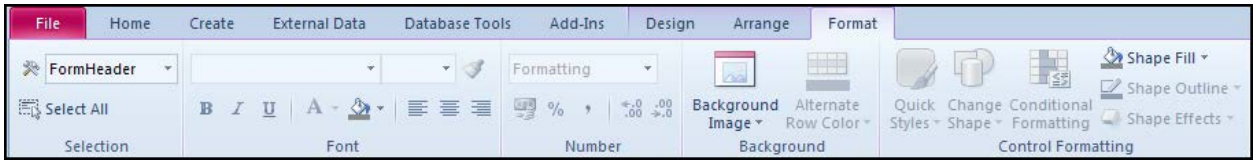
The commands in this section are used to align a group of controls to the overlaying design grid or to the position of a particular control in the form.

Access gives the flexibility to arrange the order and position of different controls in your form. If you have difficulty aligning controls by hand or, want to align controls quickly yet neatly, use the commands in the Size section of the Layout ribbon.

In the size and space drop down arrow you may show or hide different features of Design view itself (like gridlines)

Format tab

This tab doesn't really need a breakdown explanation as most of the formatting tools here you will have used before they control all aspects of appearance within your form. From colour to font. A selection section allows you to select and dependant on what you select you will be able to use any of the available tools to change the appearance of it.



Views for editing

Layout view

Layout view is the most intuitive view to use for form modification, and it can be used for almost all the changes that you would want to make to a form in Access. If you create a database by clicking **BLANK WEB DATABASE** in Microsoft Backstage View, then Layout view is the only view that is available for designing forms.

In Layout view, the form is actually running. Therefore, you can see your data much as it will appear when you are using the form. However, you can also change the form design in this view. Because you can see the data while you are modifying the form, this is a very useful view for setting the size of controls or performing almost any other task that affects the appearance and usability of the form.

If you are creating a standard desktop database (as opposed to a Web database), and you encounter a task that cannot be performed in Layout view, you can switch to Design view. In certain situations, Access displays a message that states that you must switch to Design view before you can make a particular change.

Design view

Design view gives you a more detailed view of the structure of your form. You can see the Header, Detail, and Footer sections for the form. The form is not actually running when it is shown in Design view. Therefore, you cannot see the underlying data while you are making design changes. However, there are certain tasks that you can perform more easily in Design view than in Layout view. You can:

- Add a wider variety of controls to your form, such as bound object frames, page breaks, and charts.
- Edit text box control sources in the text boxes themselves, without using the property sheet.
- Resize form sections, such as the Form Header or the Detail section.
- Change certain form properties that cannot be changed in Layout view.

Build form in design view

Creating a form from scratch in design view needs a number of different steps like the steps in the design Wizard All the following steps will be done in the Northwind Database.

- Create a blank form in design View
- Bind the form to a data source
- Add the fields to the form
- Arrange the fields
- Format the fields and form
- Save the form

We must first create the blank form in design view

Create a blank form

We have used the wizard and have seen what it looks like in design view now we need a blank one.

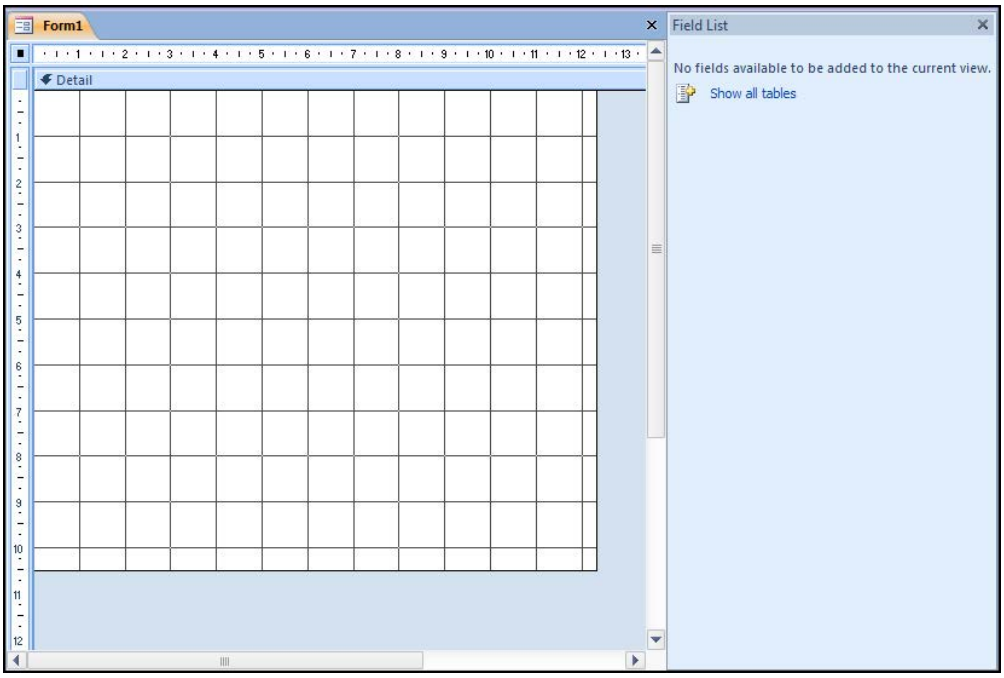
To Create A Blank Form

MOUSE

19. Click on the **FORM DESIGN** button in the **FORMS** group of the **CREATE** ribbon

OR

20. Click on the **BLANQK FORM** button in the **FORMS** group of the **CREATE** ribbon
21. Change the view from **LAYOUT VIEW** to **DESIGN VIEW**.

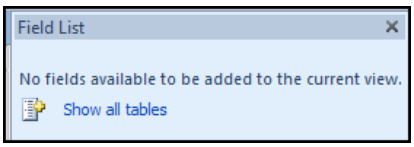


Bind Form to data source

This is a little more tricky as there are so many options it is good practice to bind to data from a query or use SQL as the data source as this gives options to filter the data permanently in the query or SQL. We will do both. Although you can use a table

Method 1 Use the Field List

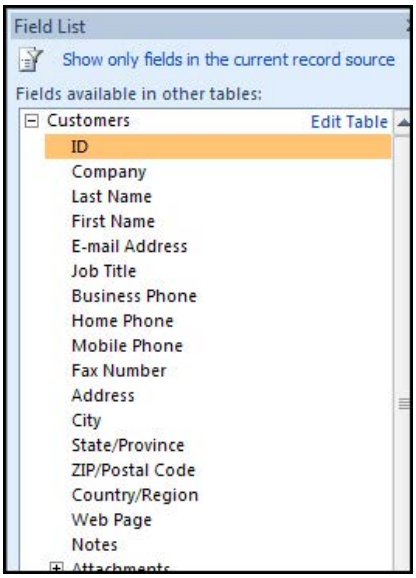
Although this is not Standard Practice many people will want to use this method to get themselves going within access. It is good in That it Generates SQL code in the record source.



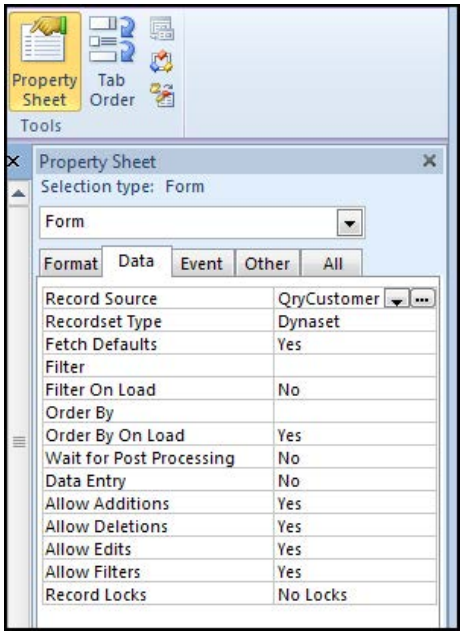
- To Bind Form To Query

MOUSE

22. Create a **BLANK FORM** in design view.
23. Click on the **SHOW ALL TABLES** link in the **FIELD LIST** box to the right
24. All tables will be shown
25. Use the **PLUS** button to open up fields for addition to the form.
26. When these fields are added later the SQL code will be added to the Forms **SOURCE DATA** field.


Field List
Show only fields in the current record source
Fields available in other tables:
Customers
Edit Table
ID
Company
Last Name
First Name
E-mail Address
Job Title
Business Phone
Home Phone
Mobile Phone
Fax Number
Address
City
State/Province
ZIP/Postal Code
Country/Region
Web Page
Notes

Method 2 Use a Table or Query



To prepare the data beforehand build a basic select query on the customers table including all fields and save it as "QryCustomer"

▸ To Bind Form To Query

MOUSE

27. Create a **BLANK** form in design view.
28. Click on the **PROPERTY SHEET** button in the **TOOLS** group.
29. On the **PROPERTY SHEET** select the **DATA** Tab
30. In the **RECORD SOURCE** box use the drop down arrow to select the Query we prepared earlier QryCustomer.
31. We could use this method to bind to a table the only drawback with that is that you cannot add related fields to a table or add criteria that can be saved although now in 2010 we can create calculations.
32. Once the Query is selected click on the **FIELD LIST** button in the **TOOLS** group.
33. The available fields will be ready for addition

- *At any later point the query may be edited to add other fields or calculated fields or to filter out specific data.*

Method 3 Use an SQL statement

This is not as frightening as it may sound it is my personal preferred method it gives the flexibility of using a query but without filling the navigation pane with queries for different forms the SQL statement remains solely with this form.

To Bind Form To Query

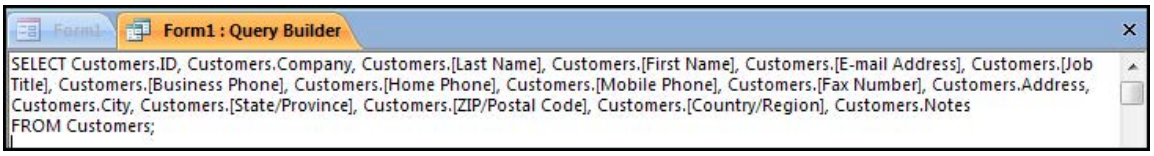
MOUSE

34. Create a **BLANK** form in design view.
35. Click on the **PROPERTY SHEET** button in the **TOOLS** group.
36. On the **PROPERTY SHEET** select the **DATA** Tab

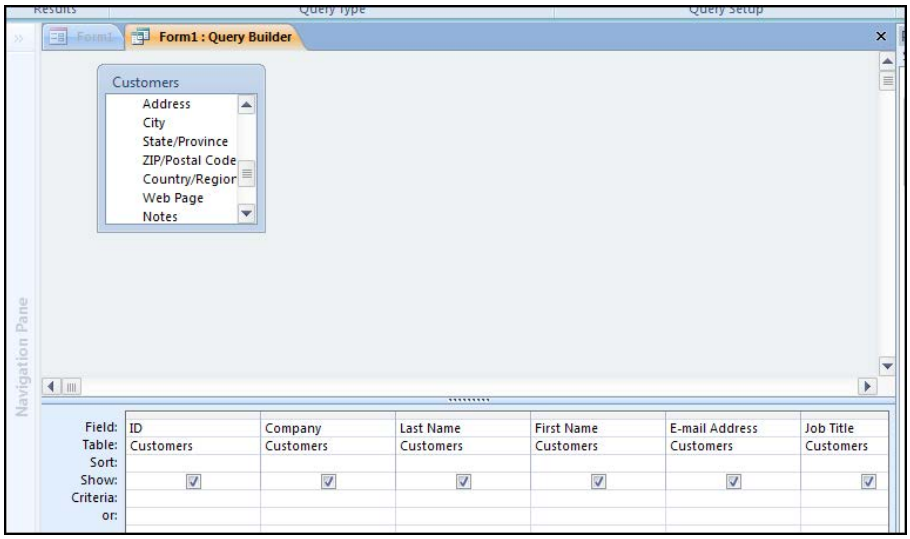
37. In the **RECORD SOURCE** box use the build button to the far right the one with three dots.

38. It opens a familiar window a query in design view

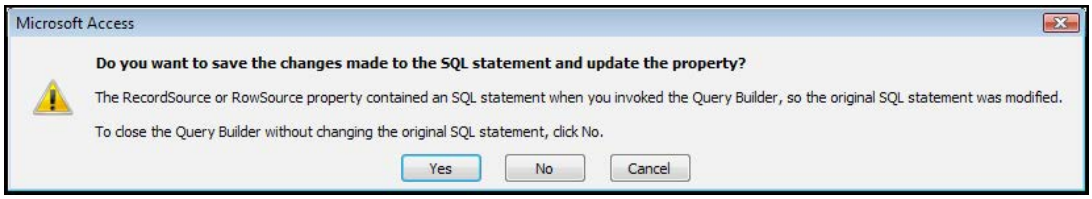
39. Add the table "customers" to the grid
40. Add the first 15 fields and the notes field to the design grid.
41. You may, if you wish, see the SQL Statement before closing the window but it is not necessary go to the drop down arrow on the view control on the design ribbon and from there select **SQL VIEW**.
42. The design window will change and show you the Query as "Structured Query Language" SQL.



43. Switch back to design view.



44. Do not save the query merely close the window with the cross in the top right hand corner a message will appear.



45. Click **YES** the SQL will be entered in the record source box press return for the form to accept this.
46. At any time that you may wish to edit the record source merely use the **BUILD** button and and in the query design grid add a table, fields, criteria, calculations etc and close the design grid remembering to save the SQL statement each time.

Adding fields to the Form

Now we have bound our form to the data we wish to use, we need to add the fields to the Blank form

To Add Fields

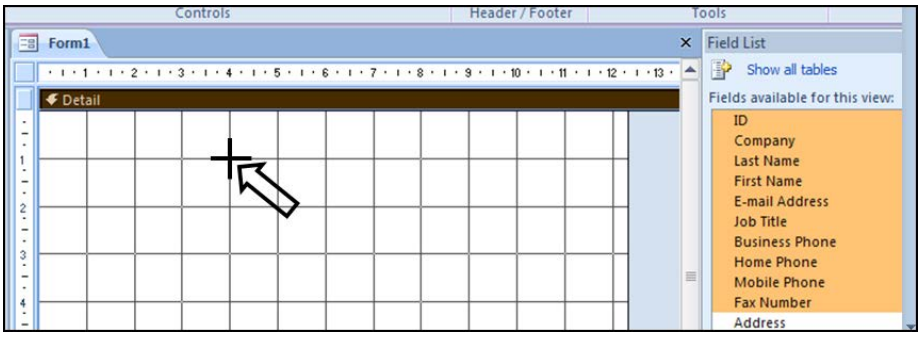
MOUSE

47. I am assuming now that we have a blank form open in design view bound to 16 fields from the customers table.
48. Click on the **ADD EXISTING FIELDS** button on the ribbon for the fields to appear in the **FIELD LIST** on the right hand pane

49. You may select fields individually or multiple fields to add to a form
50. To add multiple fields select a field and use the **CTRL** key and click to select non adjacent fields

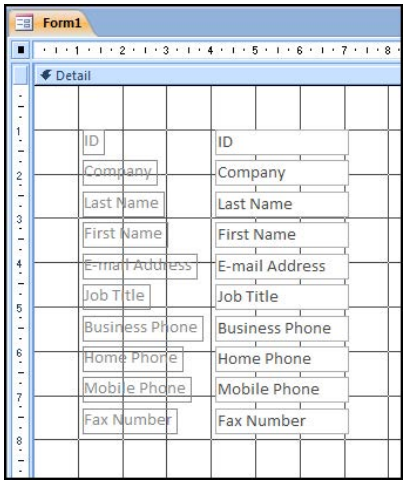
OR

51. Use the shift key and click to select a whole group.
52. Select the first 10 fields from the list.
53. Drag and drop the to the point shown on the picture.

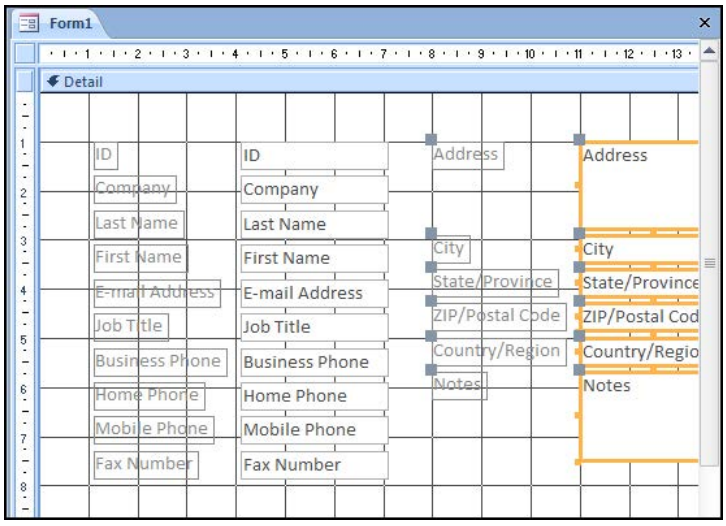


- *The mouse cursor denotes the top left hand corner position of the first field Labels will appear further to the ft of this position if you drop in the wrong place delete the controls and try again.*

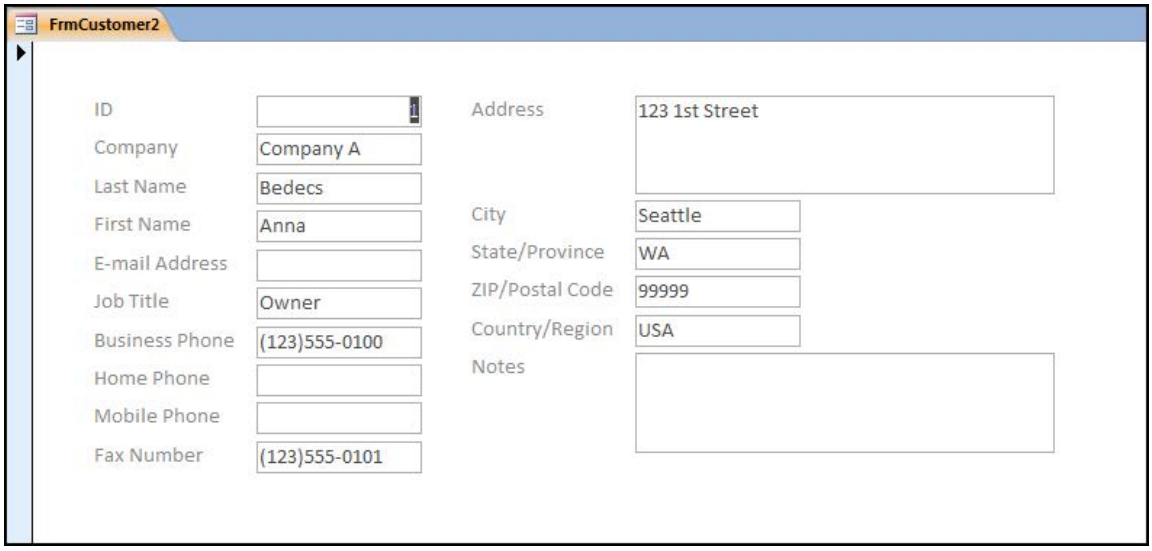
54. The fields should appear as shown.



55. Select and drop the remaining fields at the point 1 down and 11 across (ruler sizes) The Canvas will expand automatically to accommodate the fields on the right.



56. Save the form as "FrmCustomer2" and switch to form view you may now work with the data.



57. Close the form.

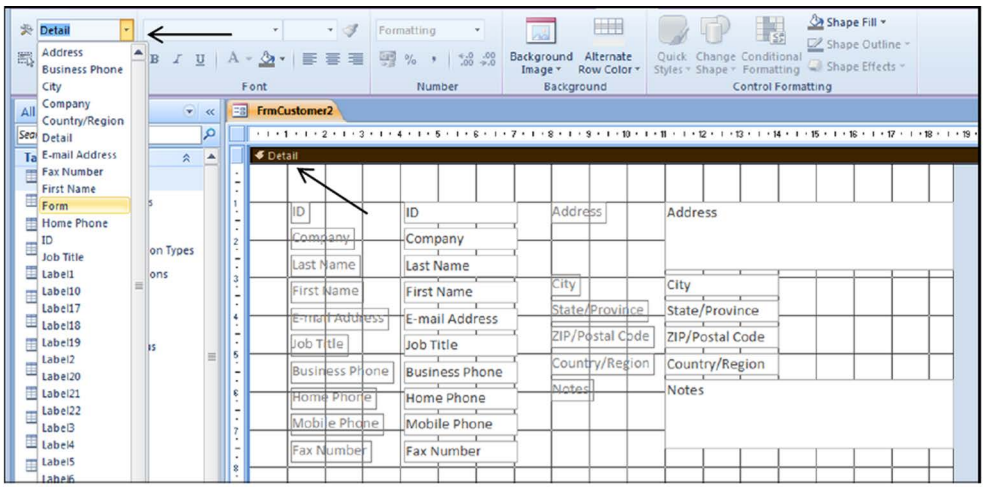
Selection of Form Components

Now you have built a form from scratch you may now need to format its appearance, add other controls, headers and footers etc to do this you will need to select the controls on the form properly or the component parts of the form to ensure that you format the correct item(s).

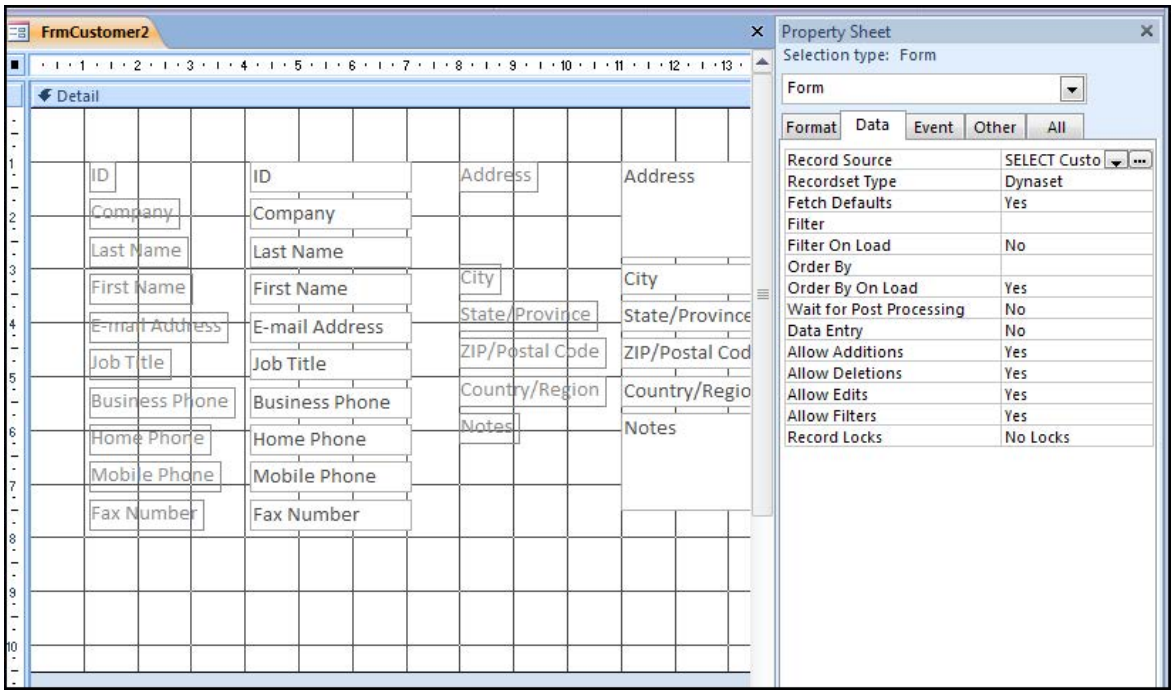
To Select Components

MOUSE

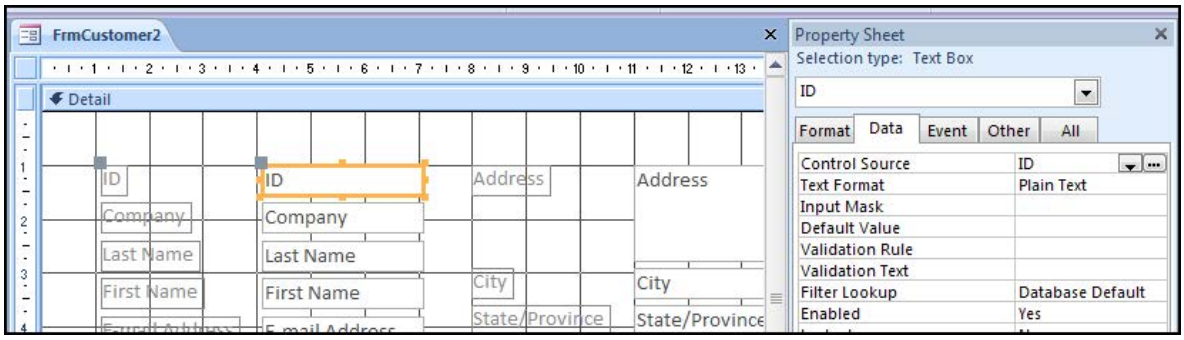
58. Open “FrmCustomer2” in design view
59. Go the **FORMAT** Tab of the **FORM DESIGN TOOLS** ribbons
60. In the **SELECTION** group use the drop down arrow in the object box. You will see that **DETAIL** is currently selected (the main canvas area). While **DETAIL** is selected any Changes you make will be to the detail section of the form



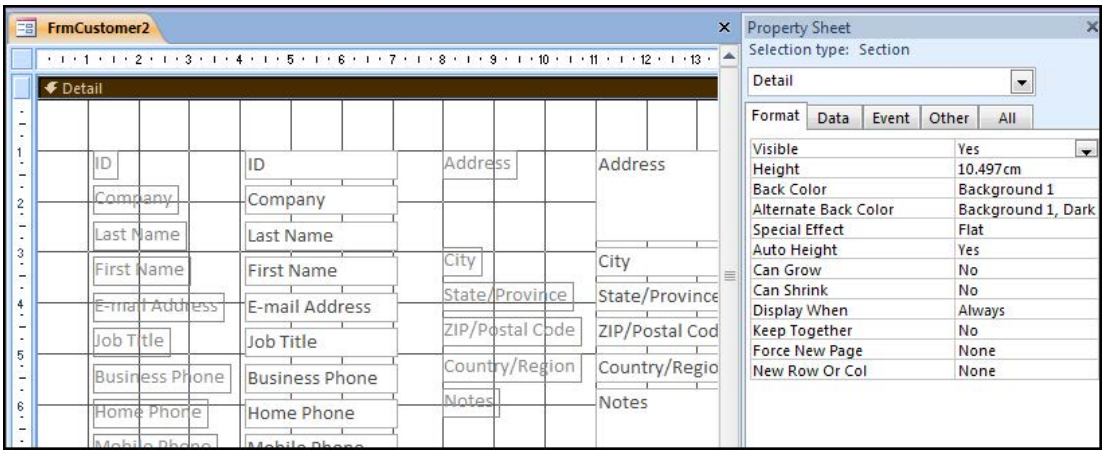
61. Select **FORM**.
62. Selecting **FORM** will allow you the opportunity to set form properties such as the **RECORD SOURCE** show the **PROPERTY SHEET**. (Design Tab) and you will see all the properties related to the form.



63. At the top of the property sheet is a combo box to allow you to select a component (to save keep switching tabs)
64. Choose **ID** from the **PROPERTY SHEET** combo box the **ID** field will be selected.



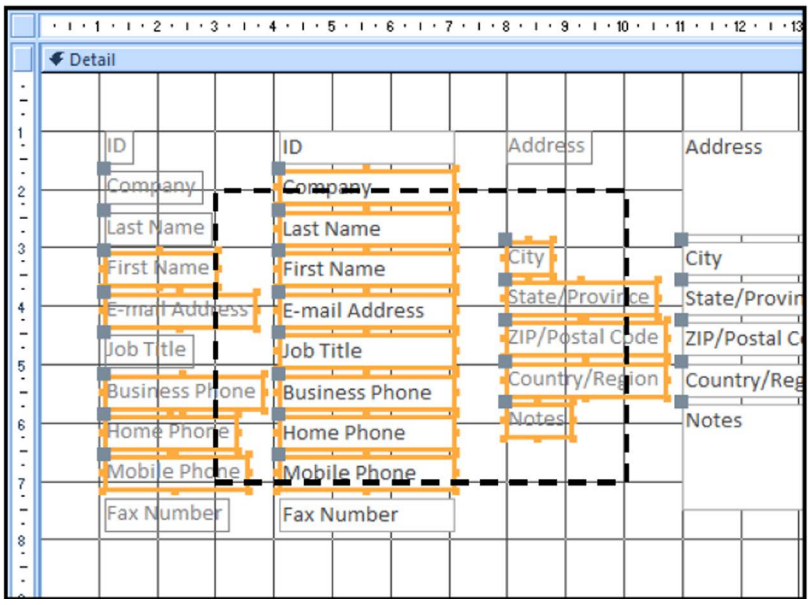
65. To select directly on the canvas merely single click on a field (not in) select the company field.
66. The **PROPERTY SHEET** properties will now reflect the selected control.
67. Click at the top of the canvas where it says **DETAIL** to select the detail section the **PROPERTY SHEET** should reflect the change and the combo box should say **DETAIL** if no properties are shown click on a different tab in the **PROPERTY SHEET** say **FORMAT**.



To Select Multilple Fields On The Canvas

MOUSE

68. Using the mouse we know how to select a single field on the canvas now we will select multiple fields.
69. Click on the canvas above (not on) the ID label and drag down to the last label holding the mouse button down,
70. When you release the mouse button all the labels should be selected
71. The mouse cursor only needs to partially enclose any control to select it when you use this method drag a square anywhere on the canvas holding your mouse button down and anything within that square will be selected.
72. The picture shows a square drawn from 3 across 2 down to 10 across 7 (ruler measurements) down only the controls within that square are selected. Properties will reflect for the who;le group of selected controls



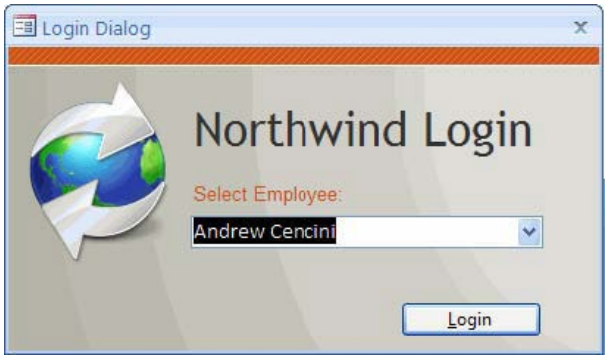
73. We can also use the shift key to select items.
74. Select a control hold the shift key down and click on other controls to select them.
75. Clicking on a selected control while the shift key is held down will deselect that item.

Basic Field Controls

Controls are the items on your form whether a simple like a label or more complex like a subform they are all controls and have Many properties that may be set, or changed the variations and options on what you may do with a control are huge, too many to list they depend on your need and can only be learned and decided as you plan and build a database we will look at many of the more basic settings for controls and a quick look at the various types. Your imagination can do the rest

Bound Vs. Unbound Controls

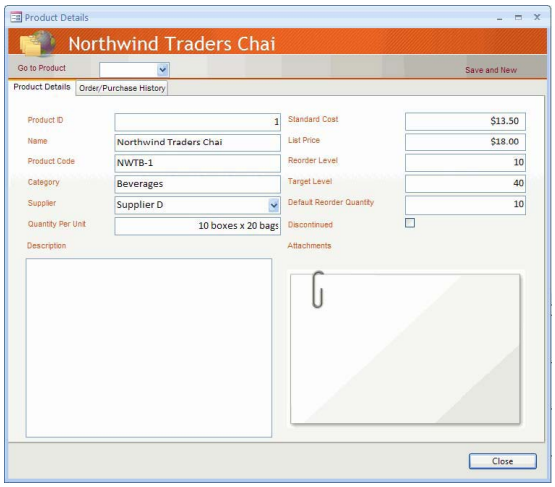
We can define a 'control' (in the context of a form) as some object contained in the form. For example, consider the Login window for the Northwind database



This form contains two controls: a combo box which allows you to select a name from the employees who work for Northwind and a Login button that will confirm the employee selection and open the Home page of the Northwind database (which is actually another form).

When creating a form, you will use at least one control; otherwise your form is not very useful! All controls in Access, no matter how they are used, fall into two categories, bound and unbound.

A bound control is one that is directly related to some aspect of a database object. Consider the following Product Detail form:



Every field listed here contains a text box where you can type in some data. The field is directly linked to the Products table in the database. So, when you have completed entering data for a record and make a new one, all of the data you entered in each field in the form gets entered to its respective field in the table.

An unbound control is one not directly related to a database object but still serves some useful purpose. For example, the Login button in the Login window is a control that performs an action but has nothing to do with any data in the database. Another example would be a print button; it might be set up to call a query and construct a report, but has nothing to do with the actual data.

Adding A Control (Bound Form)

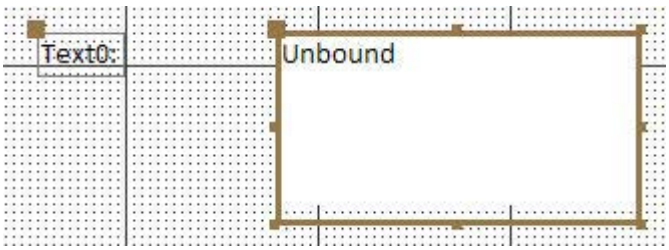
Toadd A Control

MOUSE

Adding controls to bound and unbound forms are the same but we do need to know how to bind a control to a field so first we will learn about this.

Let's add a control to a blank bound form.

76. First, open a new blank form in design view by clicking the Form Design command in the Create ribbon.
77. Bind the form using one of the previously described methods to the fields of the **EMPLOYEES** table.
78. The majority of controls in Access can be added to a form in Access by clicking and dragging an area you want to designate for the control. For example, if you wanted to add a Text box to the empty form, click the text box command and then drag an area:
79. As you click and drag, you will see a certain area of the rulers turn black to indicate how large the control is. Don't worry about making the controls an exact size; every control can be moved and resized later. The text box can now have text added to it, and the **LABEL** beside the text box can be modified to describe what the text box is for:



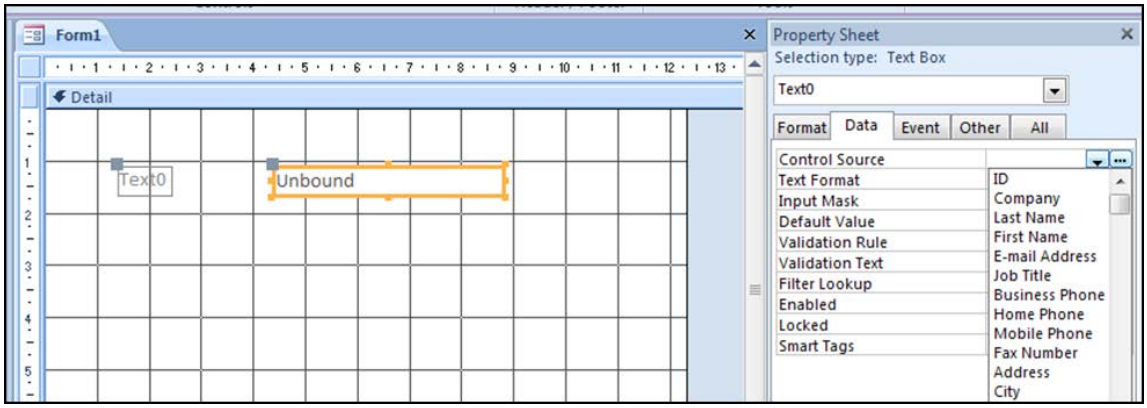
80. Access 2010 features a wide range of commands that can be used in a form.
81. Many of the commands you can use are very similar to ones used in other Office Applications and we look at them in the next section but for now we are interested in only the text Box
82. Select a **TEXT BOX** control from the **CONTROLS** group of design ribbon.
83. Add it to the canvas as previously instructed.

Binding a Control

To Bind A Control

MOUSE

84. Select the text box and open the property sheet at the data tab.



85. From the **CONTROL SOURCE** box use the drop down arrow and select **COMPANY**. This will bind this control to the company field. The word company should appear in the text box instead of Unbound. Go to the **OTHER** tab.

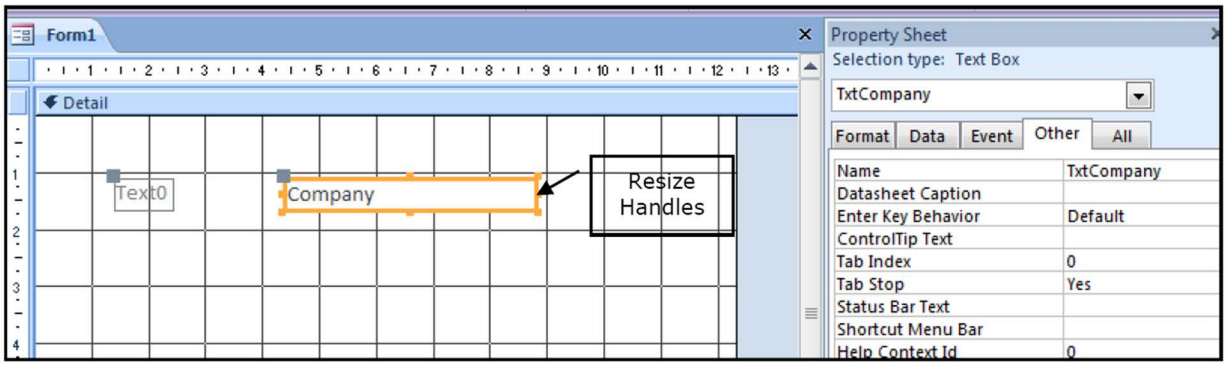
Naming a Control

To Name A Control

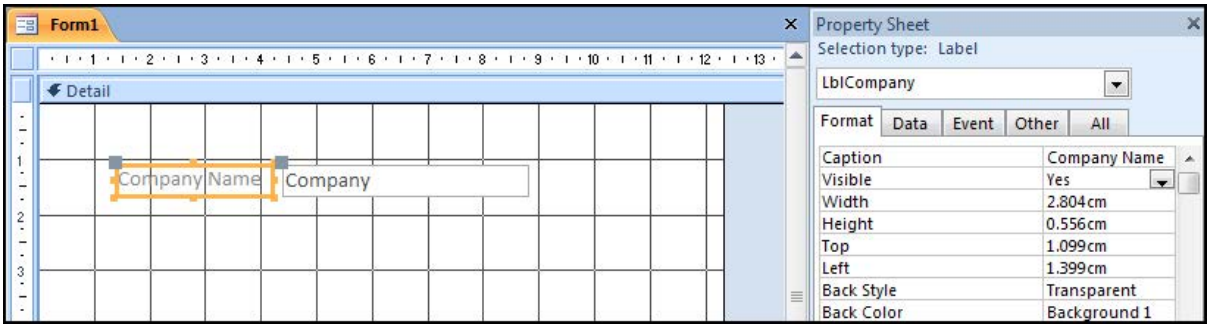
MOUSE

86. When it comes to programming later it is good practice to name all the controls on a form so they can be referred to easily and recognised rather than seeing text0, text1 etc
- *We usually prefix a control name (like database objects with the word of what they are minus the vowels if longer than three characters this is shortened further) So text0 becomes TxtCompany*

87. Name the textbox TxtCompany



88. Click the Label for the text box and name that LblCompany
89. Go to the format tab of the Label and enter the Caption “Company Name” Press return to enter this.
90. The Label is too small for the text so we need to resize this.
91. Click on the middle Resize handle and drag to the left to resize the label until it is large enough to display all text.



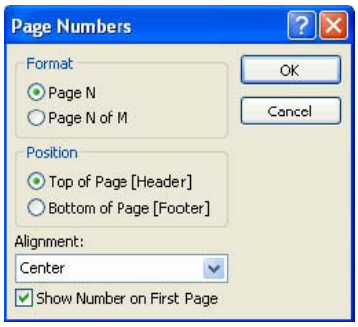
92. Now you have added a field to a blank form, followed proper naming conventions and bound it to a specific field.

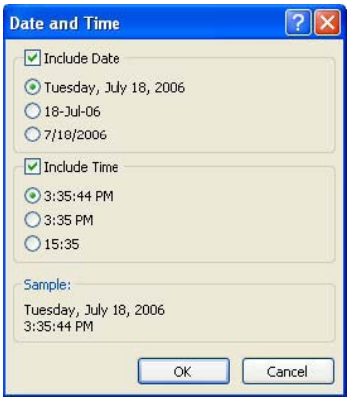
93. To see the advantage of naming correctly use the combo box at the top of the property sheet to see the list of objects for selection. The naming makes it far easier to find what you want. Compare this to what you saw before when we created a blank form and added controls.When many controls are present this is a great advantage.

Control types

Page Numbers

Click this command to show the **PAGE NUMBERS** dialogue box. Select the options and position you want to use for your form.





Date and Time

This command shows the **DATE AND TIME** dialogue box. It allows you to select the formatting options you want for your form:

Logo

The logo command prompts you for an image file to use in the Form Header section of the Form. It will always be present at the beginning of the page.

Title

This command adds a title to the Form Header section.

Text Box

Click this command and then click and drag an area on the canvas to add the text box. A text box can hold any type of data except graphical.

Label

Nearly every control has an associated label, one that tells you what the command is called. Click and drag an area in the canvas.

Button

A button is used to perform some sort of action, like the OK and Cancel buttons of a dialogue box. Click and drag the size of button you want.

Combo Box

You should be very familiar with the function of combo boxes by now. Use combo boxes to have the user pick an option out of a list of options by clicking the pull-down arrow.

List Box

A box that works similar to a combo box, but it can be expanded to show all of its contents. A user simply picks the option out of the list they want to use.

Subform/ Subreport

Lets you create a form inside a form or a report inside a report.

Line

Click and drag to draw a line in the form. Useful for dividing up the form components into groups so they are easier to read.

Rectangle

Draw rectangles in the form to help provide a visual group of related components.

Bound Object Frame

Allows you to enter and control various expressions and low-level operations that can be performed on the database.

Option Group

Click and drag a box around a group of controls to group them together. Useful when using radio buttons; users can select one option out of the group to perform a certain action.

Check Box

When checked, the condition bound to the checkbox is true or active. When unchecked, the condition is false or inactive

Option (Radio) Button

Used to select a certain option, and almost always in groups of two or more you need to add them to an object frame.

Toggle Buttons

A toggle button's command stays in effect when clicked and will remain so until it is clicked again.

Tab Control

Lets you create a series of tabs in your form, each with its own options. Useful if you have a large numbers of controls in a frame that can be categorized.

Insert Page

Use this command to insert a page into a tab control of a form.

Insert Chart

Click and drag an area in the form to open the Chart Wizard. This Wizard will analyze the data contained in a query or report and display data for you in a graphical way.

Unbound Object Frame

Allows you to create a special window inside a frame that you can use to view some other document while looking at your form. For example, you could have a small window containing a PDF document or a Access presentation.

Insert Image

Allows you to place a picture in your form.

Page Break

Used to create a cut-off point when printing a document. Even though you may be able to see everything on your screen, a new page will always print off when a page break is encountered.

Hyperlink

This command will create a link to another file, Web page, or resource external to your database.

Attachment

Use this command to view non-alphanumeric data contained in your database.

Line Thickness

Choose the thickness of the line you have currently selected or are about to make.

Line Type

Choose a line pattern.

Line Colour

Choose a line colour.

Special Effect

You can apply a special effect to a button or other control to make it look like it is 3-D, flat, or sunken into the form.

Set Control Defaults

Use this command to revert a control's properties back to the default setting.

Select All

Use this command to select all controls contained in a form.

Select

This command lets you select a control so you can move it around the canvas.

Use Control Wizards

Toggle this command to have Access automatically start a Wizard to help with the creation of different commands in a form.

ActiveX Controls

ActiveX controls are special types of controls that are used to enhance the functionality of a form. They can be used as small toolbars or applications that execute from inside a form.

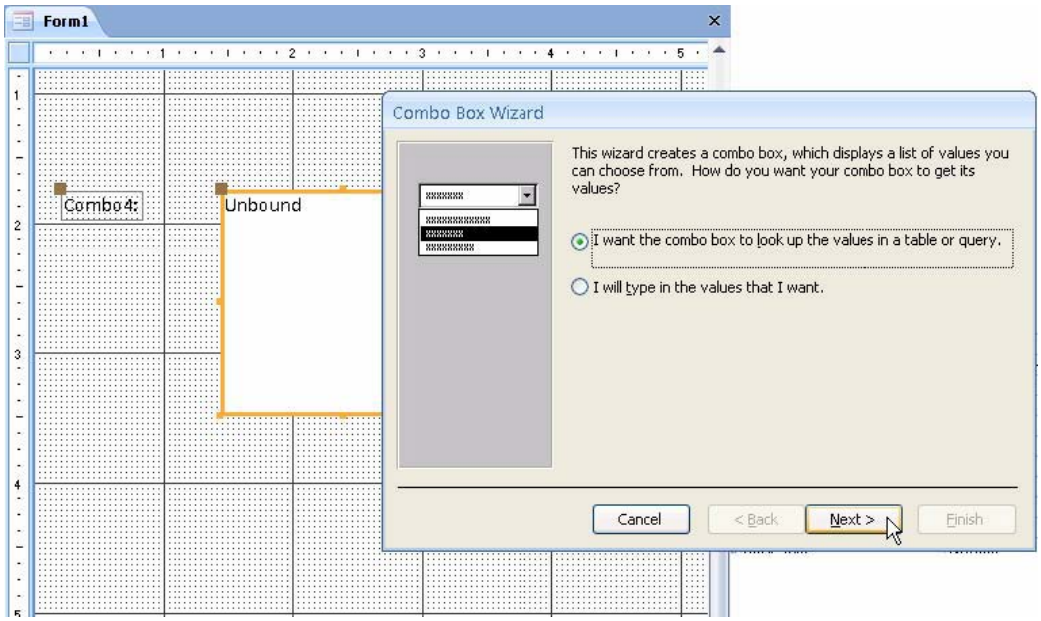
Using The Control Wizard

The Control Wizard option, when selected, will start the appropriate Wizard to guide you through setting up Option Groups, Combo Boxes, List Boxes, Command Buttons, Subforms, and Subreports. It is a good idea to leave this option toggled on (indicated as active when it is orange in colour) to guide you through setting up a control until you reach a point where you are comfortable designing a control on your own.

To Use The Control Wizard

MOUSE

94. When you click and drag the area you want to use for the control, the appropriate Wizard will begin:

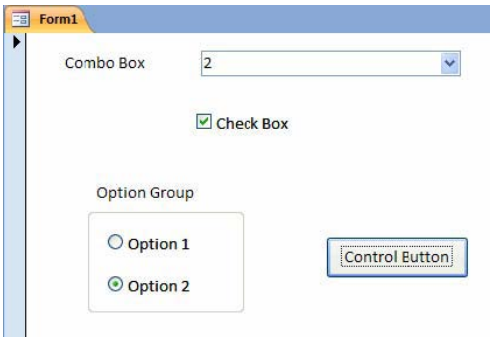


95. Follow the directions provided in the Wizard to format your control.

Cutting, Copying, Pasting, And Moving A Control

Thanks to the interactive and graphical control provided by most computer programs (including Microsoft Office) many objects can be cut, copied, pasted, and moved on your screen. When working with a form, Access lets you perform all of these options with your mouse.

Let's consider the following form, complete with a few basic controls:

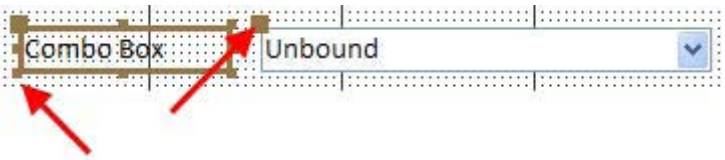


You decide that this form is no longer completely serving your purposes and needs some adjusting. The combo box is not needed, so it can be cut. You will use another check box, so you can copy and paste the one you already have. And everything can be shifted up in the form to account for the loss of the combo box.

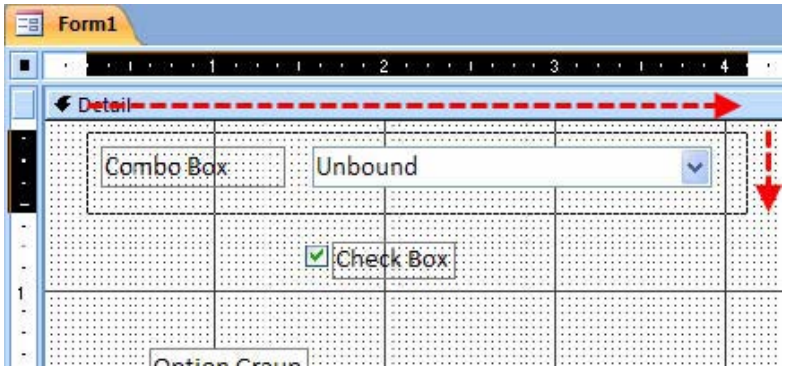
To Perform These Actions,

MOUSE

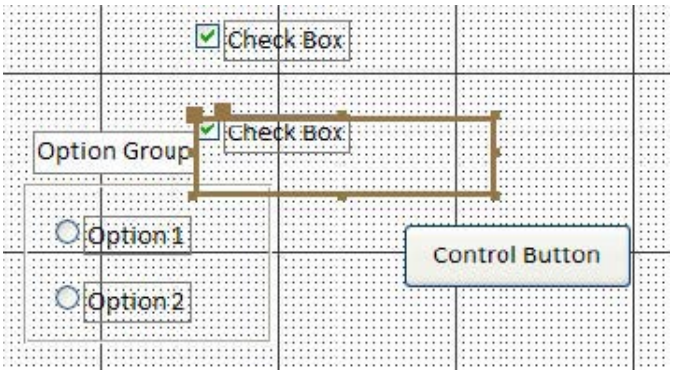
96. Open the form in Design view. When you click on a form, you will see the following handles appear:



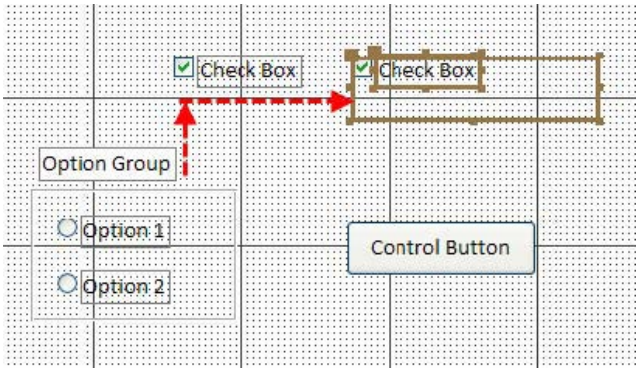
97. In the diagram above, the label for the combo box was clicked to select it. The large brown box in the upper left-hand corner of the control is used to move the control, and the smaller boxes around the outside edge are used to expand the object in a certain dimension. Notice too how there is a large brown box in the upper left-hand corner of the combo box itself; this means that the combo box is related to the label that is currently selected.
98. To **CUT** the control when selected, press **CTRL + X** on your keyboard. The label disappears and is placed in the clipboard of the computer, but the combo box itself stays behind. This might be useful in some scenarios to have only the combo box visible, but for this example we want to remove the entire combo box and label.
99. Press **CTRL + Z** to undo the **CUT** operation, and instead click and drag a selection box around the controls:



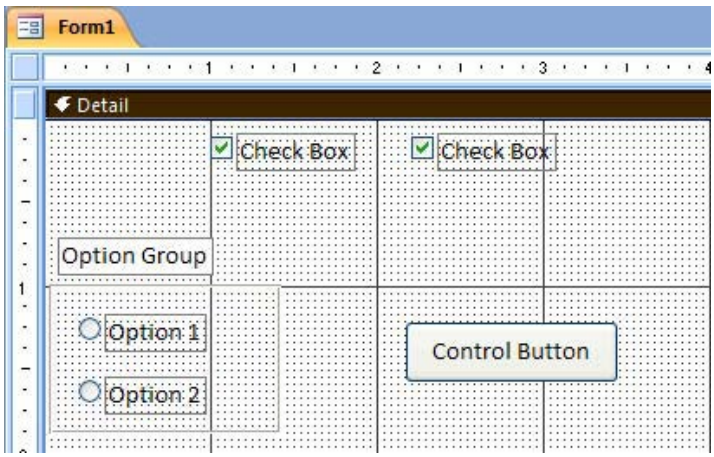
100. Now press **CTRL + X** to cut the control. If you are planning on removing the combo box for good, you might consider just deleting it instead; simply highlight the object(s) and press **DELETE** on your keyboard.
101. Click and drag a box around the **CHECK BOX** and its label, and then press **CTRL + C**. This stores a copy of the control in the clipboard of the computer. Now press **CTRL + V** to paste the copied check box:



102. The new check box is pasted, but doesn't look very good when pasted on top of another control!



103. Use the arrow keys on your keyboard to move the control up and to the right of the first check box:
104. Now all of the controls in the form can be moved up to occupy the space left behind by the combo box. Click and drag a selection box around all of the controls, and then use the up arrow on your keyboard to shift all of the controls to the top of the form:

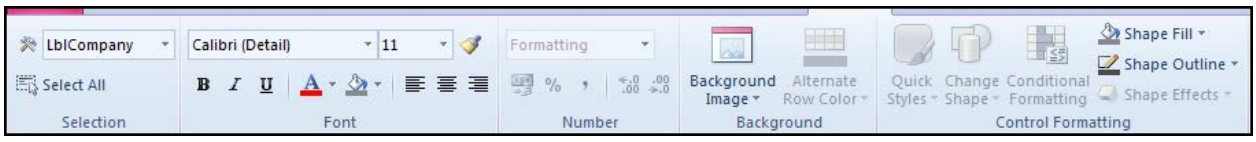


Formatting Controls

The default style of form may be functional but not very good looking. You can enhance the look of a control by using the **FONT** section of the **FORM DESIGN TOOLS** - **FORMAT** ribbon (or the **FONT** section of the **HOME** ribbon) and the **CONTROL FORMATTING** section of the **DESIGN** ribbon If you are familiar with Microsoft Word or Excel, or other such software applications, this toolbar should look familiar:

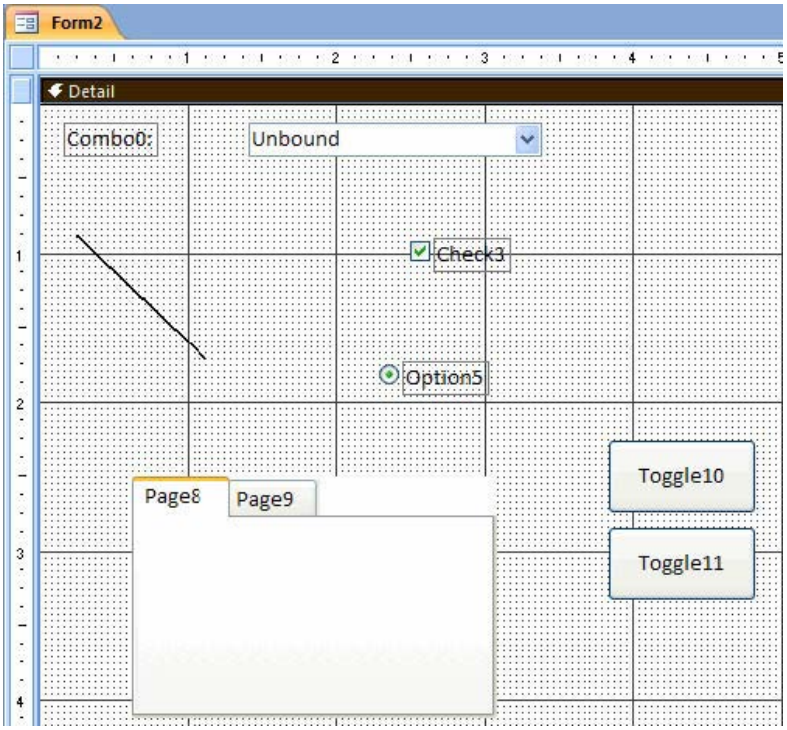
Here you can adjust the font, font size, make the font bold, change the colour, or apply a background colour. If you apply a new format to a control and don't like the look of it, you can press **CTRL + Z** on your keyboard to undo the formatting change. Also, if you make a font larger but can't see the entire label, click the label you just modified and drag the small brown boxes around the outside edge in the dimension you need to expand.

In this lesson we will cover a few more commands that are available when working with a form.



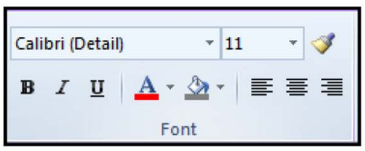
Changing The Colour Of A Control

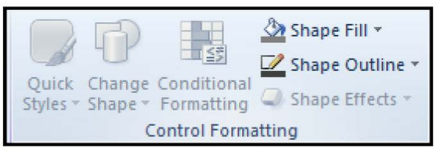
The look and feel of nearly every control can be modified in some way by making use of the **FORM DESIGN TOOLS - FORMAT** ribbon. Consider the following form, complete with a few different controls:



105. The only one of the controls that cannot be modified are the tabs of the **TAB CONTROL** object (with Page8 and Page9 as the tabs). Anything inside the tabs can, however, be modified.

106. The **LINE** object can have a thickness, a style, and a colour, as defined in the Controls section of the ribbon:
107. Any of the other controls that include text of some sort can be modified by using the **FONT** and the **CONTROL FORMATTING**section of the ribbon:



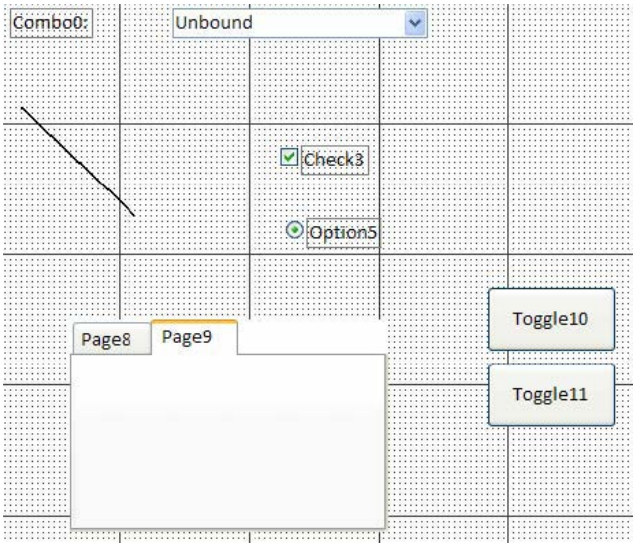


Sizing and Aligning Form Controls

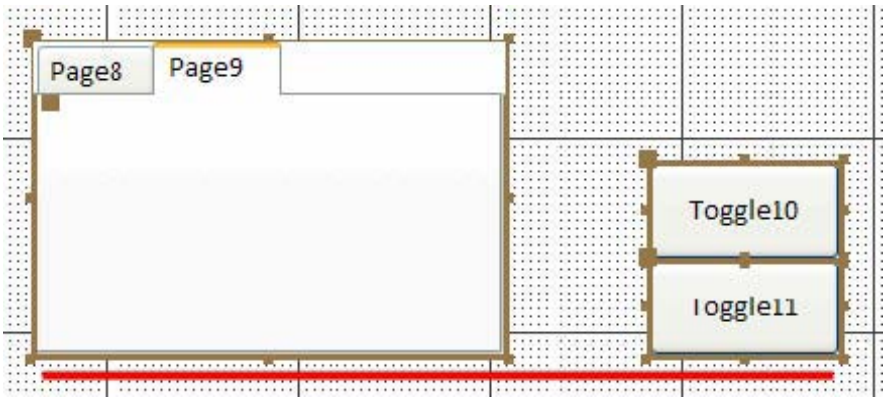
To Align And Size Controls

MOUSE

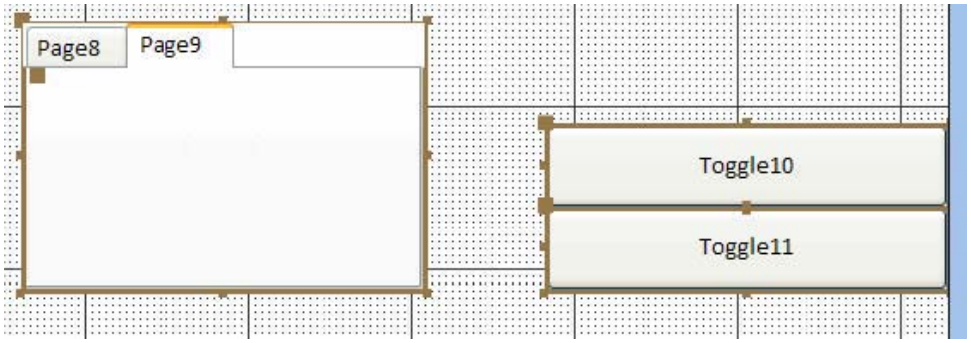
Changing the size of the design grid and using the mouse works fine for small forms. But in the case of forms with many controls, or in the interest of saving time, Access has a number of alignment commands built into the **FORM DESIGN TOOLS** - **ARRANGE** ribbon. Consider the following group of controls that we would like to format:



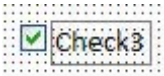
108. Select two objects like the control group and toggle buttons. Click the **ALIGN** - **BOTTOM** command in the **SIZING & ORDERING** group of the ribbon.
109. This will align all controls to the bottom of the lowest control in the form:



110. Clicking the **SIZE/SPACE** - **TO WIDEST** command expands all controls to the same width as the widest one currently selected:



Using Form Control Properties



Consider the check box in the following diagram:

It consists of two different objects; the checkbox itself and a label. Each object has its own set of individual properties.

To View The Properties Of An Object

MOUSE

111. Select the checkbox control (or the label or both, Different options apply to a selection) and click the **PROPERTY SHEET** command in the **DESIGN**ribbon.
112. Use the **PROPERTY SHEET** to set the desired options instead of the ribbons the following list of tabs in the property sheet will allow the setting of various options
113. Use the check box itself as an example.

The Property Sheet

When selecting a control and showing the Property sheet the following tabs are present here is a brief explanation of their functions.

Properties are modifiable by using a combo box, entering a value by hand, and occasionally using the ... icon to open a Wizard or external resource in order to set a property.

Format Tab

Modify how the control will appear in the form including how wide the border around the check box will be, what sort of style the check box will have, the colour of the border, and how much space is around the check box.

Data Tab

A check box can have a control source (such as a Boolean or true/false) from a table, a validation rule, whether the option is enabled and/or locked, and even if you would like to have a 'triple state' check box (one that is either true, false, or null.)

Event Tab

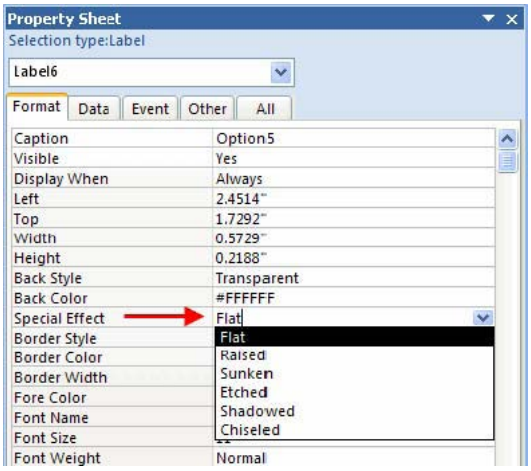
Controls what the check box will do when it is interacted with. This includes what will happen if the mouse is moved on top, is clicked, is double-clicked, and how the check box responds when a key is pressed.

Other Tab

You can modify other properties of the check box such as its name, if it can be reached and interacted with when the Tab key is pressed, and if it will display text in the Status Bar. (The status bar is visible at the bottom of the Access window while in Form view. It tells a user what the control does or what change it has on the form/database).

All Tab

All controls combined.



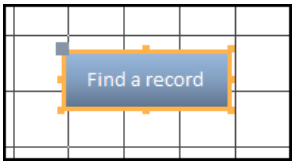
Applying Special Effects

Nearly every control in a form can have some sort of special effect applied to it to make the control look a bit more stylized. If a control can have an effect applied to it, the special effects command will be available in the Property sheet.

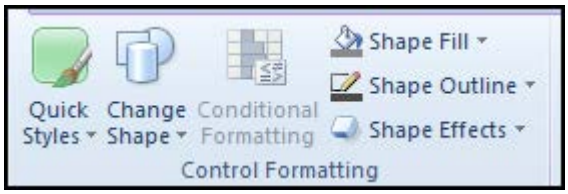
To Set A Special Effect

MOUSE

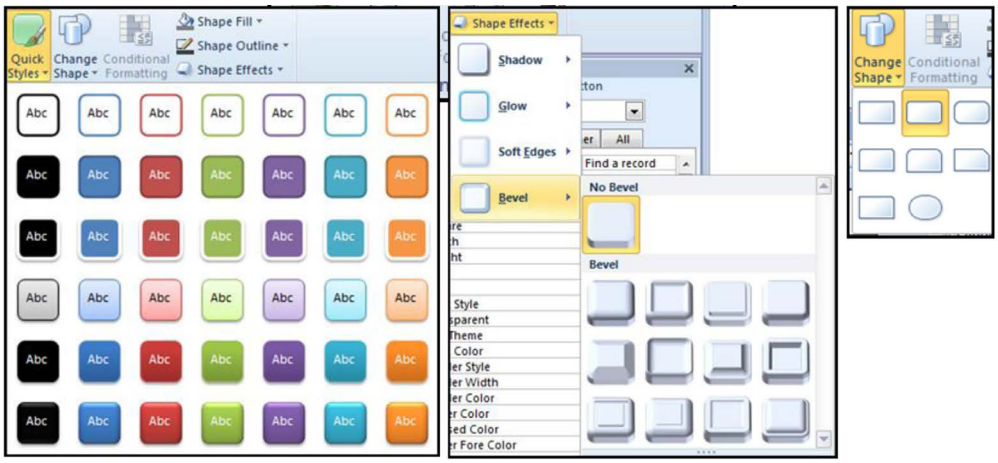
114. Select a control (say a text box)
115. Open the **PROPERTY SHEET** at the **FORMAT** tab
116. Click the pull-down arrow beside the command to show the available effects you can choose:
117. Other special effects are available if the object is a drawing object such as a **COMMAND BUTTON**.



118. Add a **COMMAND BUTTON** to the canvas from the controls available use the wizard to decide what the button should do.
119. When the button is on the canvas select it and go to the **CONTROL FORMATTING** section of the **FORMAT** ribbon in the **FORM DESIGN TOOLS.** The Quick style and Change shape buttons are now available.



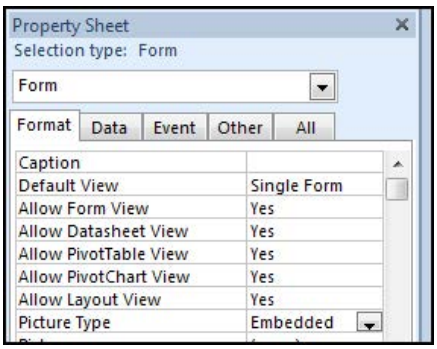
120. Click on **QUICK STYLES** to to open a selection of styles change the button style to one of the predefined style choices.



121. You may further change the button style by using the **CHANGE SHAPE** button and selecting from one of the Shapes suggested.
122. Or you may use the shape effects and change the shadow, Glow, soft edges, and bevel of the button selected.
123. Different options are available for special effects dependent on the control selected.

Form View property

When a form is created you see it in a default form view but this can be changed in the property sheet to allow you to see the data in your form in other ways.



To Change The Form View

MOUSE

124. Open the Frmcustomer2 form in **DESIGN** view.
125. Open the **PROPERTY SHEET** and make sure that form is the selected Component.
126. Go to the **FORMAT** tab and check the **DEFAULT VIEW**

127. Change the **DEFAULT VIEW** to **DATASHEET** view.
128. Save, Close and then double click on the form in the navigation pane.

FrmCustomer2

ID	Company	Last Name	First Name	E-mail Address
1	Company A	Bedecs	Anna	
2	Company B	Gratacos Solso	Antonio	
3	Company C	Axen	Thomas	
4	Company D	Lee	Christina	
5	Company E	O'Donnell	Martin	
6	Company F	Pérez-Olaeta	Francisco	
7	Company G	Xie	Ming-Yang	
8	Company H	Andersen	Elizabeth	
9	Company I	Mortensen	Sven	

129. You will see the form looks like a table this is useful as a default view when creating subforms. Although this is the default way the form will open, you may switch to **FORM VIEW** at any time using the **VIEWS** command on the ribbon.
130. Go back to **DESIGN VIEW** change the **DEFAULT VIEW** back to **SINGLE FORM** and Save.

The views available are:

Single Form

This is the default setting and the one that you will use the most to view data in a form All controls are available plus Form Headers and Footers

Continuous forms

This is a halfway house between datasheet and single forms All the features of a single form are available but the detail section in form view will show all the records at once instead of one at a time. It is useful here to add your fields in a row and the labels above in the form header (which will not be repeated) Calculations can be built into the Form Footer

Datasheet

For use of the form as an alternative to a table or Query. To be used usually as a subform within a main form.

PivotTable

PivotTable allow the dragging and dropping of fields into column, row and value areas like a Crosstab query but are much more versatile for the full use of PivotTables see the Excel Manual.

PivotChart

PivotCharts allow the dragging and dropping of fields into column, row and value areas like a PivotTable but are Visual and give a graphic representation of the underlying data for the use of PivotCharts see the Excel Manual.

Headers and Footers

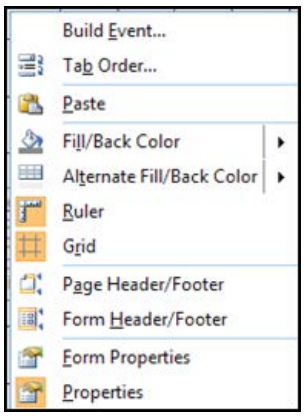
Headers and Footers in forms and reports can be a little confusing so we should settle what they are in forms first to ease the use in continuous forms and later in reports

Form headers and footers

Form headers and footers are what you would see at the beginning and end of a form but between them would be all the records. The form Header and footers would be seen on the screen no matter what record you were on and if using continuous forms they would be at the top and bottom of the form with all records between

Page headers and footers

When you come to print your data from a form then page headers and footers come into play you will see them in form design view(to enable you to enter and format information but never in form view. They will only become apparent when you print your data as they will appear at the top and bottom of the printed page.



To Show Headers And Footers

MOUSE

131. Open the frmCustomer2 form in design view
132. Right click the detail canvas to turn either or both to on or off with the Toggle Buttons in the shortcut menu.

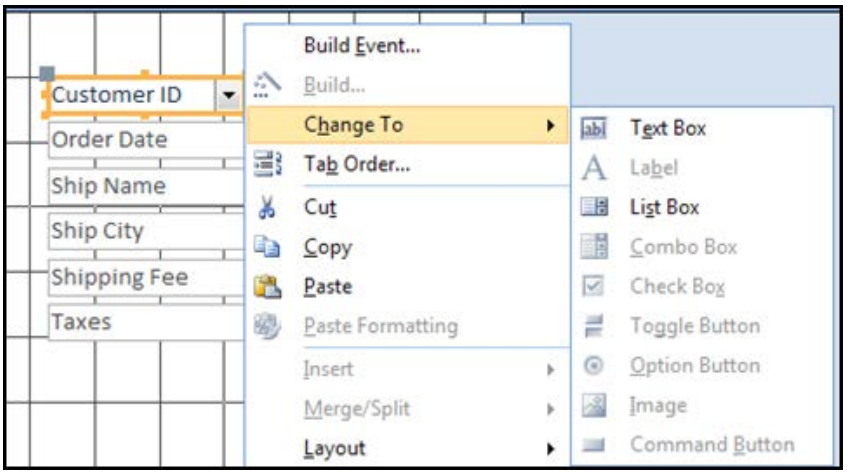
Convert a Control

There may be occasions when it is necessary to convert a control from one type say a Text box to a combo box or vice versa.

To Convert a Control

MOUSE

133. Select the control in question.
134. Right click on the control and go to the option Change to.
135. From the options presented choose the kind of Control you wish it to be.



Form Types

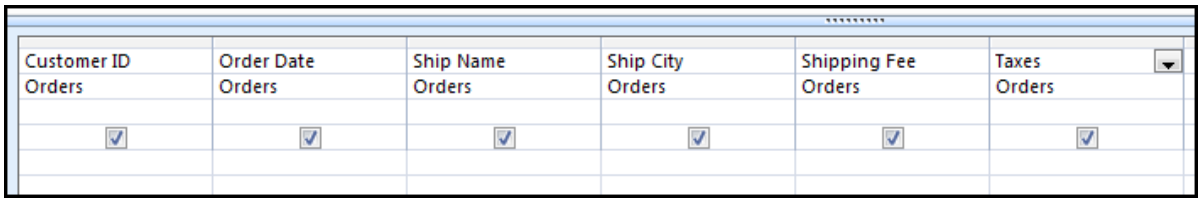
Continuous forms

Since we are likely to use this within a subform we will build a continuous form, add controls, format it and add a calculation.

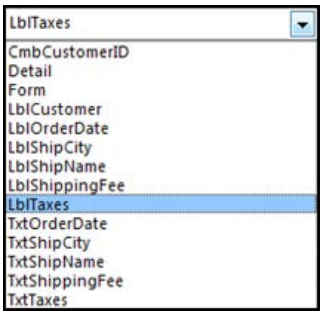
To Create A Continuous Form

MOUSE

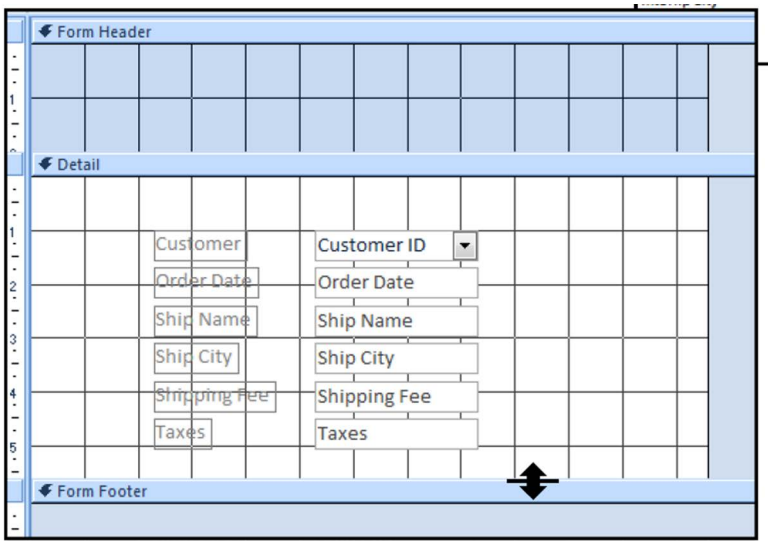
136. Create a blank form in design view
137. Bind it using one of the methods previously described if using SQL or Query use the fields "Customer id", "Order Date", "Ship Name", "Ship City", "Shipping Fee", and "Taxes"



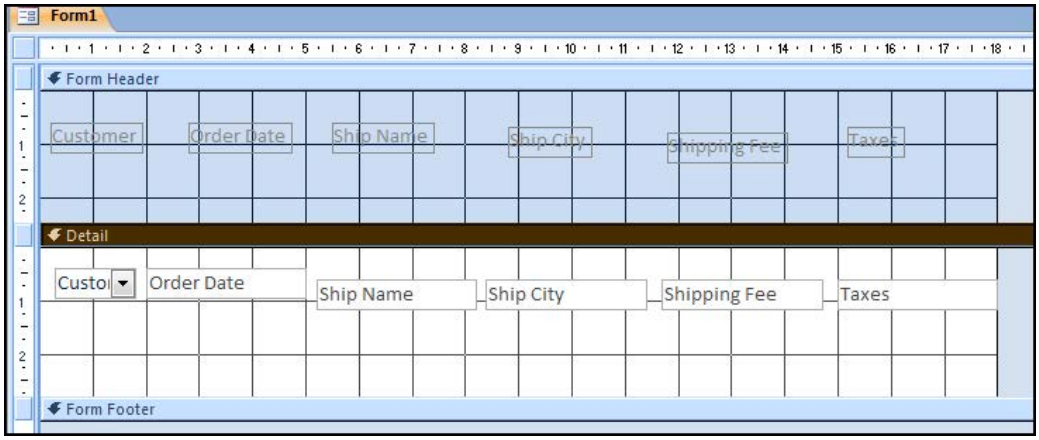
138. Add all the fields to the **DETAIL** section of the blank form
139. Name the fields as previously Instructed with the prefix Txt Lbl Cmb etc following the Standard naming convention No spaces in Names (although it's necessary in **CAPTIONS**)
140. Use the property sheet selection box to check if you have missed any fields
141. Show the form header and footer by right clicking on the detail section.



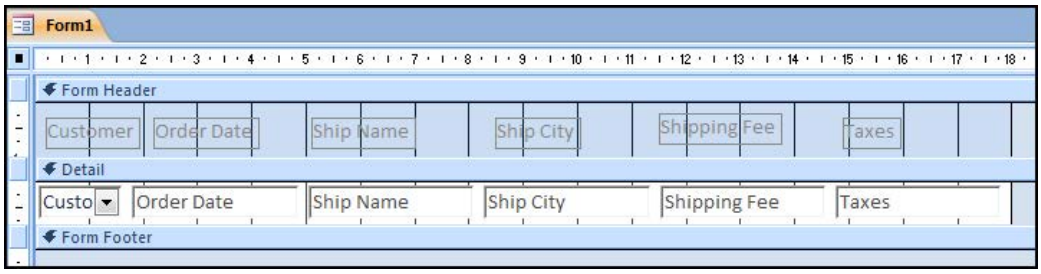
142. Click on the border of the footer section where there will be a double arrow and resize it up where the canvas of the footer will disappear effectively hiding it as we do not need it at the moment. (we can resize it open again later.)
143. Resize the detail section up as well using the double arrow near the bottom of the canvas near the footer section.



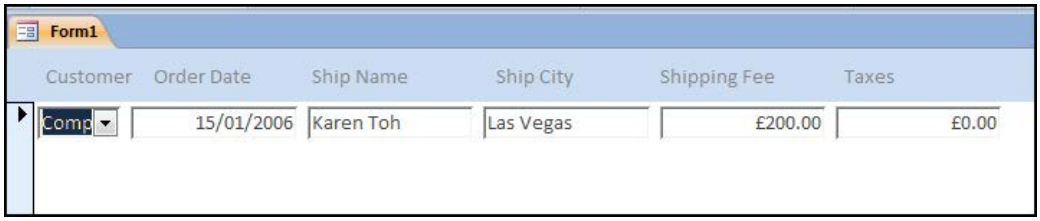
144. Select all the labels using a method described previously cut and paste them into the form header.
145. Arrange the fields beneath the labels and line them roughly in a row resize the canvas where necessary resize the fields if necessary. (Customer ID carries few characters)
146. The canvas will need to resize to the right but that will happen automatically anyway.



147. Using the **ALIGNMENT** and **SPACING TOOLS** previously described to line up the labels and fields and set equal spacing between the fields. The labels should just be above them do not worry about equal spacing there.



148. Position the fields and labels as above and resize the canvas as necessary.
149. If you wish to add a **SPECIAL EFFECT** to the fields (sunken is added to those in the Picture) Do so in the **PROPERTY SHEET**.
150. View in form view you will see just one record showing.



151. Return to design view and set the **DEFAULT VIEW** in the **PROPERTY SHEET** to **CONTINUOUS FORMS**.

152. Return to form view again Now you can see all the records for the order table.
153. One last thing to do to make our data easier to read. Return to **DESIGN** view and select the **DETAIL** section.

On the **FORMAT** Tab in the **BACKGROUND** group select an **ALTERNATE ROW COLOUR**

154. View the form again.
155. The row data should be much easier to read now.

156. We will use this as a subform save the form as SubFrmOrders and close it.

Subforms

There are many methods for creating subforms in access many are automatically created when using wizards (subform control wizard) whichever method they are built it is necessary to understand how the main form and subform are linked.

When we have a relationship between two tables there is usually a "one to many" relationship a customer may have "many" orders.

This "one to many relationship" is what allows a subform to work the one side of the relationship say the customer and the subform showing the many side.

They are linked by special properties called master and child fields the master field being the one side of the relationship on the Main form and the child field on the many side of the subform.

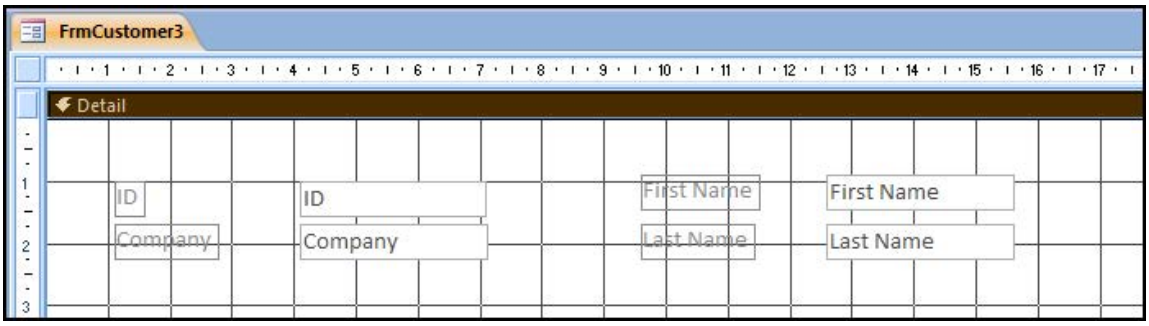
In the form we have just created the customer id is on the many side of a relationship and when we add the subform to a form based solely on the customers we will link the customer id fields a little like we did in relationships. For this we will not use a wizard we will turn off the wizards and manually set the properties to make this work.

When the subform is linked correctly the subform should show all the orders for the specific customer in the main form.

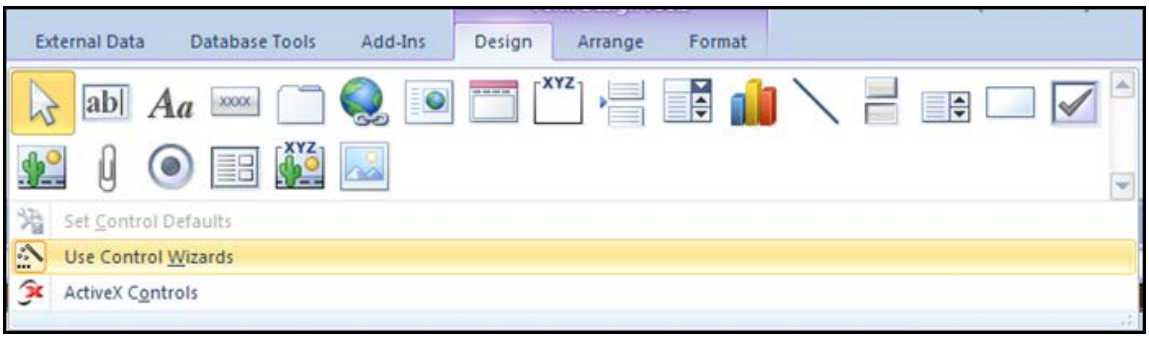
To add a subform to a main form

MOUSE

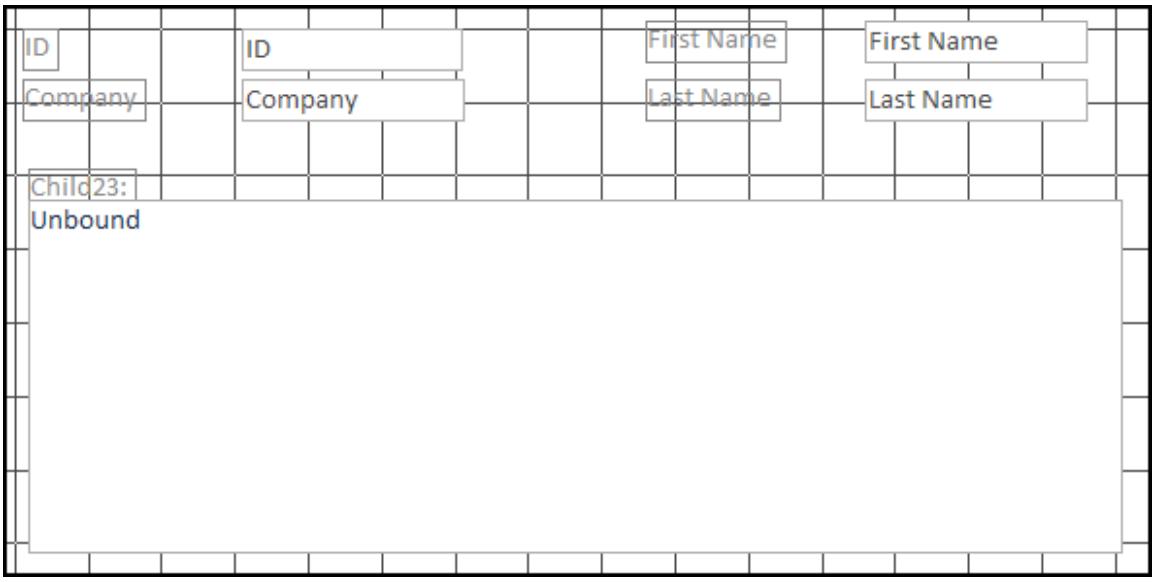
157. Open the form FrmCustomer2 in design view and save as FrmCustomer3
158. Delete or cut all controls apart from "ID", "First Name", "Last Name" and "Company"
159. Arrange the remaining Fields as in the Picture below.



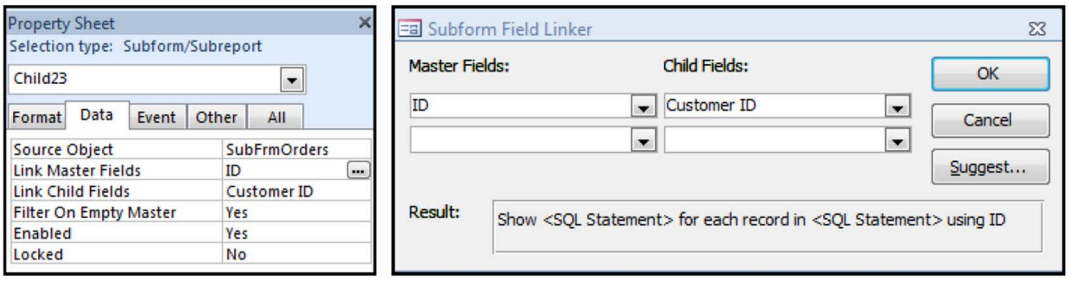
160. Go the **CONTROLS** section of the **DESIGN** toolbar and upon clicking on the drop down arrow to the right turn off the **USE CONTROL WIZARDS** option for now.



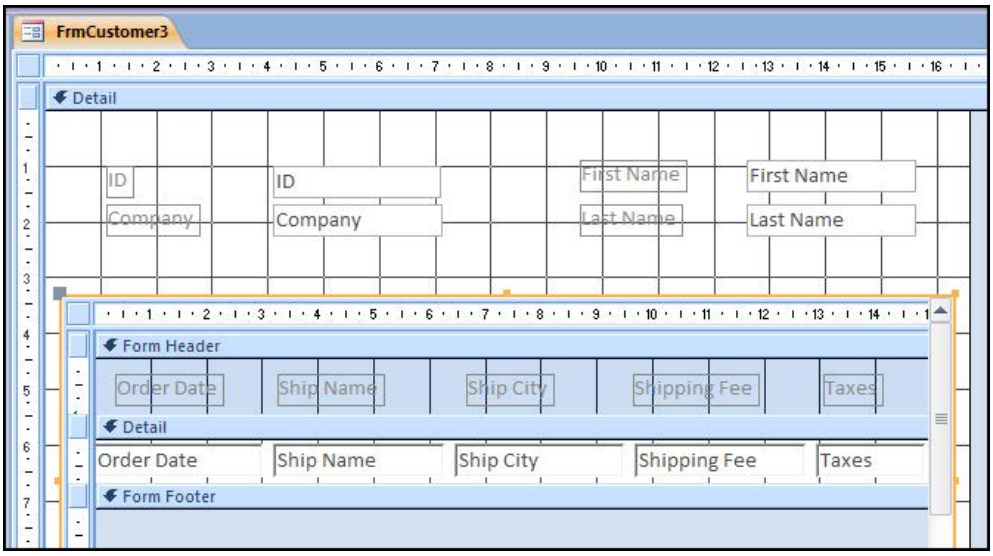
161. In the control section of the ribbon click on the subform control and draw a rectangle on the detail section of the canvas below the existing fields to add the subform.



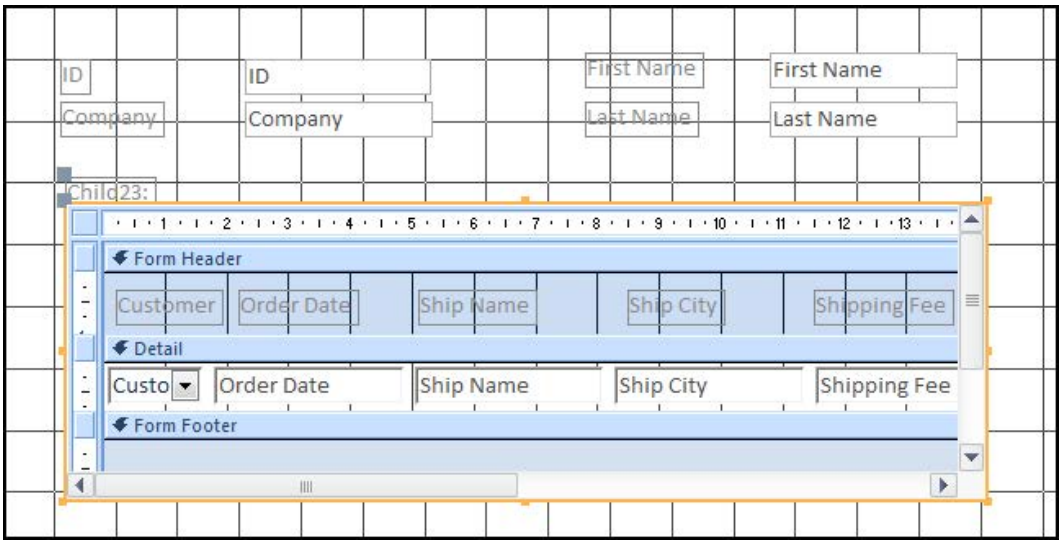
162. An unbound Subform should appear.
163. Open the Property sheet and select the subform control.(Child23 in this case)
164. Go to the Data Tab
165. Set the **SOURCE OBJECT** property to the SubFrmOrders we created in the previous exercise.
166. Click on the **BUILD** button (with the three dots) to the right of the **LINK MASTER FIELDS** property, a dialog box will open.



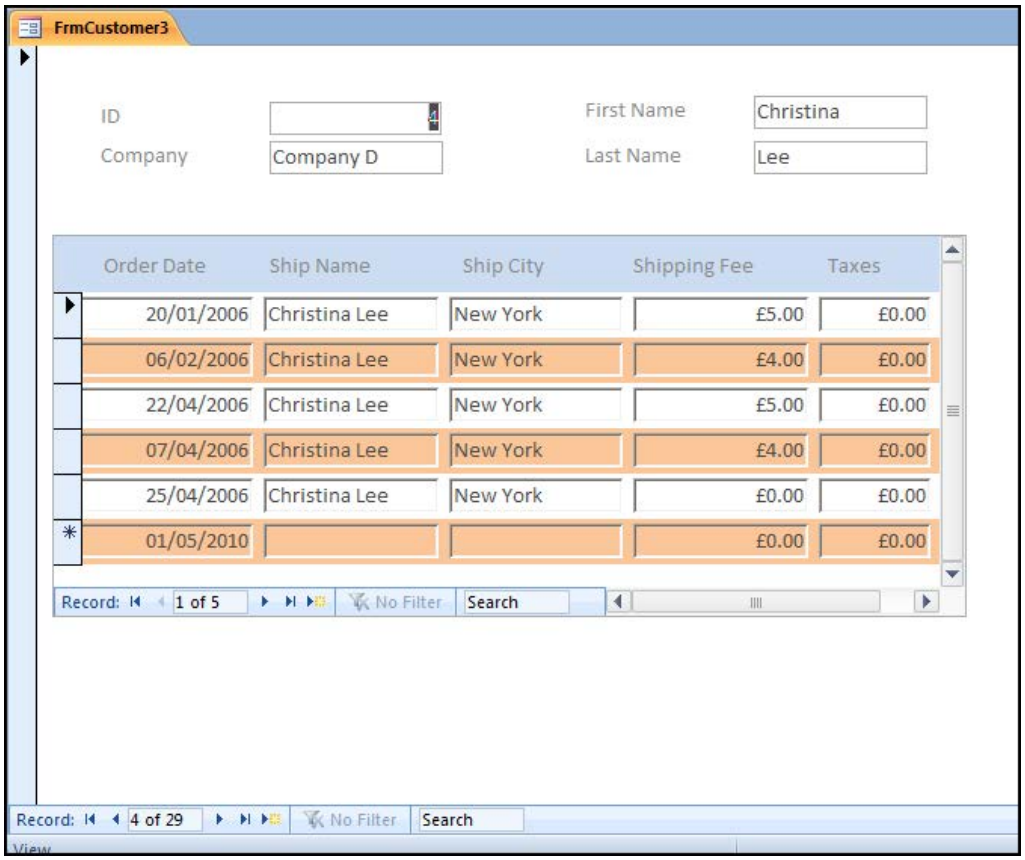
167. Link the "ID" field of the main form to the "Customer ID" in the subform.
168. Click **OK**, the Dialog will close and the Subform should now show the SubFrmOrders in design view.
169. Delete the label for the control and go to form view



170. You may see that the subform needs to be resized if that is the case return to design view and resize the subform to show the necessary fields.
171. Since the Customer ID is tied to the Main form it is no longer necessary to see it in the subform. We cannot remove it but we can hide it



172. Return to design view and select the customer ID field INSIDE the subform and go to the **FORMAT** tab of the **PROPERTY SHEET**.
173. On the **VISIBLE** property set it to **NO** and delete the label for the customer ID
174. Move up the remaining fields it does not matter whether they overlap the customer ID Field. Resize the subform again if necessary and go to form view.



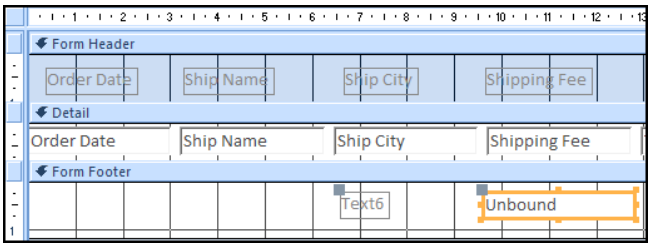
175. There are two sets of record Navigation buttons one on the subform (which we can turn off) and one on the main form right at the bottom which we need.
176. Use navigation buttons to move through the companies and see the orders that have been placed.
177. Save and close FrmCustomer3

Calculated Fields

The Form we have just worked with contains a column of figures we may wish to see a subtotal of those figures which will change as new orders are added. To do this we will use an unbound textbox and build a calculation within it we will ensure nobody can click in the field and that it is just there for viewing purposes. Calculated fields can be used on forms and reports and are extremely useful for totalling, averaging or counting fields there are many other calculations you could perform but these are just some of them we are going to total the Shipping fees

To calculate a field

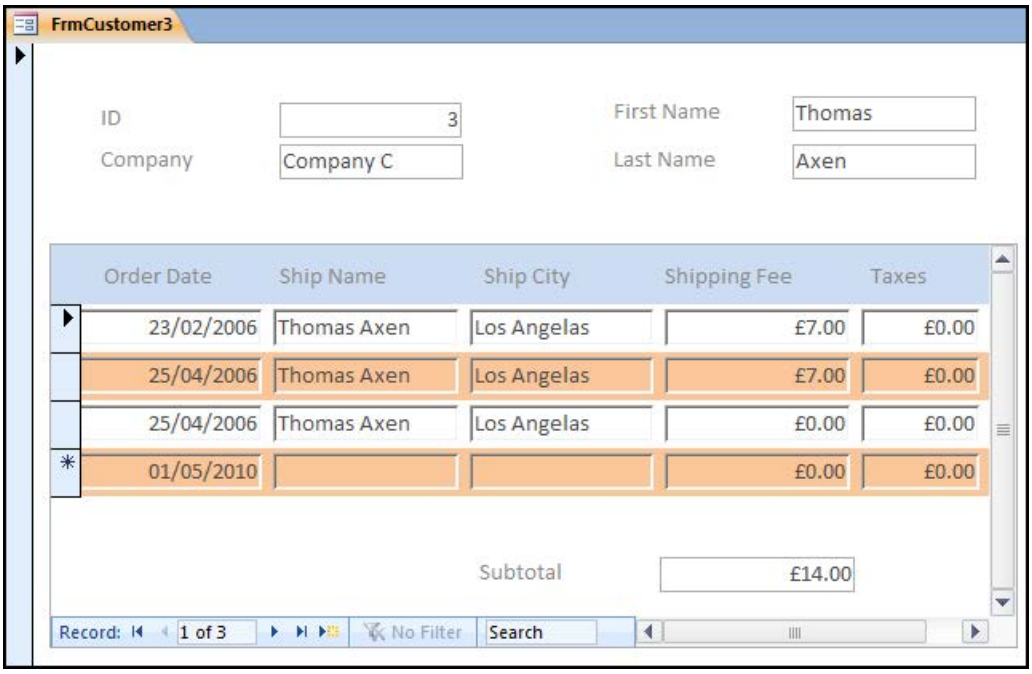
MOUSE



178. Open the SubFrmOrders in design view (any changes to the subform will be reflected when we open the main form.)
179. Resize the form footer again so we can see canvas underneath.
180. Add a **TEXTBOX** to the footer area under the shipping fee column.
181. Name the textbox TxtSubtotal and name the label.
182. Caption the label with Subtotal Resize if necessary.
183. Position and resize the Control and the footer area.
184. Click within the Unbound field and enter the following Syntax

=Sum([Shipping Fee])

185. For TxtSubtotal go to the **FORMAT** tab of the **PROPERTY SHEET** set the **FORMAT** for the control to **CURRENCY**.
186. For TxtSubtotal go to the **DATA** tab of the **PROPERTY SHEET** set the **LOCKED** property to **YES**.
187. For TxtSubtotal go to the **DATA** tab of the **PROPERTY SHEET** set the **ENABLED** property to **NO**.
188. Save and close the form
189. Open the form FrmCustomer3 the subform should now display a subtotal for each of the records.



190. You will not be able to click within subtotal field as we have locked and disabled it, but it should show a subtotal for each company.
191. Save and close the form

Split Form

A split form gives you two views of the data at the same time— a Form view and a Datasheet view.

A split form differs from a form/subform combination in that the two views are connected to the same data source and are synchronized with one another at all times. Selecting a field in one part of the form selects the same field in the other part of the form. You can add, edit, or delete data from either part (as long as the record source is updatable, and you have not configured the form to prevent these actions).

Working with split forms gives you the benefits of both kinds of forms in a single form. For example, you can use the datasheet portion of the form to quickly locate a record, and then use the form portion to view or edit the record.

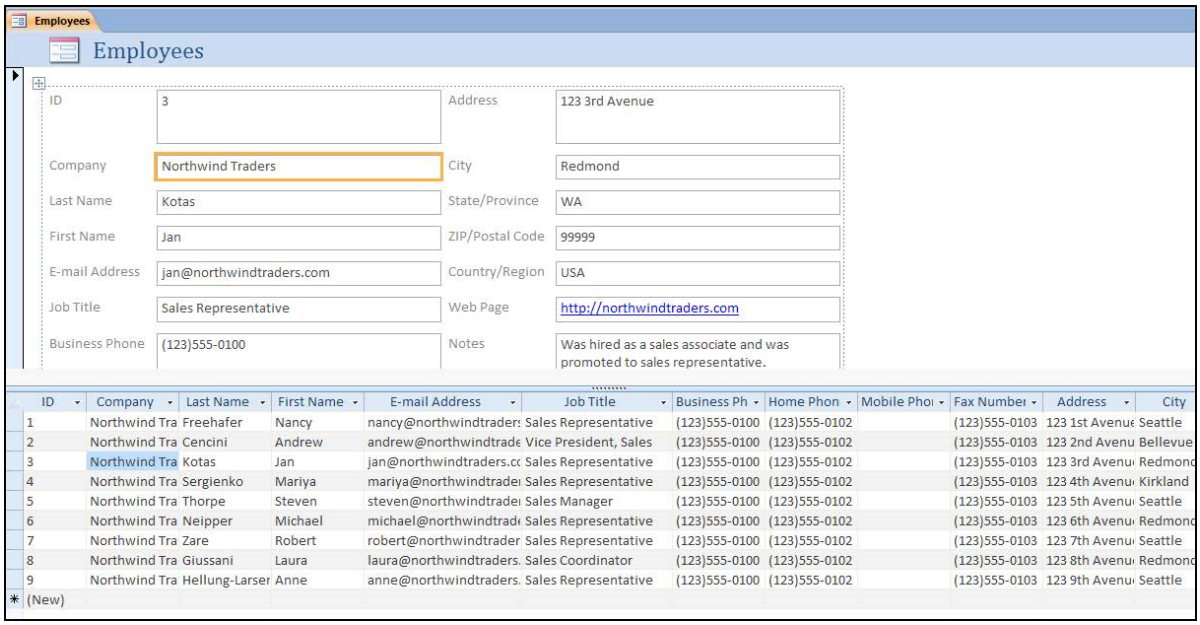
▸ To create a split form by using the Split Form tool:

MOUSE

192. In the Navigation Pane, click the table or query that contains the data that you want on your form. In our case the Employees table Or open the table or query in Datasheet view.

193. On the **CREATE** tab, in the **FORMS** group, click **MORE FORMS**, and then click **SPLIT FORM.**

Access creates the form and displays it in Layout view. In Layout view, you can make design changes to the form while it is displaying data. For example, you can adjust the size of the text boxes to fit the data, if necessary. We Will Cover Layout view In more Depth later.



194. When in form view The scroll bars to the right can be used to scroll down your form to edit fields not currently visible.
195. Save the form as "FrmSptEmployees" and close.

Multiple Items Form

When you create a form by using the Form tool, the form that Access creates displays a single record at a time. If you want a form that displays multiple records but is more customizable than a datasheet, you can use the Multiple Items tool.

When you use the Multiple Items tool, the form that Access creates resembles a datasheet. The data is arranged in rows and columns, and you see more than one record at a time. However, a Multiple Items form gives you more customization options than a datasheet, such as the ability to add graphical elements, buttons, and other controls

To use the Multiple Items tool

MOUSE

196. In the Navigation Pane, click the table or query that contains the data you want to see on your form. Use the Products table.
197. On the **CREATE** tab, in the **FORMS** group, click **MORE FORMS**, and then click **MULTIPLE ITEMS**. A form is created
198. Access creates the form and displays it in Layout view. In Layout view, you can make design changes to the form while it is displaying data. For example, you can adjust the size of the text boxes to fit the data.
199. This tool basically does automatically what we did earlier when creating a subform. It is a form with the continuous forms property set and all the fields laid out for us although there may be small adjustments to make it is a useful and time saving tool.

Products

Products

Supplier IDs	ID	Product Code	Product Name	Description	Standard Cost	List Price	Reorder Level
Supplier D	1	NWTB-1	Northwind Traders Chai		£13.50	£18.00	10
Supplier J	3	NWTCO-3	Northwind Traders Syrup		£7.50	£10.00	25
Supplier J	4	NWTCO-4	Northwind Traders Cajun Seasoning		£16.50	£22.00	10
Supplier J	5	NWTO-5	Northwind Traders Olive Oil		£16.01	£21.35	10
Supplier B, Supplier F	6	NWTJP-6	Northwind Traders Boysenberry Spread		£18.75	£25.00	25
Supplier B	7	NWTDFN-7	Northwind Traders Dried Pears		£22.50	£30.00	10
Supplier H	8	NWTS-8	Northwind Traders Curry Sauce		£30.00	£40.00	10
Supplier B, Supplier F	14	NWTDFN-14	Northwind Traders Walnuts		£17.44	£23.25	10
Supplier F	17	NWTCFV-17	Northwind Traders Fruit Cocktail		£29.25	£39.00	10
Supplier A	19	NWTBGM-19	Northwind Traders Chocolate Biscuits		£6.90	£9.20	5

200. Save as frmproducts and close the form

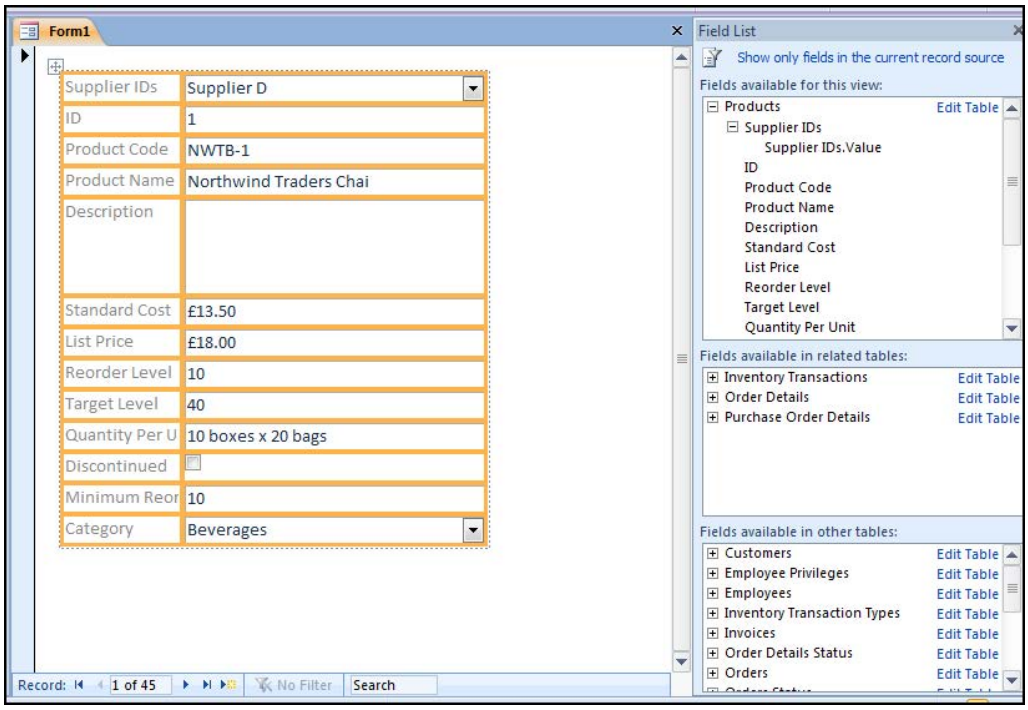
Layout View

Layout View as had been said before is a useful tool in your database arsenal its real forte comes from building a form that can be used for web applications and the layout and utilities are geared to that end although the forms created can just as well be used in a normal desktop database. Remember layout view is the only editing view you may use in a web oriented database. The features are almost identical to using a Table in Microsoft word. The Data shows while in layout view in the cells rather than field names as in design View.

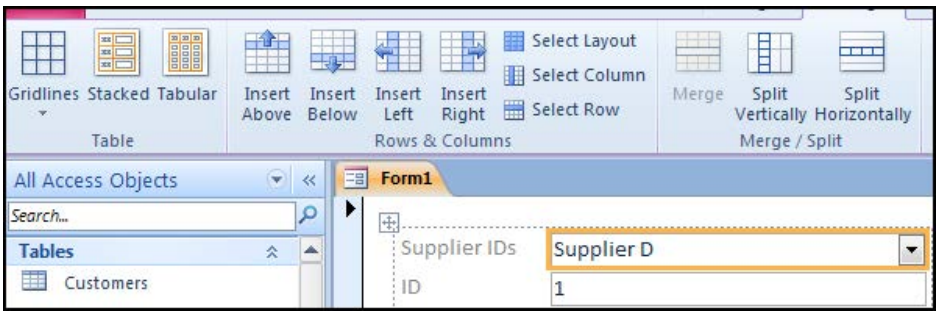
To use layout view

MOUSE

201. Create a blank form from the forms group create ribbon You will be in Layout View.
202. Bind it to the products table.as we did earlier in design view.
203. From the **FIELD LIST** Select then Drag and drop all Fields on to the layout Canvas (apart from attachments)
204. Your fields should automatically line up as in the following picture adjust column widths as you would with a Table.



205. Working again as a Table you may insert rows, columns above or below a field by selecting the field and using the buttons available on the Arrange Ribbon in therows and columns group.



206. The **TABLE** group on the same ribbon allows you to quickly change the Layout of the fields and labels from **STACKED** to **TABULAR** and Vice versa(You are best to select a number of fields or the whole Table) for this feature to work properly.
207. The **MERGE / SPLIT** options work again like a table in word allowing you to split or merge a table cell.
208. the **MOVE** group allows you to quickly and easily move a row up or down within a the table.

209. The **POSITION** group allows the alignment of the table upon the canvas, the margins in the cells and the padding spaces between the cells.
210. Many of the things you would do in **DESIGN** view for forms are not available here as these forms in **LAYOUT** view are specifically for the web and the layout and functionality of the forms are designed to that end. Formatting and field properties remain pretty much the same it is mainly the "layout" that is restricted.
211. Save the form as FrmProduct and close

Add a Web Browser Control to a form

Adding a Web Browser Control to a form is similar to the process of adding other controls, such as text boxes or command buttons. The main difference is in how you create the control source for the control. Instead of an expression or object name, the control source for a Web Browser Control is a Web page URL. Use the following procedure to get started.

To add a web browser control

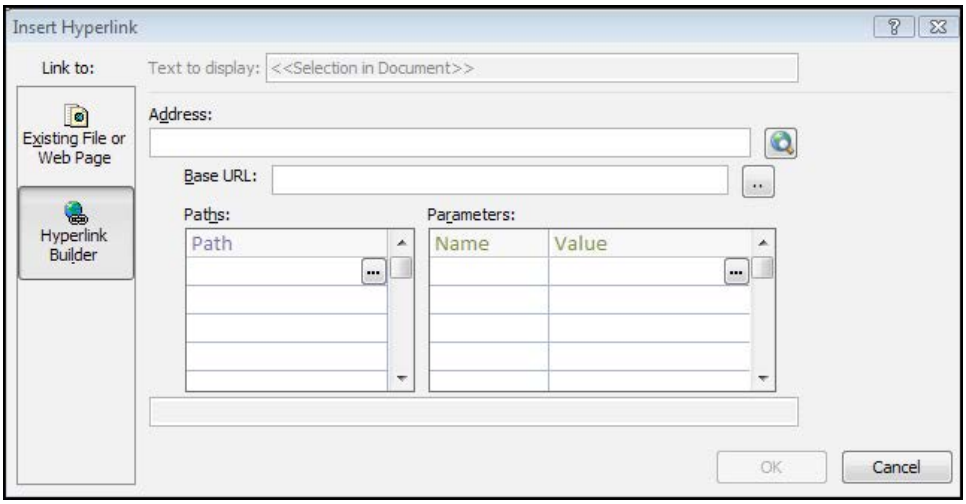
MOUSE

212. In the Navigation Pane, right click the form FrmProduct which we want to add a Web Browser Control to, and then click **LAYOUT VIEW**.
213. On the **DESIGN** tab, in the **CONTROLS** group, click **WEB BROWSER CONTROL**.
214. Position the pointer where you want the control, and then click to place it.
215. Access opens the **INSERT HYPERLINK** dialog box.

- *You can type the base URL, paths, and parameters directly into the boxes, but the easiest way to enter the URL is to browse to the site, copy the address, and then let Access parse the address into its component parts.*

Use the following steps to accomplish this task:

- Click the **Browse the Web** button to the right of the **Address** box.
- In your Web browser, navigate to the page you want displayed in the control. If the page you want to display is a "results" page of a search engine, then get that page to display by entering a typical search term and searching for it.



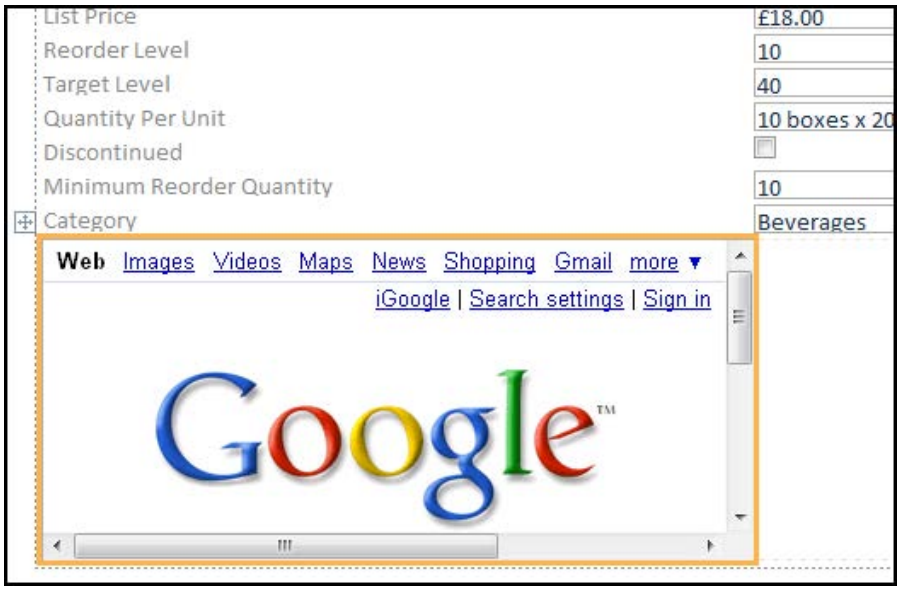
- When the page you want is displayed in your browser, copy the URL from the address bar, and then close the browser.
- In the **INSERT HYPERLINK** dialog box, paste the URL into the **ADDRESS** box, and then press the **TAB** key.
- Access clears the **ADDRESS** box, and separates the URL into the appropriate boxes: **BASE URL**, **PATHS**, and **PARAMETERS**. The complete URL is displayed in a box below the **PATHS** and **PARAMETERS** lists.

216. To set the Web Browser Control so that its URL changes based on the data that is displayed on your form, you must replace the appropriate URL components with expressions that refer to the appropriate controls on the form. For each component that you want to replace:

- Click the path or parameter that you want to replace, and then click the **BUILD** button .

- In the **EXPRESSION BUILDER** dialog box, if the element lists are not displayed, click **MORE >>** to display them.
- In the element lists, find the control that contains the data you want to be substituted for that path or parameter, and then double-click it to add it to the expression box.
- If there are any other calculations that must be done with the value, add the necessary operators and expression elements, and then click **OK** to close the Expression Builder.

217. Click OK in the Insert Hyperlink dialog box.
218. The web browser will appear in the form.



- *If you are having trouble constructing the correct URL for a particular site, you might need to consult the Help or support pages of that site for further information about how to build a URL.*

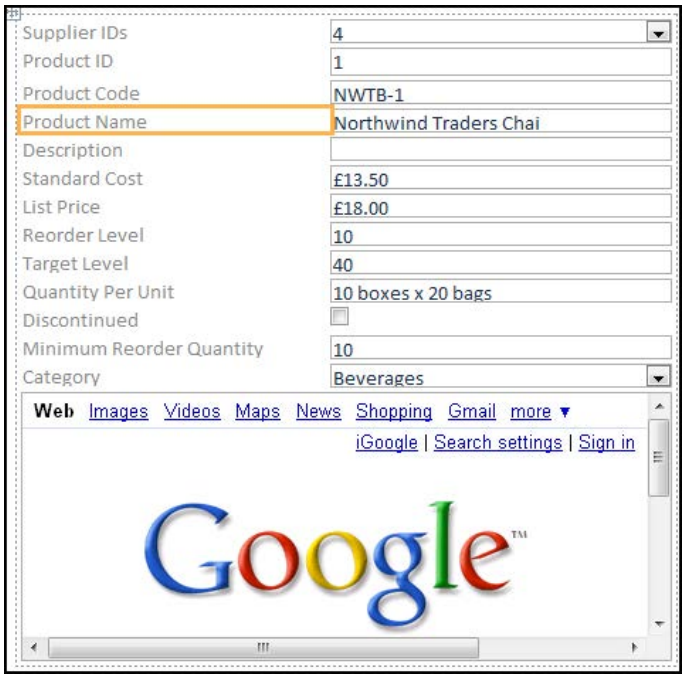
To Adjust the Web Browser Control

When you first place the Web Browser Control on a form, it might occupy a fairly small cell in a layout. In most cases, you will need to adjust the layout to show as much of the Web page as possible. A good way to get started is to merge the cell that contains the control with adjacent empty cells:

To Adjust the web Browser control

MOUSE

219. Select the cell that contains the Web Browser Control.
220. Hold down the **CTRL** key and select any empty adjacent cells that you want the control to occupy.
221. On the **ARRANGE** tab, in the **MERGE / SPLIT**group, click **MERGE**.
222. Resize the resulting cell by selecting it and dragging its edges until it is the size you want.



Modify the control source of a Web Browser Control

After adding a Web Browser Control to a form, you might need to make further modifications to its control source (URL). Use the following procedure to open the **Insert Hyperlink** dialog box so that you can make changes.

To Change the Control source

MOUSE

223. Open the form that contains the Web Browser Control, and then click **LAYOUT VIEW**.
224. Right-click the Web Browser Control, and then click **BUILD HYPERLINK**.
225. In the **INSERT HYPERLINK** dialog box, make the necessary changes to the URL components, and then click **OK**.

Modal and Pop-Up Forms

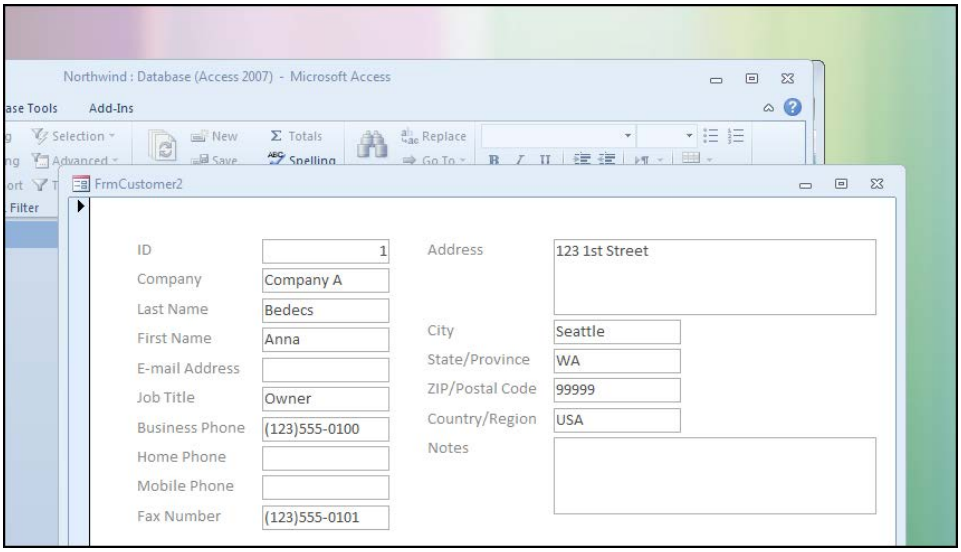
Popup forms

Popup forms are useful as dialog boxes and if you wish your form to be seen as something other than a tabbed sheet in your access application setting a form to popup allows the movement of it outside the application window

To create a popup form

MOUSE

226. Open the FrmCustomer2 Form.
227. Display the form in Design View.
228. Now in the **PROPERTY SHEET** window select **FORM** from the **SELECTION TYPE** drop down list.
229. In the **PROPERTY SHEET** window under **OTHER** tab, select **YES** from the drop down list for the **POP UP** field.
230. This will make FrmCustomer2 a Popup Form.
231. Save the form.
232. Click on the View button to view the form.
233. The form will be displayed as a Popup Form.



234. Save the form as FrmCustomer4 and Close the form.

Modal Form

A Popup Form can be set as a Modal Form. The Modal setting forces the user to first close the Popup Form before gaining access to the underlying form. Otherwise if a user clicks on the underlying form then the Popup Form may hide behind the underlying form.

To create a modal form

MOUSE

235. Let's make the FrmCustomer4 popup form a **Modal Form**.
236. Open FrmCustomer4 in **DESIGN VIEW**by right clicking on the FrmCustomer4 in the **NAVIGATION** pane on the left side and from the pop up menu select **DESIGN VIEW**.
237. Open the **PROPERTY SHEET**go to the **OTHER**tab, select **YES**from the drop down list for the **MODAL**field.
238. This will make FrmCustomer4 a **MODAL POPUP FORM**.
239. Save the form.
240. Click on the **VIEW**button to view the form. The form will be displayed as a **MODAL FORM**.
241. If you try to click anywhere outside this **MODAL FORM,** it will not allow you to move the focus out of this **MODAL FORM.** This is perfect for dialog boxes.
242. Close the form.

Advanced Features for form and controls

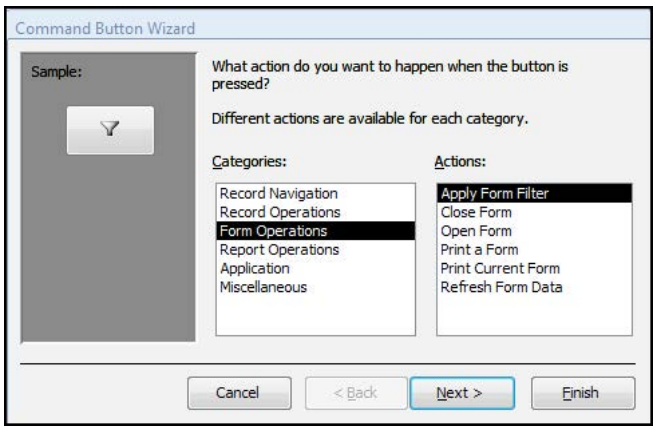
Adding Command Buttons to a form

Creating a form with command button to allow us to open up other forms, tables reports etc can be a very useful way of centralising you database for users. You may use tabbed controls to group your buttons for various areas of your database but before we run away with ourselves let us add a few command buttons to a blank form to see the way they are added and how they work.

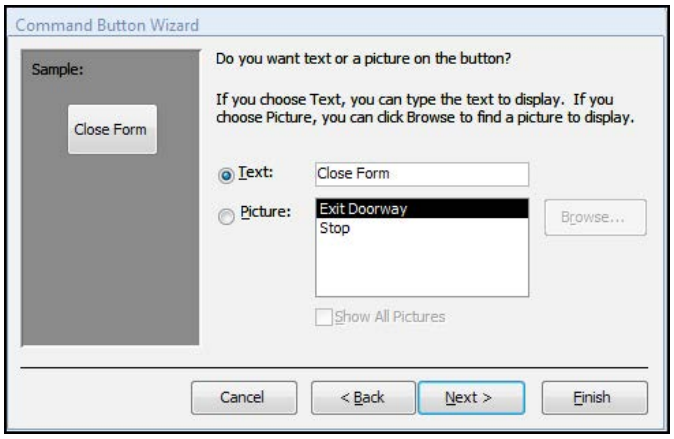
To add a command button

MOUSE

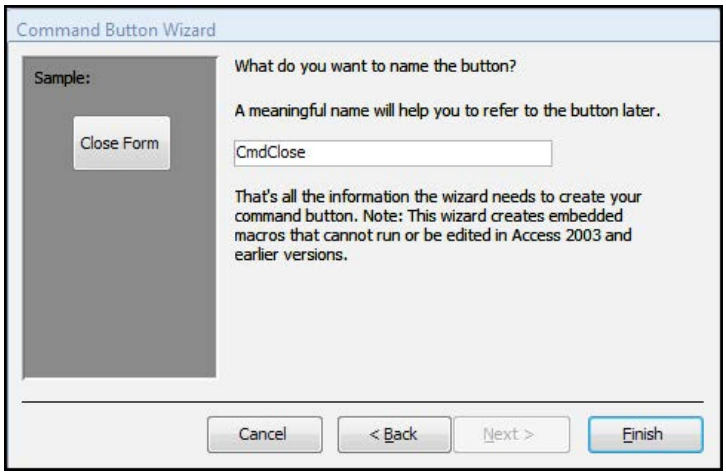
243. Create a blank form in design view
244. Ensure that the wizards are toggled on in the controls section of the design ribbon.
245. Add a command button control to the canvas a wizard should start.



246. In the **CATEGORIES** Section select **FORM OPERATIONS** and from the **ACTIONS** section select **CLOSE FORM** select **NEXT**.
247. The second screen asks us to make a choice between having a picture on the button or text on this occasion choose **TEXT** ensure it says **CLOSE FORM** and select **NEXT**.



248. On this screen it is very important to name the control properly it is a command button and visual basic code is used behind the button to ensure programmers (maybe even yourself) are able to edit the code easily follow the conventions and name this CmdClose.



249. Click on the **FINISH** button.
250. Format, size and position the button where you wish. Save the form as FrmControl and go to **FORM** view.
251. Click on the **CLOSE** button you have just added the form should close.

Add more buttons to forms for navigating records, opening other forms or even applications as you become proficient with buttons you will come to understand how much can be done with this feature.

Events

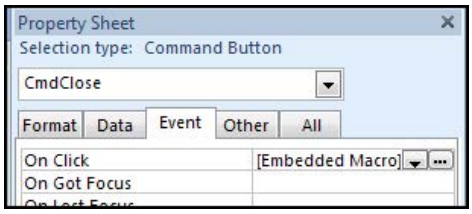
After your initial excitement from adding buttons to forms you may think the wizard is reasonably Limited and you would be correct. Because access is such a huge programme the wizard cannot expect to anticipate everyone's needs or required situations this is why Visual Basic (the programming behind the Wizard is used although Visual Basic is not Part of this Manual another tool called Macros Is. Macros can store all the required steps You may need to lengthy processes in data management such as opening and closing forms in sequence importing, updating and appending information, checking and adjusting invalid data etcwe will look further into this later in the manual but for now we need to see where these macro's are applied within a form

Events can be applied to any Object or Control within a form Check out the property sheet concerning events. You will find there are several such event properties on everything you can select in design view.

For example when you check the event **ON CLICK** property for the FrmControl form, Close button we have just added you will see an event has been applied. It would normally be a visual basic process but in 2010 to make it easier for users to build commands it has been stored as an embedded Macro

To adjust an event

Mouse



252. Open the FrmControl Form in **DESIGN** view.
253. Select the CmdClose button and call up the **PROPERTY SHEET** at the **EVENTS** tab.
254. To see the design of this event Where it says **EMBEDDED MACRO**, Click on the **BUILD** button on the far right of the cell To open the Macro.

255. As you can see the macro window will open. You would make any necessary changes to the macro here.
- *To create a Macro or have knowledge about editing a Macro see the macro's section.*

256. Closing the window will prompt you to save changes to the macro.
257. When you have mastered Macro's and placed Macro's on various events within your database eyour mastery over forms will be tremendously increased completing many time consuming operations at the click of a button.

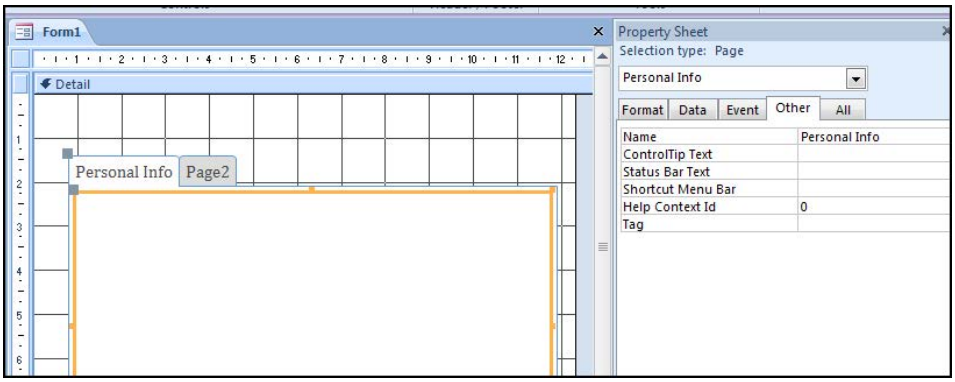
Tab Controls

As you saw earlier with certain forms we were creating with many fields and possibly subforms as well there would never be enough screen room to add all the controls we would desire. This is where we would use Tabbed form controls they are easy enough to use and allow us to categorise our information.

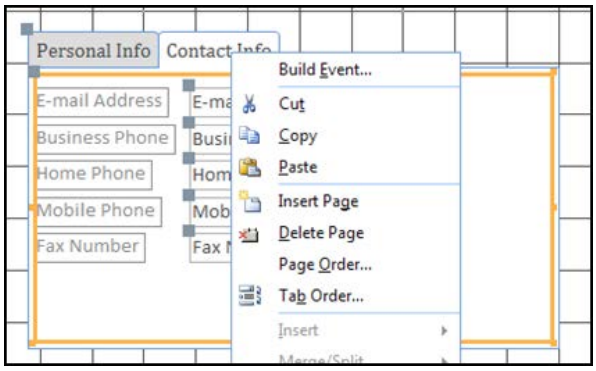
To create a Tabbed form

MOUSE

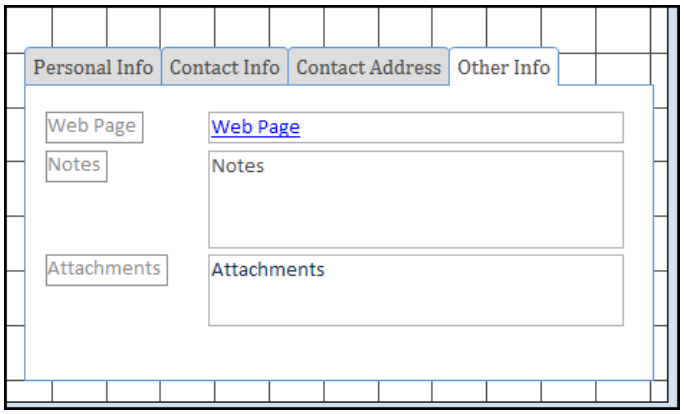
258. Create a new form in design view
259. Bind it to all the fields in the Employees table using one of the methods previously covered.
260. From the **CONTROL** group on the **DESIGN** ribbon add a **TAB CONTROL** to the empty form in the **DETAIL** section.
261. Click on the first page and call up the property sheet go to the Other tab
262. In the **NAME** cell of the sheet enter the text "personal info" and press **RETURN** the name should appear as the Tab Header.



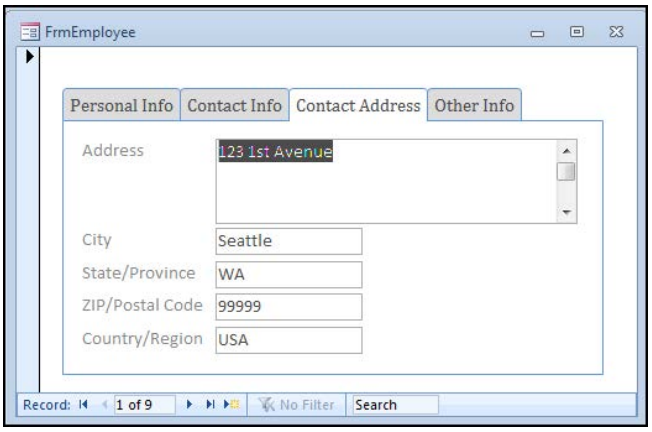
263. Rename Page 2 “Contact Info”
264. Call up the field list and add the following fields, by dragging and dropping, to the section in the “personal info” page that will be surrounded by an orange border. “First Name”, “Last Name”, “Company”and “Job title”
265. On the “Contact Info” Page enter the Email address and four telephone number fields.



266. Right click on the “Contact info” Tab and click **INSERT PAGE** to your Tab Control.
267. Rename this Tab “Contact Address” and add the address fields.
268. Add One more page and call it “Other Info” and add the remaining fields.
269. Resize, Align and reposition your fields and Tab control how you would prefer.



270. Format your fields, tab control etc
271. Change the form property **POPUP** on the property sheet to **YES**
272. Save the form as FrmEmployee and go to **FORM** view



273. Use the Tabs to manoeuvre through the condensed information

Formatting Your Forms

In this lesson on forms, we will cover the Formatting commands and functionality available for use.

Modifying Fonts

Regardless of if you are in Layout or Design view, you always have the ability to change the font quickly and easily. Use the Font section of the Home ribbon (which is always accessible), the Form Tools - Formatting ribbon while in Layout view, and the Form Tools - Design ribbon when in Design view.

Using Themes

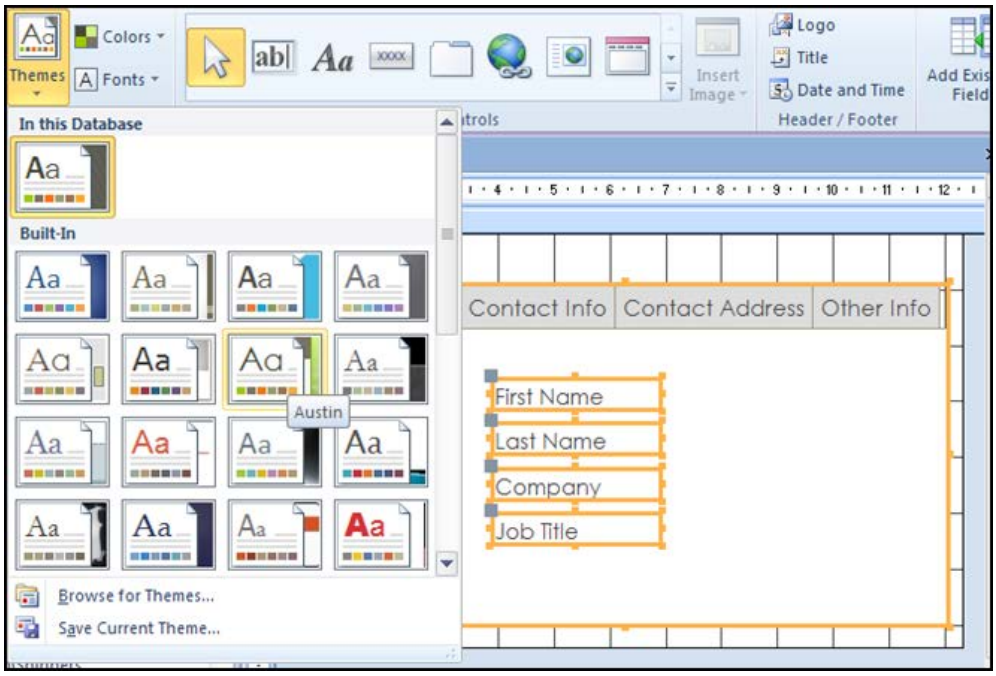
When you first begin making forms, you will likely use the form Wizard to get you started. However, the Wizard may not provide the functionality you need. Designing forms by hand is a bit more time consuming, and sometimes making a form look a bit presentable gets pushed down the list of importance. Luckily, Access features formatting colour schemes that can be applied anytime before, during, or after the creation of a form. And providing you use theme colours and fonts then changing theme is an easy proposition.

To Use Themes

MOUSE

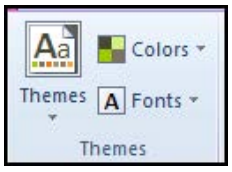
274. Consider the FrmEmployees form we Worked with in the previous Lesson
275. The labels at the top of the pages have a certain look, the labels each have their own font size and colour, and the text boxes are all a standard font and easy to read.
276. However, the form is currently unformatted, if you didn't like the look of the form, you can use the Themes command help to apply a formatting change.
277. Open the form in **DESIGN** view, and then use the shortcut keys **CTRL + A** (to select everything)

278. Click the pull-down arrow underneath the **THEMES** command in the **FORM DESIGN TOOLS–DESIGN** ribbon:



279. Choose any of the 16 pre-defined **THEME**formats to apply to your form:
280. As you move your mouse over each theme, the theme will preview in your form.
281. Click to apply that theme to your form.

Customising a theme

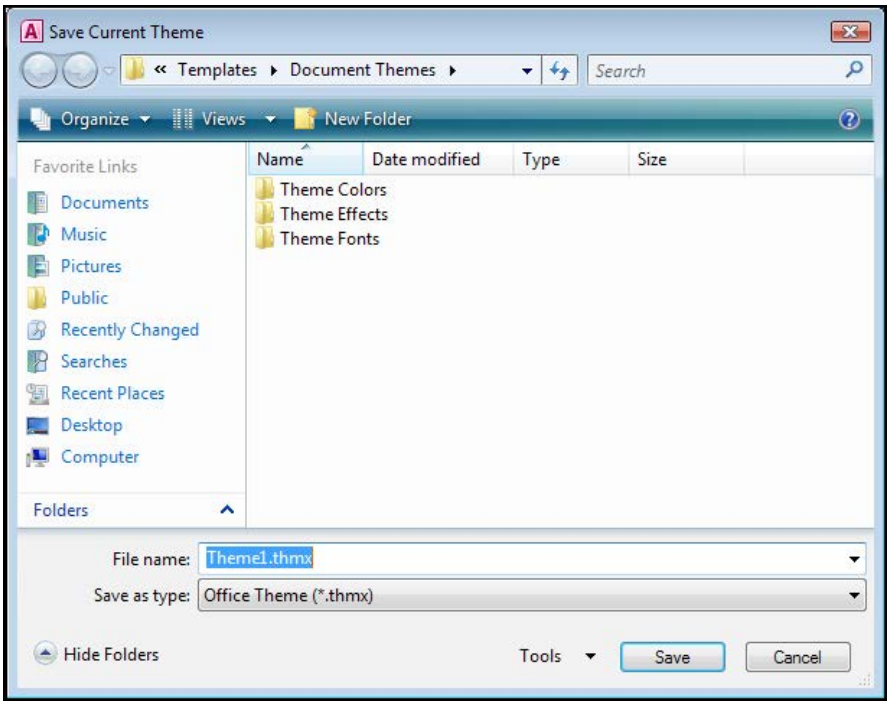


Access also gives you the ability to customize a particular theme.

To customise a Theme

MOUSE

282. When you have applied a theme you may wish to edit certain aspects of it for instance you may choose to edit the fonts and colours that are used in your theme.
283. Click on the **FONTS** button and select the default fonts to be used in this theme.
284. Click on the **COLOURS** button and select the default Colours to be used in this theme.
285. Again as you move your mouse over the list of Choices they should preview in your selected controls.
286. You may further customise your theme by selecting specific controls and when applying a fill colour or border colour choose from the theme colours available from that theme or the standard ones to change the colours available within the theme
287. Click the save current Theme button from the Themes pull-down menu to open the Themessave as dialogue box:
288. Enter a name and location (best to accept default) for your themeand click save.

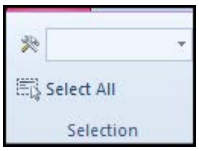


289. You may load and reuse this theme for other objects in your database.

The Format Ribbon

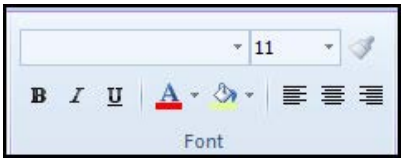
The Format ribbon is visible when viewing a form in Layout view. Let's examine what each section of the ribbon is used for:

Selection



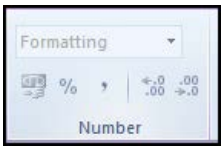
Use the combo box to select any component of the form or just click select all to select all controls(this does not include the detail section or headers and footers).

Font



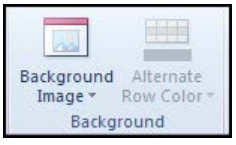
This section is used to modify the font and style of text. It is a Standard group found in all applications usually on the home ribbon.

Number



The formatting section is used to apply a different text style to certain numerical data. For example, clicking the $ command will format a number to look like currency.

Background

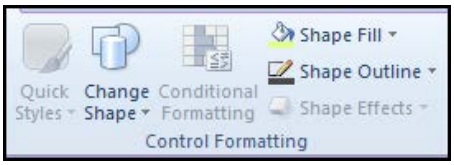


The Background group allows you to add a background image to your form and if using continuos forms or datasheet view allows for alternate row colours based on the current theme.

Gridlines

If you create a form based upon an existing table, all of the fields in the form are constructed as a table. Use the commands in this section to change the look of the dividing lines in the table or grid.

Control formatting



This section allows some advanced formatting of certain controls such as the quick styles, change shape and shape effect buttons. The standard fill and outline colour and weight options may be found here. Selecting different controls may offer different options

The Conditional command is used to apply different formatting styles according to certain scenarios. For example, if you are calculating monetary figures, all positive values can be bold and black while all negative values can be highlighted in red.

The Arrange Ribbon

In Layout view, the Layout ribbon contains the basic controls needed to adjust the position of the objects in the form:

Position

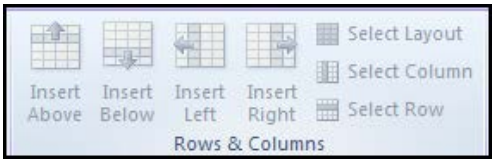
This section allows you to move a control or group of controls around the form, set margins of free space around controls, and set the tab order of the different controls.

These commands deal with how objects in your form relate to each other in position. The Anchoring command allows you to pin a control to the form or to another control such that if the parent control should be changed, the pinned control is formatted in the same way.

Sizing and Ordering

This section allows you to line up two or more commands so that they are all as left as the leftmost, as right as the rightmost, or as high or low as the highest or lowest command in the selected group. These commands are very useful when building a form by hand and keeping everything neat and tidy. Other options involve moving controls as if they were in layers, where one control is concealed or on top of another.

Rows and Columns



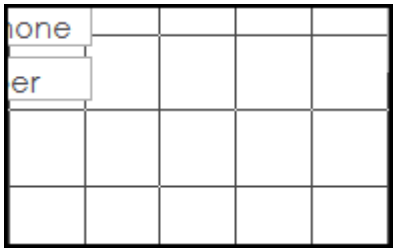
Since in layout view we are working with a table these command allow you to add and remove columns and rowsAlso the selection tools you would expect with a table (where it says layout read it as table)

Table

This group is a one click way of changing the whole layout of your table whether to see your data appear in rows or columns also the ability to change how the gridlines are seen with your tables.

Formatting Gridlines

If you have tried to move a control using your mouse, you have no doubt become a little frustrated trying to get everything lined up neatly. Fortunately, Access gives you the ability to use the grid layout that is visible in form Design view:



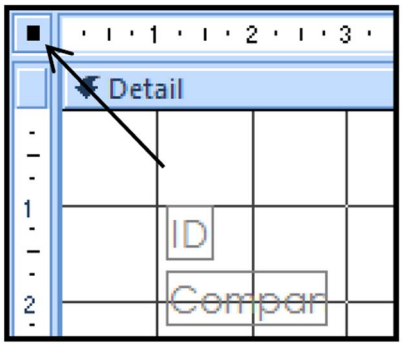
We have seen how to adjust the properties of the controls in a form. In this lesson we will explore a few more useful options and customizable features of forms.

The solid black lines are defined as a 1cm grid. You can modify the resolution of the matrix visible in Design view.

- To modify this setting,

MOUSE

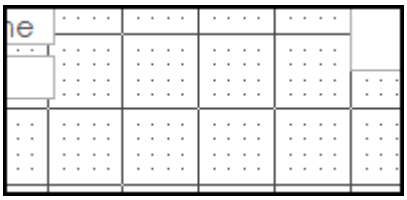
290. Open the **PROPERTY SHEET** and select the form or double-click the **FORM SELECTOR** button while in Design view:



291. Click the **FORMAT** tab in the **PROPERTY SHEET** and scroll down until you can see the **GRID X** and **GRID Y** properties:

Subdatasheet Height	0cm
Grid X	10
Grid Y	10
Layout for Print	No

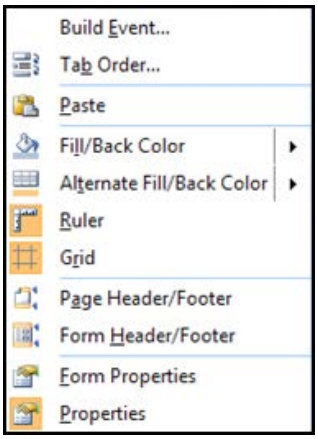
292. The numbers in each field denote how much you can subdivide the 1cm square grid visible in Design view. The default value is 10, meaning that the space between the linesis 10mm You can adjust these properties. Both values can be adjusted independently, though it is a good idea to keep both values either the same or multiples of each other.



293. Changing the values to 5 for each field decreases the resolution by half:
294. If you want to turn off the gridlines completely, click the **GRID** command in the **SIZE/SPACE** menu in the **SIZING AND ORDERING** group on the **ARRANGE** ribbon:

OR

295. Right click on the **DETAIL** section of the form and from the menu click the **GRID** command.



296. You may notice that either of these options allows you to turn the ruler on or off or if you have very precise movements required of a control then you can turn the option off or on to allow the controls to snap to the grid.

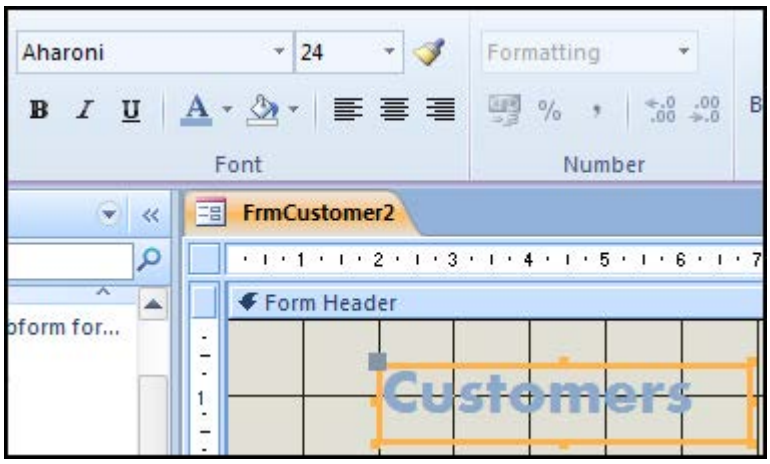
Modifying The Font

Fonts can easily be changed at any time in either Design or Layout view.

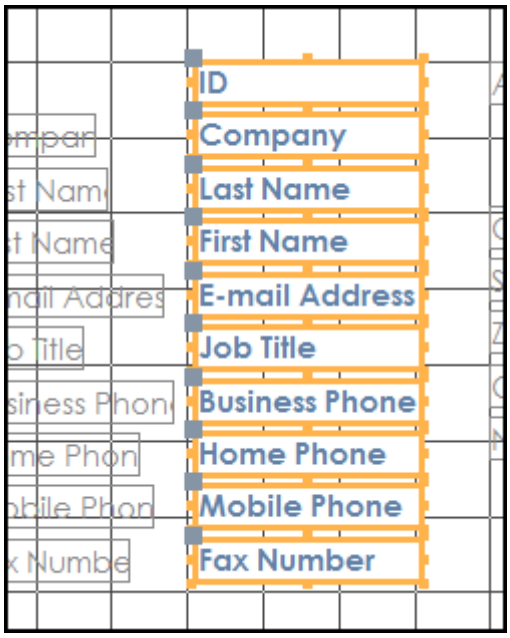
To modify the Font

MOUSE

297. Click the form object you want to modify and use the **FONT** section of the **FORM DESIGN TOOLS** - **FORMAT** ribbon:



298. You can change the font, size, style, orientation, and colour with these commands. But imagine you have a very large form with several fields you want to modify at once, such as on the FrmCustomer2 form:



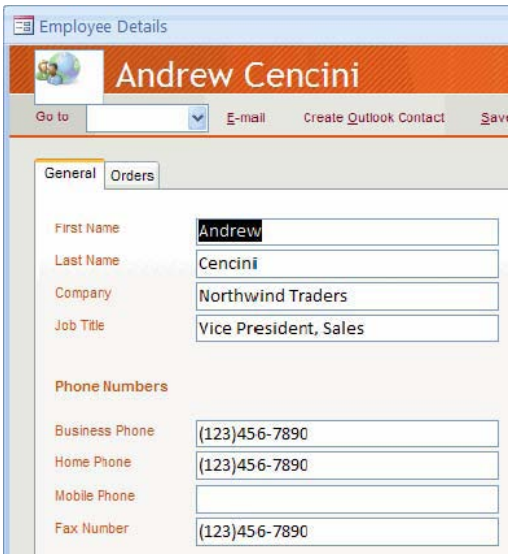
Using the Format painter

The format painter makes replicating a format to different controls very easy

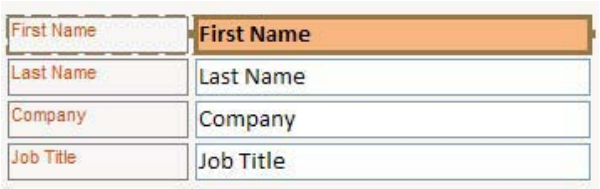
To use format painter

MOUSE

299. Open the Employee Details Form



Apply the formatting you wish to use for the form to a single control in Design view:



Select that control and "Double Click" the **FORMAT PAINTER** command in the **FONT** section of the ribbon.

300. Now click every control that you want to look the same:

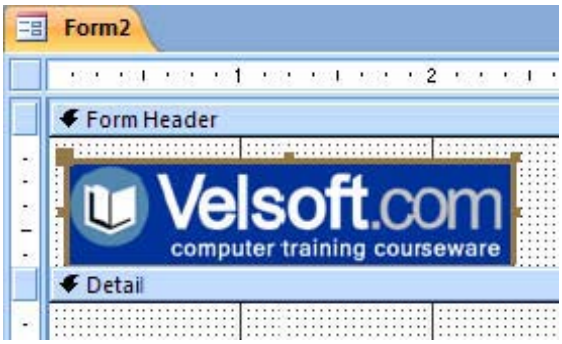
301. When you have finished using the **FORMAT PAINTER**, click the command once more to stop using it.

- *If you only want to use the Format Painter once, click one object (and modify it to your liking), click the Format Painter command once, and then click another object. This will copy the formatting from one object to another and then deselect the Format Painter.*

Adding Logos

302. Though previous versions of Access allowed you to create a logo in a Form header automatically, Access 2010 contains a ready-made logo command in the **HEADER AND FOOTER** section of the **FORM DESIGN TOOLS** - **DESIGN** ribbon.

303. Click the command to open the **INSERT PICTURE**dialogue box. Navigate to the picture file you wish to use as the logo. Access automatically expands the **FORM HEADER** section of the form and inserts the picture for you:



Section 7 Reports

BY THE END OF THIS SECTION YOU WILL BE ABLE TO

- Create a report with a wizard
- Add and format controls
- Set up report for printing
- Format data
- Use control wizard tools

Working with Reports

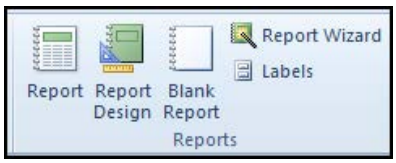
Now that we have a little more understanding about how queries work, it would be handy to be able to display the data that was retrieved in a clean and easy to read way. Access makes use of reports as a way of displaying query results in a printable and presentable way.

What Is A Report?

A report is a formal way of displaying data that has been retrieved from a query. Reports, like forms, are completely customizable and easy to create by using a Wizard. If the Wizard is not specific enough, you can change the colour, layout, style, and more, to suit your tastes.

If the data in your database has changed, you don't need to design a whole new report. Simply reissue the report and when Access runs the background query again, the data changes will be taken into account automatically.

Creating A Report With The Wizard

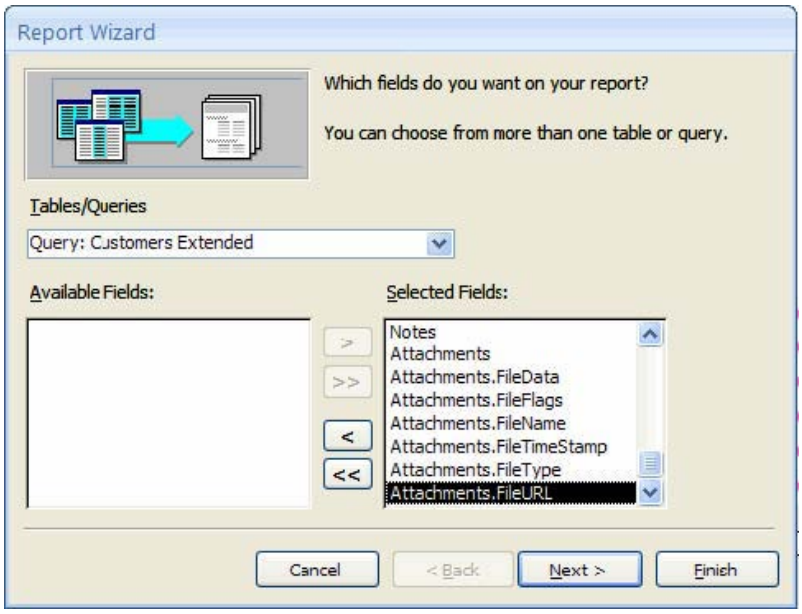


Many of the reports you create will simply be an exercise in displaying the data in a certain way. Since reports are made from queries, and most of the queries will have already been built, creating reports using the Wizard is easy.

To create a report with a wizard

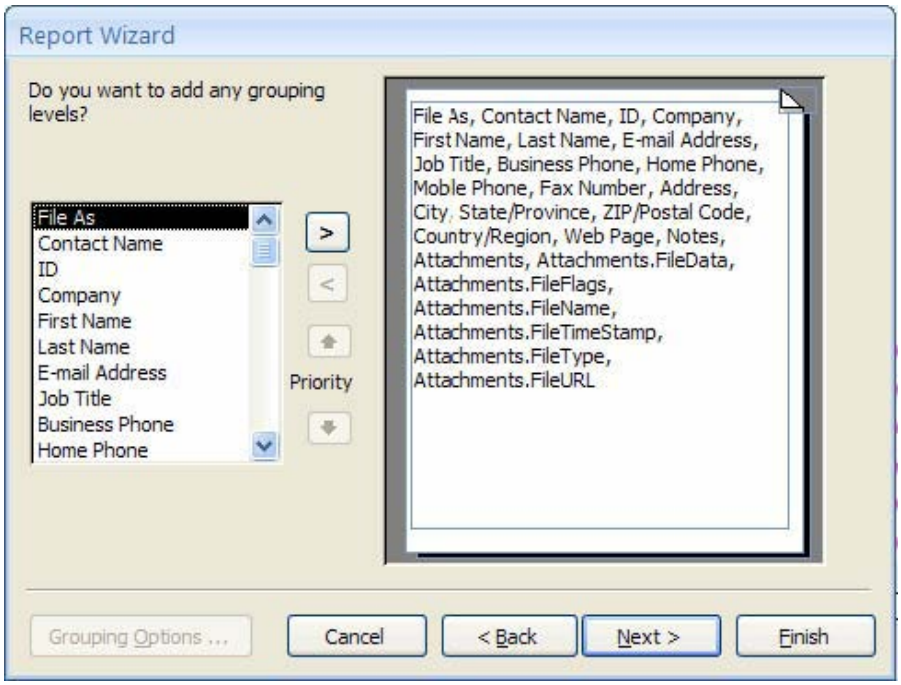
MOUSE

304. The **REPORT WIZARD** command can be found in the **REPORTS** section of the **CREATE** ribbon:
305. The first page of the **REPORT WIZARD** should be pretty familiar to you by now; it was used to create a form and a query:

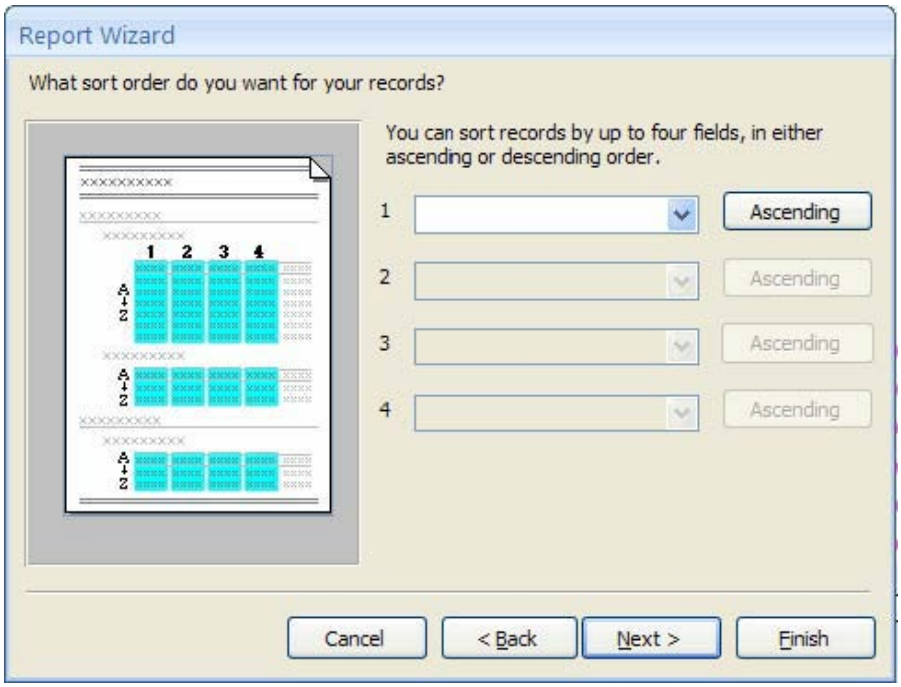


306. For this example, we will make a report based on the full results from the Customers Extended query. Add all the fields and click **NEXT**.

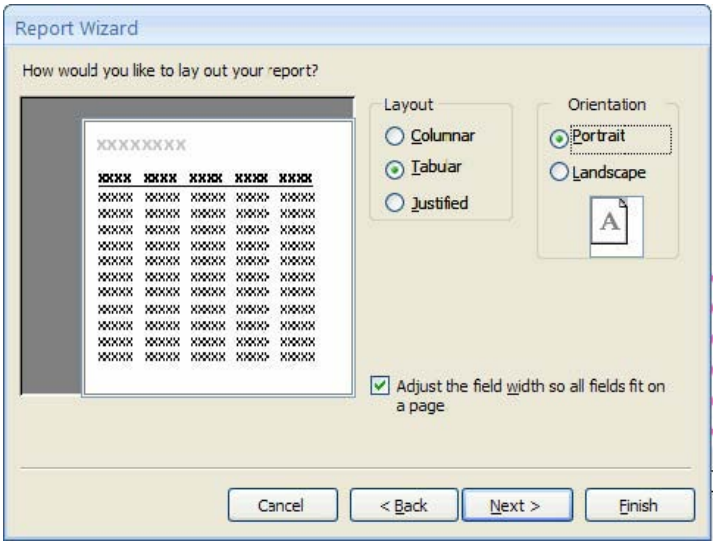
307. The next screen of the Report Wizard allows you to apply levels of grouping to the report: Grouping levels are useful in certain queries to help categorize the data returned from a query. For example, if you ran a query to list all the different times that a product was ordered, you could group based on the product. Each date the product was sold would then be categorized under each product name. For the purpose of this example, no grouping will be used. Click **NEXT**.



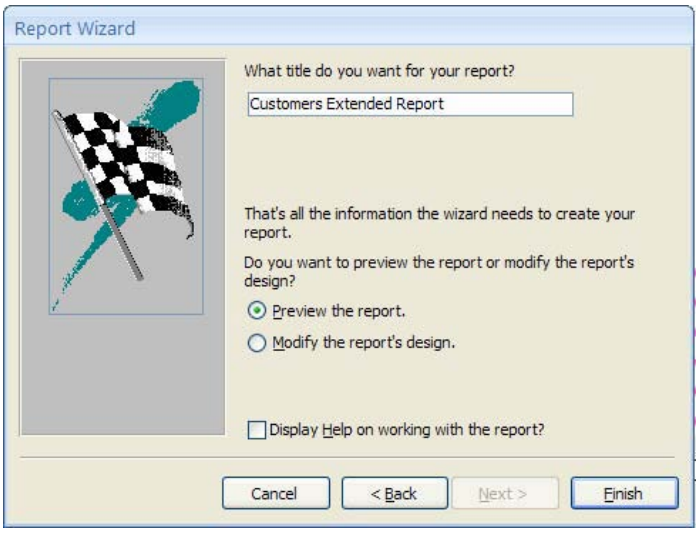
308. The next page of the Wizard lets you organize fields in the report in ascending or descending order:



309. Select a field from the combo box. If you want to sort based on descending order, click the **ASCENDING** button to change the nature of the sort order. Click **NEXT.**
310. The Wizard then asks how you want to organize the items in your report:



311. Click the different layout radio buttons to see a preview of how each field will look in the report. The checkbox at the bottom of the window will help to squeeze all of the data into the same page. This may not always be the best course of action if some fields contain large entries. Should the Wizard not produce the results you want, you can always delete the report and start again or use **DESIGN** view to modify the layout.
312. You may wish your report to be in Landscape view if you have many fields (as in our case) make a selection and click **NEXT**.
313. Finally, the last screen allows you to give the report a name and either view it right away or modify its properties in Design view:



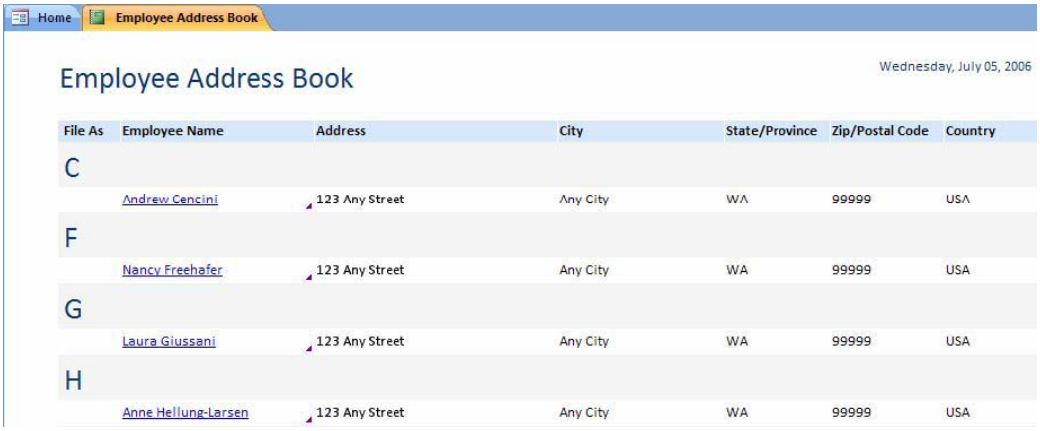
314. Click **FINISH** to view the report:

Running a Report

▸ To view a report

MOUSE

315. Simply double-click its object name in the Navigation Pane. The report will open in the main part of the Access window:



316. This **REPORT** View will let you scroll through all the details of the report. Also it will allow you to further filter your form prior to printing, **REPORT** view has its own ribbon seen below.

317. Many of the options available here you will already be familiar with and need not be covered again filtering and moving through records should be second nature by now.

- *We will discuss how to print and further edit a report later in this manual.*

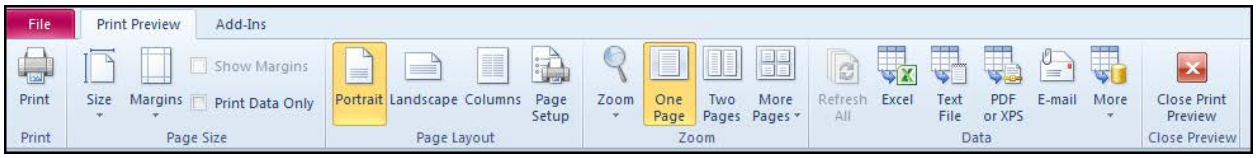
You can change the view of the report using the view commands on the design ribbon to see how your report will look when it is to be printed out.

Print Preview

▸ To use print Preview

MOUSE

318. When the report is open go to the **VIEW** commands on the **DESIGN** ribbon and select **PRINT PREVIEW**.
319. When the report is open in **PRINT PREVIEW** you have a specific ribbon to work with



320. The Ribbon Gives you the options of what to do with your final data as it is laid out (Print being the more obvious)
321. We can alter the Page layout and size as we would do in word, We can Zoom to see the data laid out on more or less pages.
322. We can export this report in various formats .
323. Clicking on close **PRINT PREVIEW** returns you to report view.

Using Design View To Modify A Report

Like forms and queries, you can enter report Design view by using one of two methods

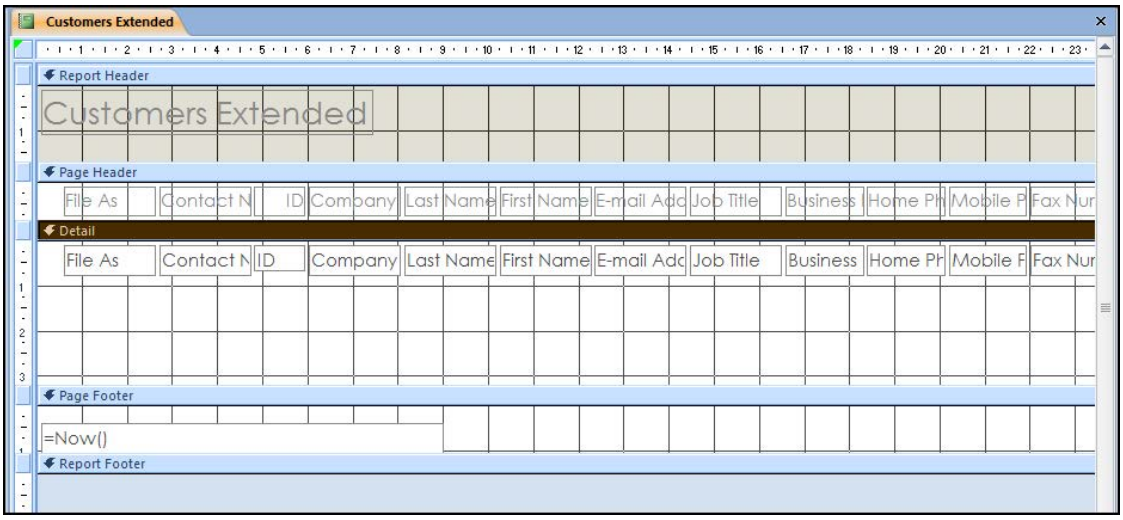
Click the "Modify the report's design" radio button before closing the wizard.

OR

Click the **CLOSE PRINT PREVIEW** button after opening a report.

OR

Right click on a report in the navigation pane and choose **DESIGN** view

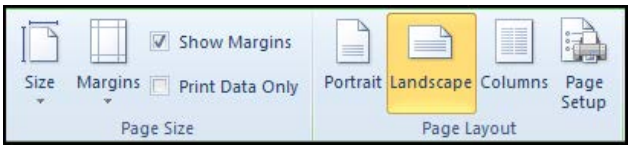


To modify a report

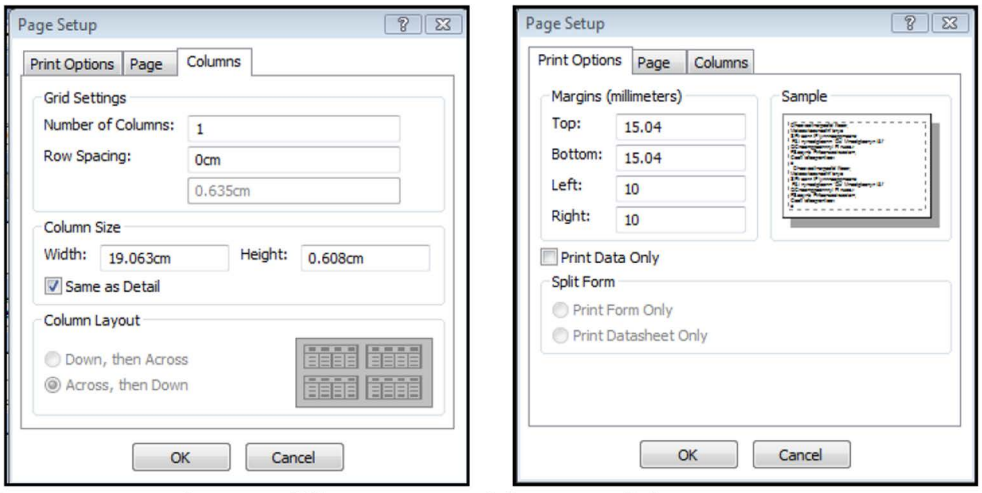
MOUSE

324. Open the customers extended report in design view using one of the previously explained methods.
325. Report **DESIGN** view lets you drag and drop the various fields from the Field List pane and perform many tasks as you did in form design

326. Reports use headers and footers like the Design view of a form. Reports also have Four of their own contextual tabs:
327. The **DESIGN,ARRANGE**and **FORMAT**tabs contain the same commands as the **DESIGN** view of forms. In addition to listing only query results, you can add interactivity to the report to do things like show charts and calculate data values from user input.
328. Design view for reports also features a **PAGE SETUP** ribbon to customize how the report will look on a printed page:



329. The **PAGE LAYOUT** groupin the ribbon also contains a **PAGE SETUP**Button which opens the page setup dialogue box to allow you to change page setup options as you would in Microsoft word.
330. The columns button in the same group opens a dialog which allows you to create columns of data within your report. This is a very useful feature.
331. The dialog boxes for these features are displayed overleaf.



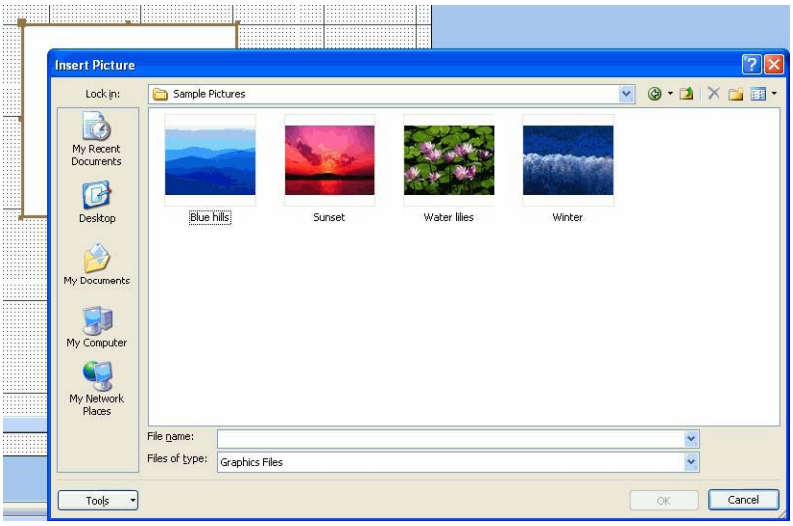
332. As you can see they are different pages of the same dialog.
333. Make the necessary changes and click **OK** to apply

Common Report Tasks

As all the pieces of your report begin to come together, you can apply the formatting and ensure that the report gives you the information you need to know. Then your report will be ready to publish and print as handouts or catalogues. In the final lesson of this section, we will discuss how to give a report some extra flair to effectively present your product or data.

Adding A Photo

Adding a photo to a report is just like adding any other control to a report.



- To add a photo

MOUSE

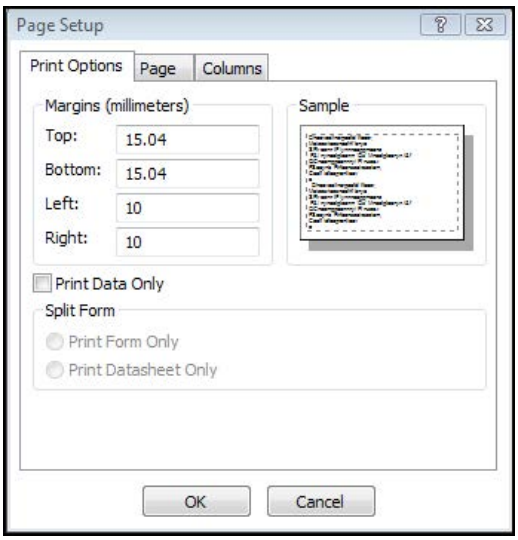
334. Click the **INSERT IMAGE** command in the **REPORT TOOLS** - **DESIGN** ribbon and then click and drag somewhere in the appropriate section you want the photo to appear:
335. A dialog will open Navigate your computer to find the picture file you want to insert into the report,
336. Select the file click **OK**. The image will be inserted as a best fit into the area you specified.

Adjusting Page Properties

Access 2010 features a number of page formatting options. Click the Report Tools - Page Setup tab to see the most common commands available for use. You can also click the Page Setup button to see extra commands:

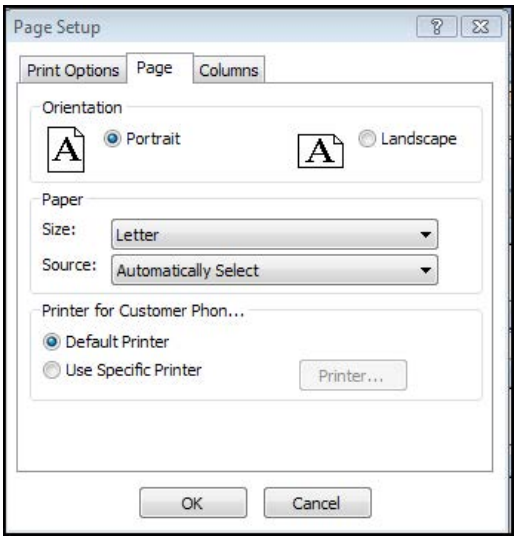
Print Options Tab

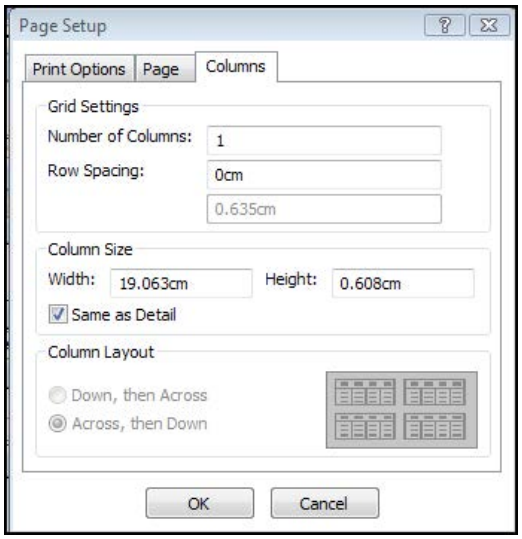
Adjust the size of the margins for your page. If you would prefer to print only the data and not any logos or pictures, click the **PRINT DATA ONLY** check box.



Page Tab

The Page Tab allows you to adjust the page orientation (portrait or landscape) as well as the size of paper you can print with using your current printer.





Columns Tab

The Columns tab is used if you want to print two or more pages of a report on one piece of paper. The number of columns, row spacing, and column spacing fields allow you to specify the dimensions between the multiple pages on your report.

The column size fields specify how large you would like each page of the report to be on the printed page. You can also check the Same as Detail checkbox to make the printed size the same as the current dimensions of the Detail section.

Lastly, you can choose how the layout of the report pages will be ordered by choosing one of the radio buttons. (The Column Layout control group is only active when you have two or more columns.)

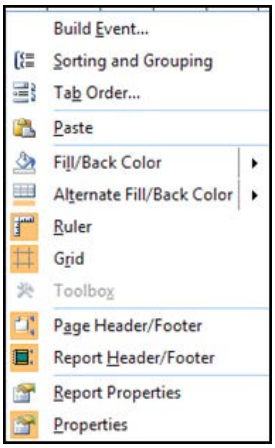
Header and Footer Options

Report Headers And Footers

If you build a report from scratch in Access, you won't see the Report Header or Footer right away.

- To Show The Report Header/ Footer

MOUSE



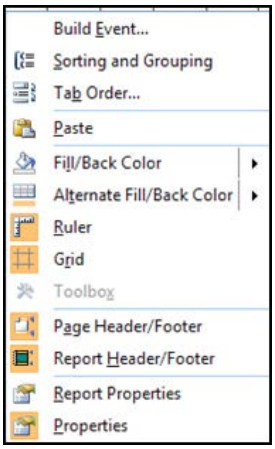
337. Right click the **DETAIL** Section of the canvas and select the **REPORT HEADER/FOOTER** command in the Shortcut menu.
338. Report Headers and Footers appear at the very beginning and end of the report, respectively. Report Headers can be used as titles and footers can be used as a summary, acknowledgements or contact information that will be shown at the very end of the report.
339. If you don't need a certain report section, click and drag the bottom of the canvas or the top of another section up to the top of the above section. For example, if you want a report footer but no header, click and drag the Report Header up to meet the top of the canvas. You will still see the blue bar that spans the width of the report, but that section of the report will be empty.

Page Headers And Footers

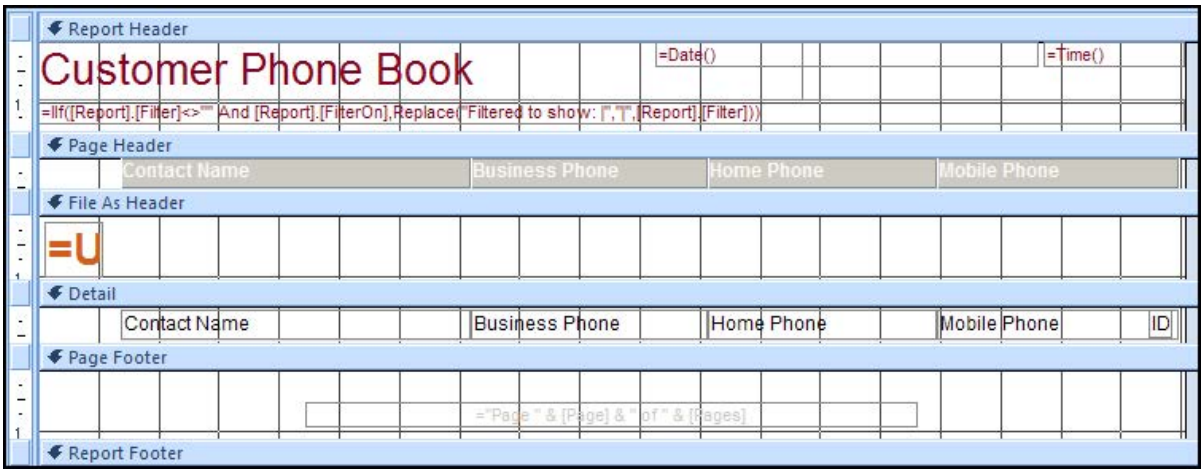
If you build a report from scratch in Access, you won't see the Page Header or Footer.

▸ To Show The Page Header/Footer

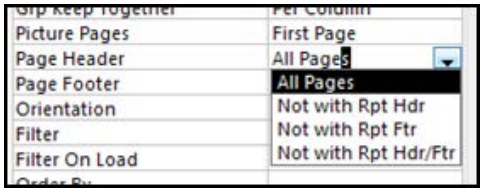
MOUSE



340. Right click the **DETAIL** Section of the canvas and select the **PAGE HEADER/FOOTER** command in the Shortcut menu.
341. Page Headers and Footers appear at the very the top of every page to be printed there are options to disallow them when there is a report header or footer. Page Headers can be used as titlesholding the same value for every printed page (maybe the company logo as well) and footers can be used for Page numbers/date and time etc. They are commonly used to hold the labels like in continuous forms so that labels are repeated at the top of every Page. See picture below.It contains report headers and footers and Page headers and footers. The page header contains the labels from the report so they will repeat with every page printed.



342. If you don't need a certain report section, click and drag the bottom of the canvas or the top of another section up to the top of the above section. For example, if you want a page footer but no header, click and drag the page Header up to meet the bottom of the section above. You will still see the blue bar that spans the width of the report, but that section of the report will be empty.



343. To disallow page headers and footers where there are report headers and footers open the **PROPERTY SHEET** and select the **REPORT**. In the **FORMAT** Tab use the combo box next to **PAGE HEADER** or **PAGE FOOTER** and decide how you want them displayed.

Adding Page Numbers

If you have experimented with the Northwind sample database, you have likely noticed that some reports have page numbers at the bottom in the Page Footer. The page numbers are a type of calculated control; they are a text box with a formula in the Control Source property:

=”Page “ & [Page] & “ of “ & [Pages]

The text in between the quotations is shown on the page, and the combination of ampersands and [Page] references are values used by Access to denote the page numbers of the report.

You can add page numbers in any section of the report you like. You can also apply font style and colour changes as you would to any other control.

You may also add page numbers using the page numbers button on the design Ribbon a dialog will open to allow you to make some basic choices the same as in the forms.

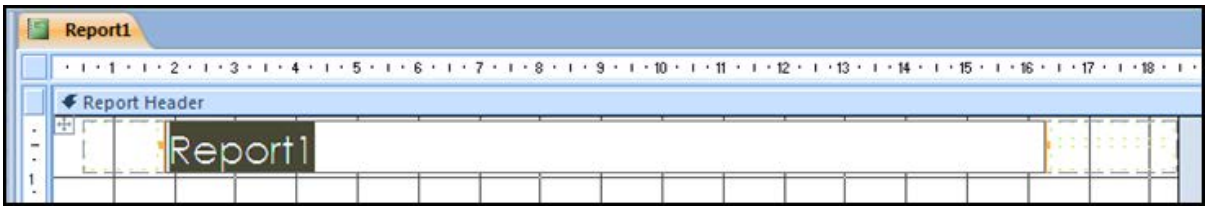
Adding a report title

A title in the report header can be done in two ways we can use the command in the header/footer group or add and format a title manually.

Method 1 To use the title tool

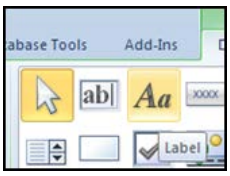
MOUSE

344. Open or create the report that needs a title in design view.
345. Show the report header and footer as described previously
346. Click on the title button on the ribbon a box will appear in the report header This tool was designed to work in layout view and is inserted as a table object. So positioning is a little more limited than method 2.
347. Enter the required text format and you have your title.

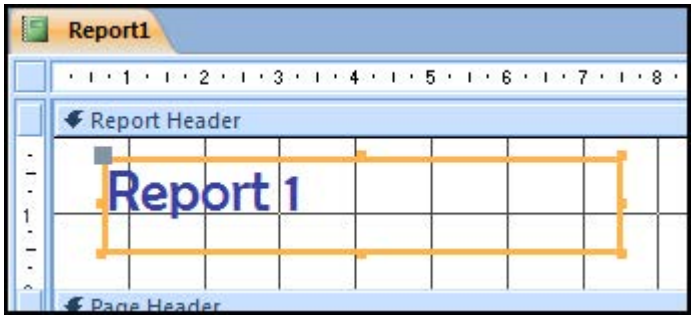


Method 2 Add A Label

MOUSE



348. Open or create the report that needs a title in design view.
349. Show the report header and footer as described previously.
350. Click on the label control from the control section and add to the report header section.
351. Enter the text you require as a Title format, size and position as you desire. For these features and others this method is more versatile.



Add a Logo

Using the Add a Logo tool is the same as inserting an image

To add a logo

MOUSE

352. Click in the report header section of your report and click the Logo button on the ribbon a browse window opens
353. Locarte and select your logo file and click on the open button the picture will be added to your report header
354. Resize and position

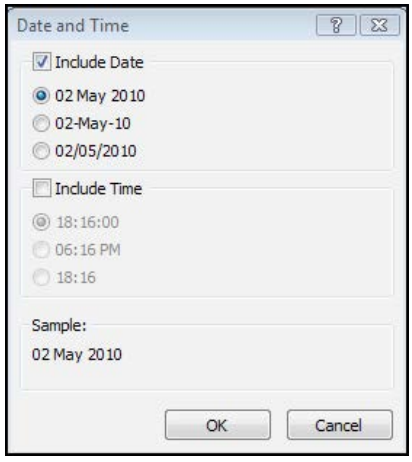
Adding date and time

This is the same as for a form the only difference is is that you will see the calculated controls to allow you to format and reposition them.

To add date and time

MOUSE

355. The date and time will be positioned in the Report Header
356. Click the **DATE AND TIME** button on the ribbon.
357. From the dialogue that appears select the format of the date and select with the checkbox whether you want to add the time if you tick the box for time make a selection as to the format of it.



358. Click **OK** to apply your choices.
359. If you wish to have the date in the footer rather the header drag it the report footer or if you want to have it display on every page drag the textbox to the appropriate section.
360. Format and size to ensure it displays correctly.

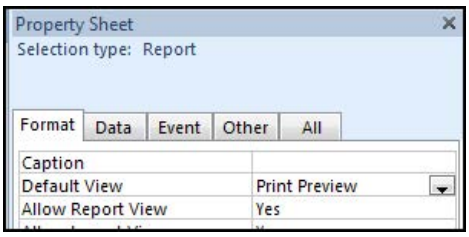
Change the default opening view

When you run a report it opens in report view but when you know that all is ok with the data you may wish it to open directly in print preview for emailing, exporting or printing.

To change the default opening view

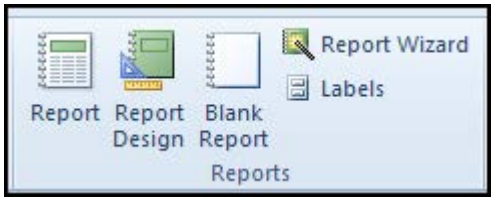
MOUSE

361. Open a report in **DESIGN** view



362. Open the **PROPERTY SHEET** and go the **FORMAT** tab.
363. Select the **REPORT** from the combo box at the top of the sheet.
364. Change the **DEFAULT VIEW** Value from **REPORT VIEW** to **PRINT PREVIEW**.
365. Save the changes. When opening the report in future it will open directly in print preview.

Create Labels With The Label Wizard



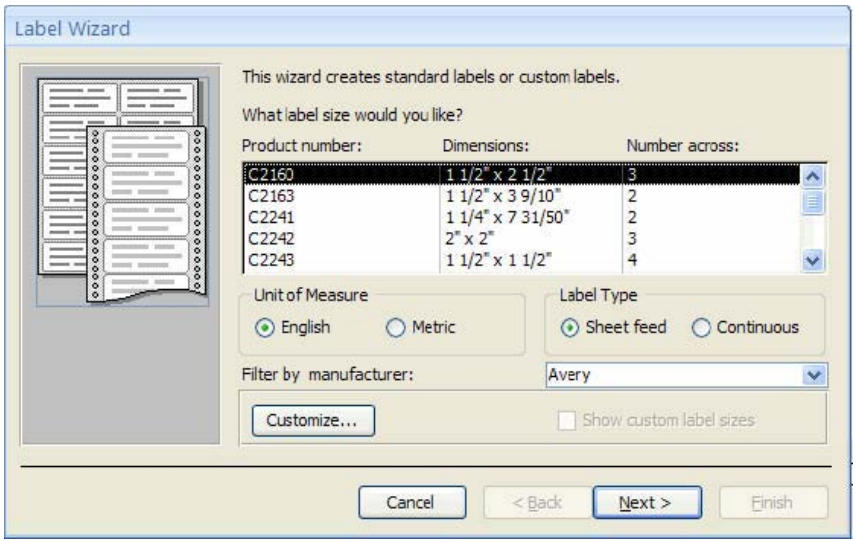
One of the nice things about databases on computer is that they allow you quick access to a lot of data in a hurry. If you were the marketing manager of Northwind and wanted to send a catalogue out to all of your customers, it would take you hours to type or copy and paste the addresses into a word processing document for printing onto labels or envelopes.

Fortunately, you don't have to do any of that should you need to create a mailing list. Access has a handy Label Wizard built right in! Select a query or table in the Navigation Pane you want to use as the source data for your labels.

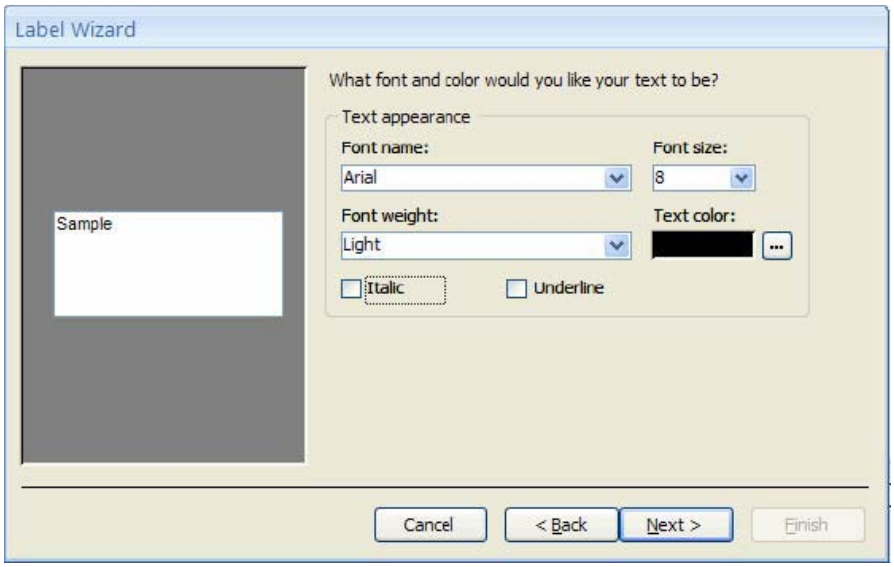
To create labels

MOUSE

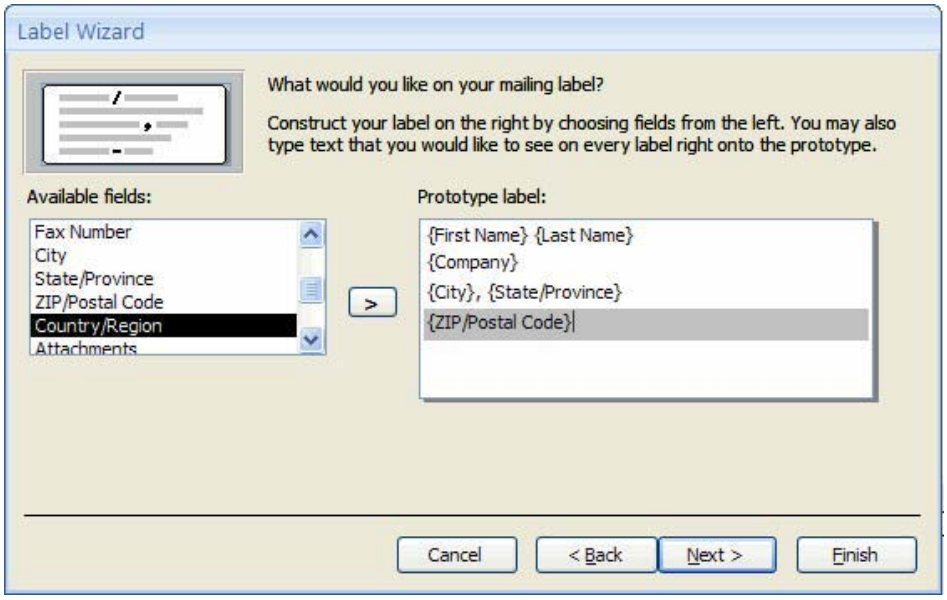
366. Click the **LABELS** command in the **REPORTS** section of the **CREATE** ribbon:



367. The first step of the Label Wizard asks you what sort of labels you want to use:
368. There are a wide number of manufacturers, shapes, and sizes to suit your needs. You can also enter custom dimensions by clicking the Customize button Select the type and size you need and click **NEXT**.

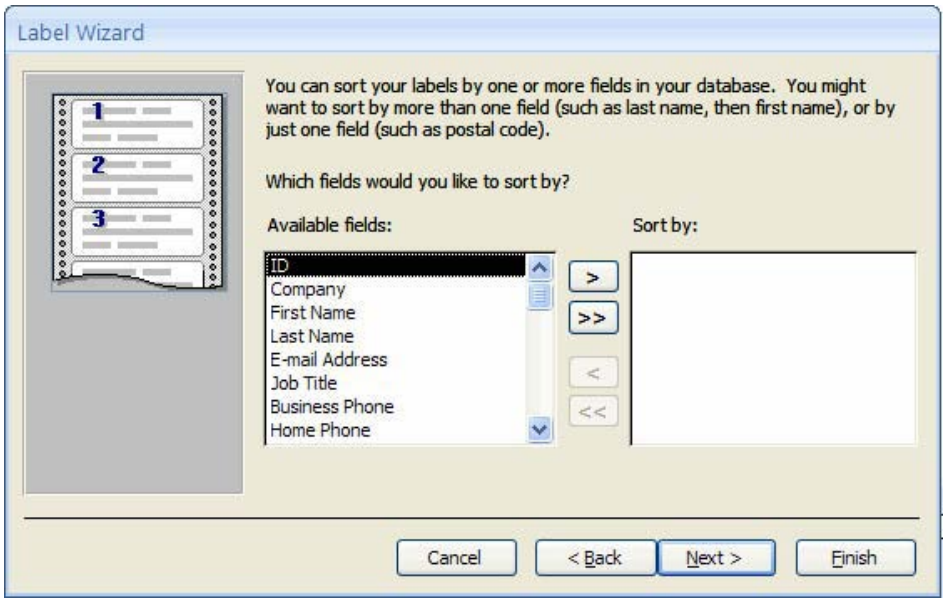


369. The next step of the Wizard asks you to design the text that the Wizard will use to create the labels select a font style for your labels from the options presented and click **NEXT**.
370. The next stage of the Wizard has you construct the label on the screen:

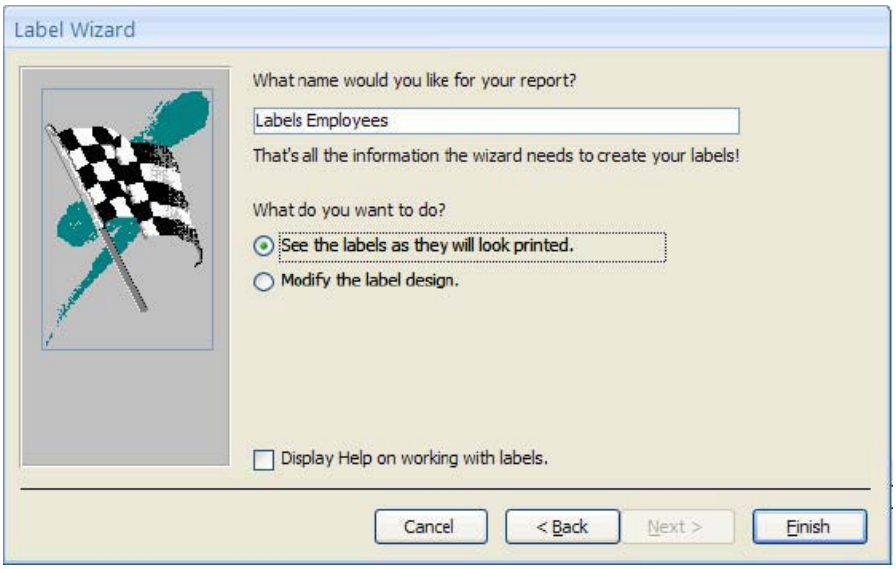


371. To build the label, click the one of the available fields and click the (>) button to transfer the field to the label. The currently active row is highlighted in grey. Click anywhere inside the prototype label diagram to make that row of text become active. At any point, you can also type any special characters you like, such as spaces, colons, or commas. When you have finished click **NEXT.**

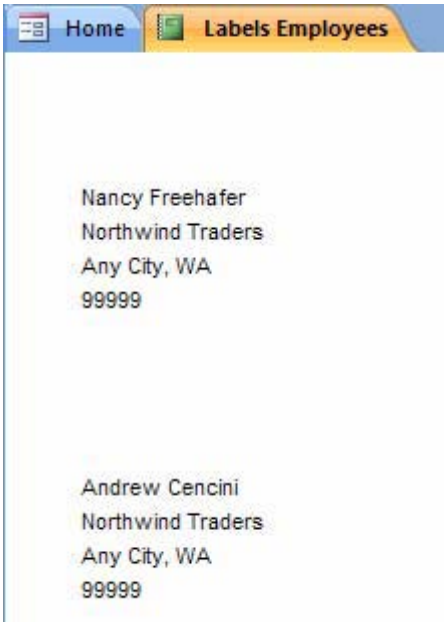
372. The next step of the Wizard allows you to sort the label order based on the fields you decide. After adding the sort fields click **NEXT**



373. The final stage of the Wizard lets you name the labels as a report (its actually a table in a report). By default, Access will name them Labels <Tablename>:



374. If you click **FINISH**, the labels will open in **REPORT** view and are ready to be printed:



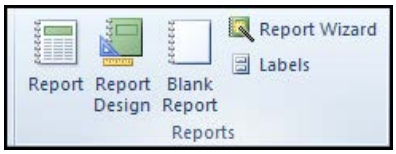
375. The **LABEL WIZARD** is fairly thorough so you will rarely modify labels. However, using the label Design view lets you add other graphical elements to labels such as logos or dividing lines.

Create report in design view

Although creating a report with a wizard is extremely time saving and useful there will come a time when you need a little more from your reports and you won't be able to change what you want until you have built several from scratch.

- In this section we will do the following
- Create a Blank report in design view
- Bind it to a data source
- Add report page headers and footers and utilise them
- Learn and use group headers/footers and sorting options
- Lay out controls in the various sections
- Add in a calculated field.

Create a Blank form in design view



We have seen when creating forms how easy this can be we have two options.

Method 1

MOUSE

376. Click **BLANK REPORT** on the **REPORTS** section of the **CREATE** ribbon
377. Change the **VIEW** using the view control to **DESIGN** view

Method 2

MOUSE

378. Click the **REPORT DESIGN** option on the **CREATE** ribbon that opens a blank report directly in **DESIGN** view.

Bind report to a data source

Exactly the same methods we used to bind a form to a data source are available here but with a report you are likely to want fields from other tables. We will use the build SQL method to add fields from a number of tables.

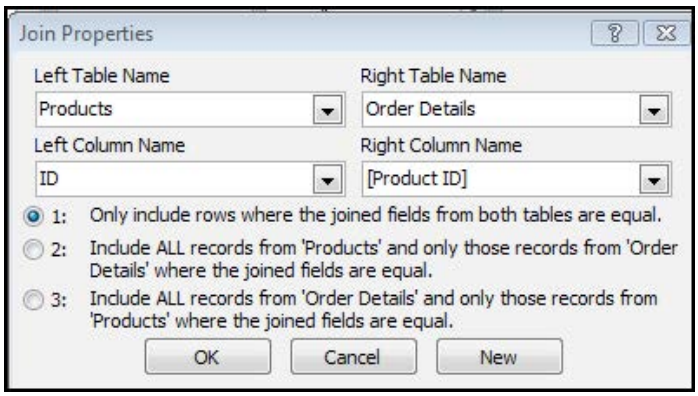
To bind the report

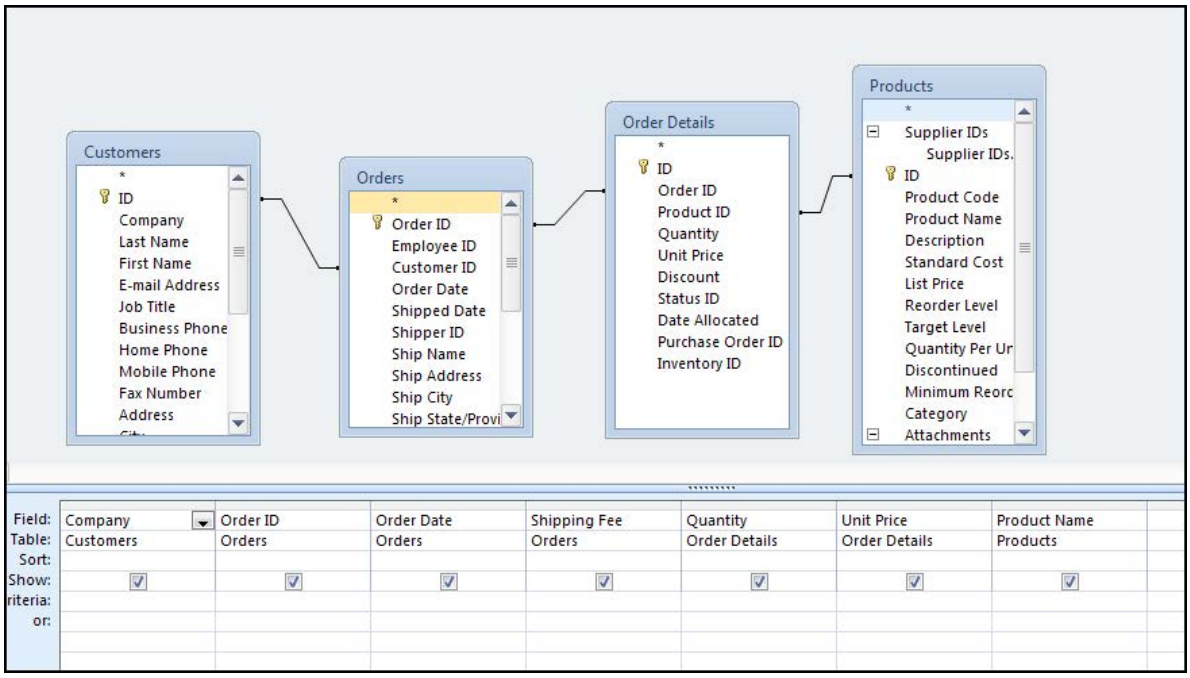
MOUSE

379. Show the property sheet and Select the report from the selection combo box at the top.
380. Go to the data tab and click on the build button to the far right of the record source cell to open the query design grid. And add the following tables to the query from the show table dialogue box.

Customers Table	Orders Table	Order Details Table	Products Table
Company	Order Id	Quantity	Product Name
	Order Date	Unit price	
	Shipping Fee		

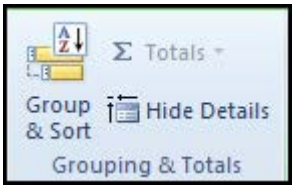
381. After adding these fields double click on the relationship between each table and set the **JOIN PROPERTIES** to the first option in the dialog that appears where it states that only records that are equal in both tables should be displayed. See the following.





382. When you have added all these fields close the query and click **YES** to save the **SQL** statement as the **RECORD SOURCE** when the dialog appears.
383. The report is now bound.

Groups Headers/Footers.



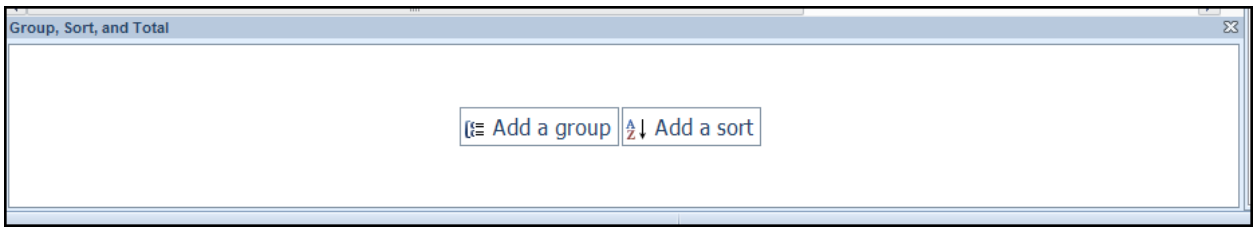
When we build the report we may show just a plain list as though it was in a table but a number of values will be repeated such as the company name as it has probably made more than one order or maybe date as more than one order came in on a specific date. Repeated data like this can be grouped, say by company name then a list of all orders made by that company. Or maybe by product then each product would be followed by a list of the purchasers.

Whichever way you wish to group your data we need to add group headers (and Footers) to our form as access knows then not to repeat information in a header. Only the detail section will show continuous records (like with continuous forms) group footers are useful for subtotalling or counting or averaging values within a specific group. We will use both of them we will also use these for sorting our data.

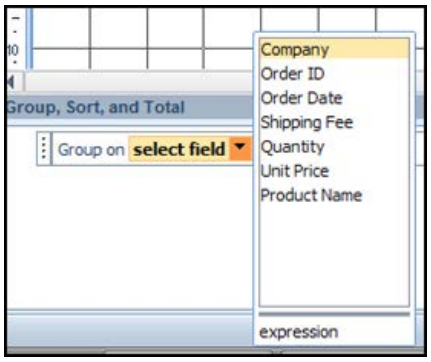
To group data

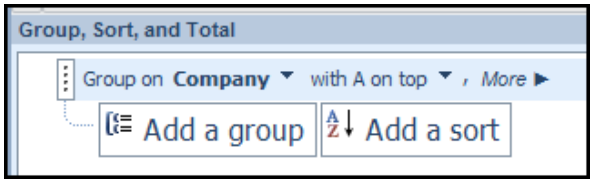
MOUSE

384. Our report that we previously bound now needs two group levels we wish to group by company first and then by order ID so we can see how many orders each company has made.
385. Click on the group and sort command in the grouping and totals section of the design ribbon a bar opens up at the bottom of the screen to enable us to set the grouping levels.

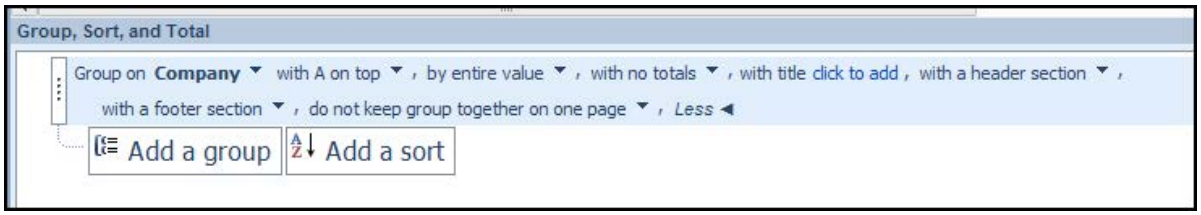


386. Click add a group and from the dialog that appears select company

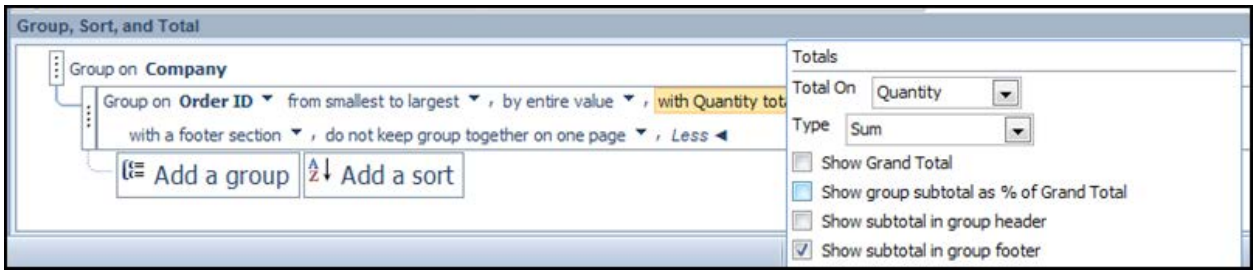




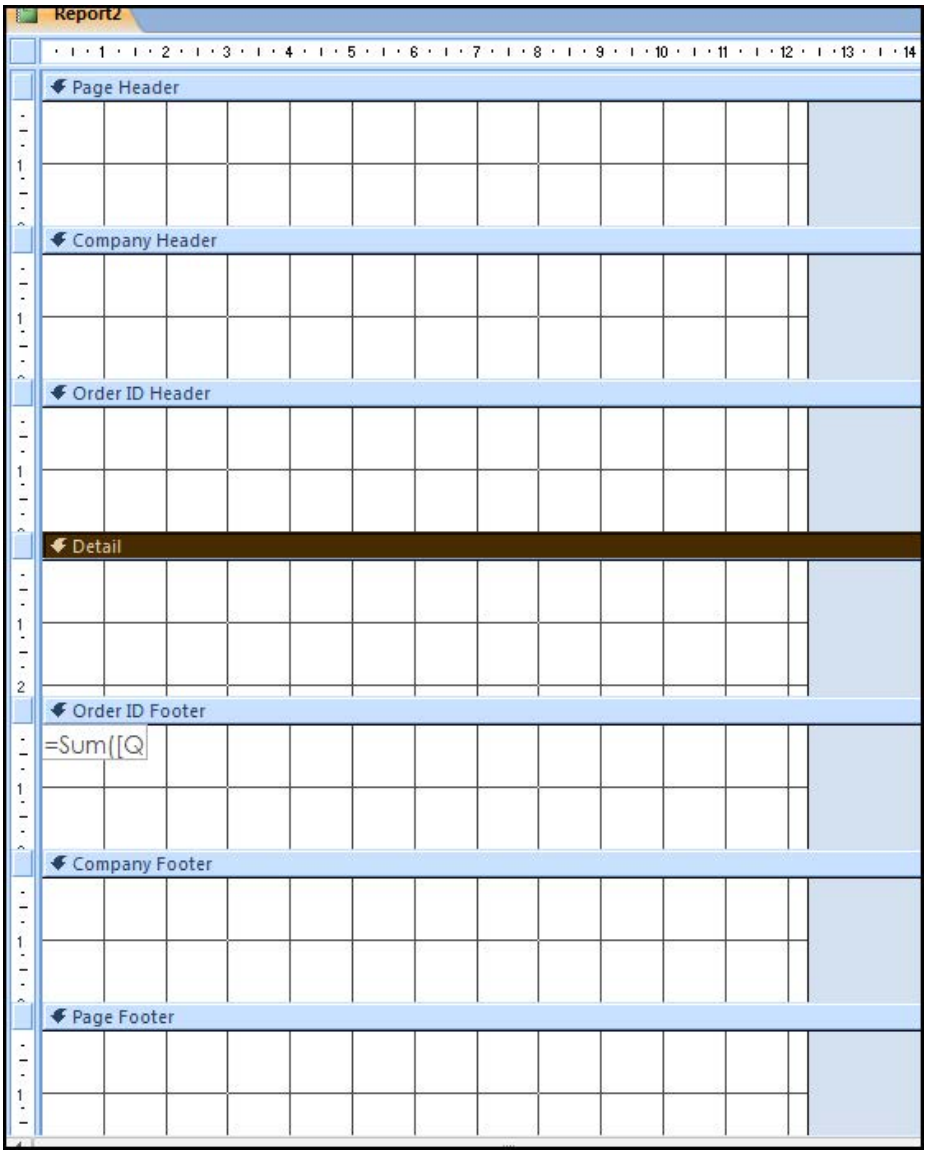
387. When company is selected click on the **MORE** button for further options for the group



388. From the options ensure that header section and footer section is set to show them set to **WITH**.
389. Add another group for "order ID" show the header and footer and in the **TOTALS** option select **TOTAL ON** Quantity set the **TYPE** to **SUM** and tick the box that says **SHOW A SUBTOTAL IN GROUP FOOTER**.



390. Close the group options with the close button on the top right of the bar. Resize your detail section to something smaller and Your report should look something like below.



Add controls and format

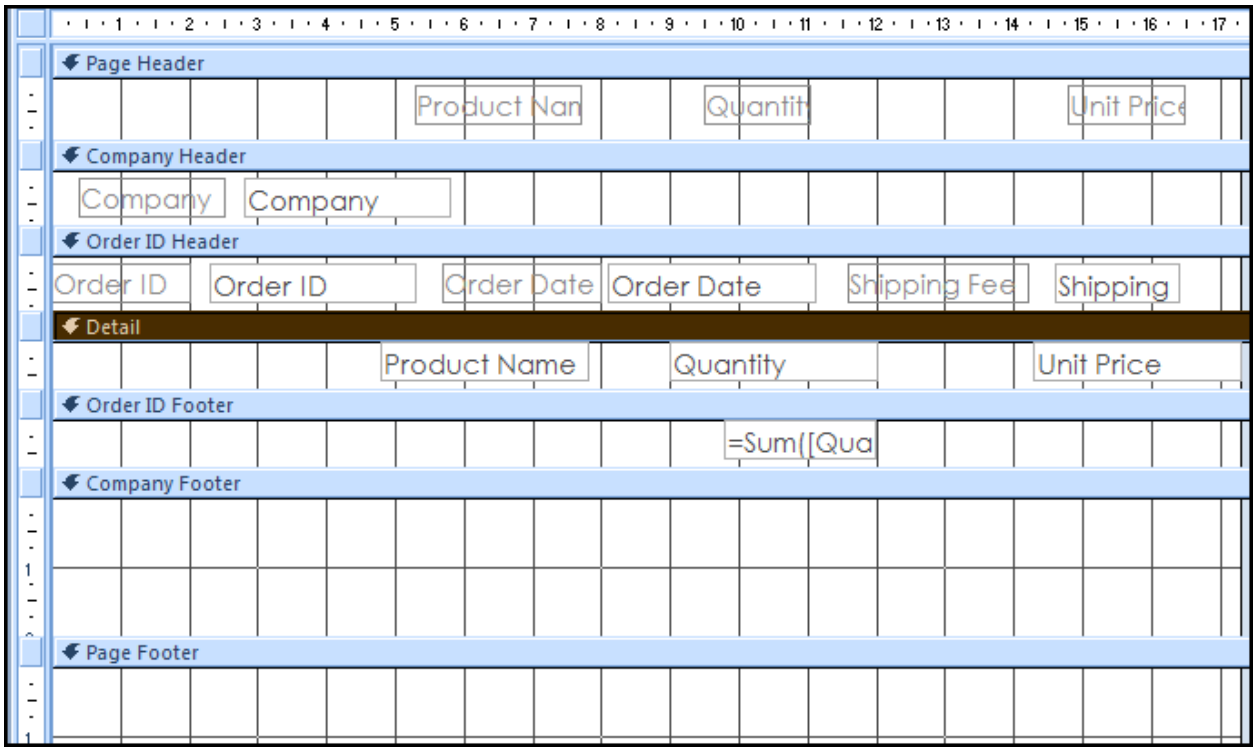
Now we have things in a reasonable position we need to format and layout the report properly adding some drawing controls to categorise the data to make it more easily readable.

To format and add controls

MOUSE

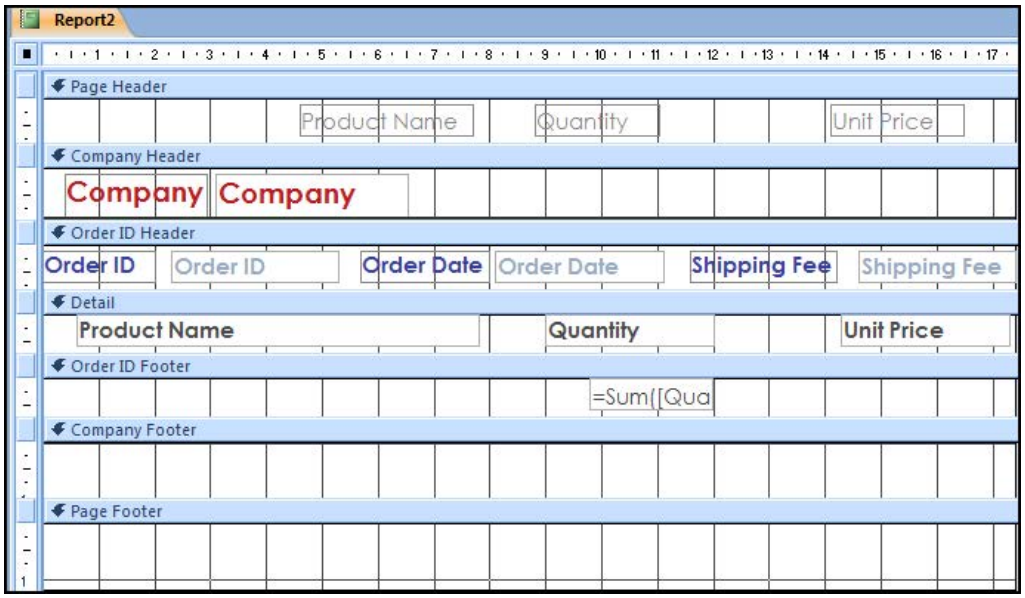
391. These headers will have to be resized but let us add the fields first.
392. Show the **FIELD LIST** and In the **COMPANY HEADER** drag and position the **COMPANY** field.
393. In the **ORDER ID** header drag the **ORDER ID** field and the **ORDER DATE** and the **SHIPPING FEE**.

394. In the **DETAIL** section the **QUANTITY** field the **UNIT PRICE** and **PRODUCT NAME** fields.
395. Align them and resize them if necessary move them to the tops of their respective sections and resize the sections so they are much smaller,
396. Cut the labels from the controls in the **DETAIL** section and paste them into the **PAGE HEADER** section align them above the fields in the **DETAIL** section.
397. Your form should look something like below

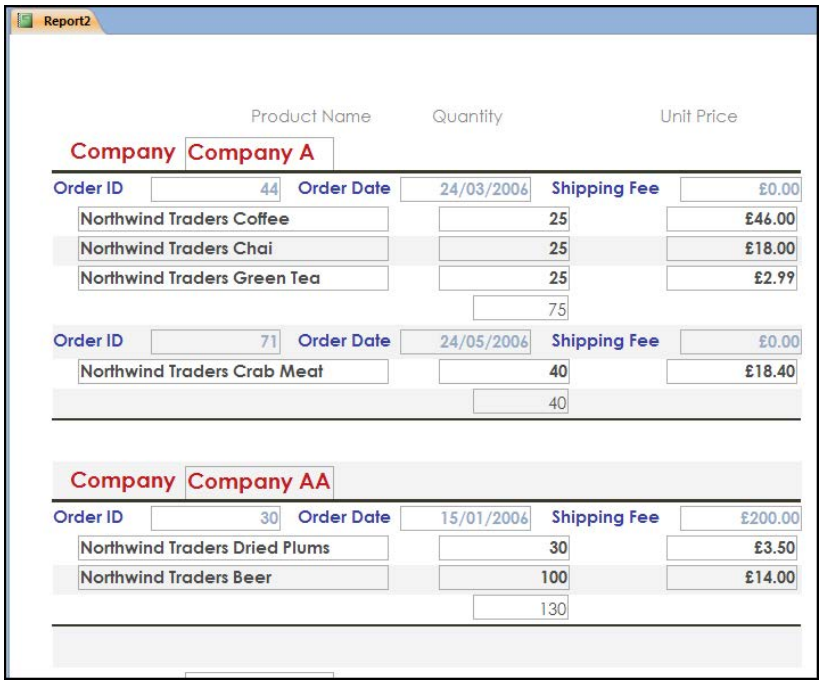


398. Resize the product name to the left (in my picture) resize other controls to display all their label or value.
399. You may switch to **REPORT** view at any time to see the effects of you changes and switch back to **DESIGN** view.
400. In the **ORDER ID** Header Change label text colour to dark blue and bold and the Field (textbox) colour to a lighter blue and bold.
401. Change the **DETAIL** Text format to Bold but leave the colour as it is.
402. Change the size of the text for the company section to size 14 change the colour to red and make it bold.
403. Using the **CONTROL** tools on the **DESIGN** ribbon draw a horizontal line on the report in say the page footer section (select the line tool and click and drag. To help draw a horizontal line use the **SHIFT** key as you drag the line.
404. **COPY** and **PASTE** the line to the bottom of the company header section Change the colour and thickness of the line if you wish. From the shape outline command on the format ribbon. Resize the line to the far right of the canvas so it covers all the data.
405. Since we have a properly sized and formatted line in the company header copy and paste that line to the company footer.

Delete the old line from the page footer the design should look something like below.



406. If we switch to report view it starts to look like a report.



Create a calculation

There are many more formatting options but let us add a calculated field of our own we could use the totals in the grouping options but it is useful to know how to add one.

▸ To add a calculation

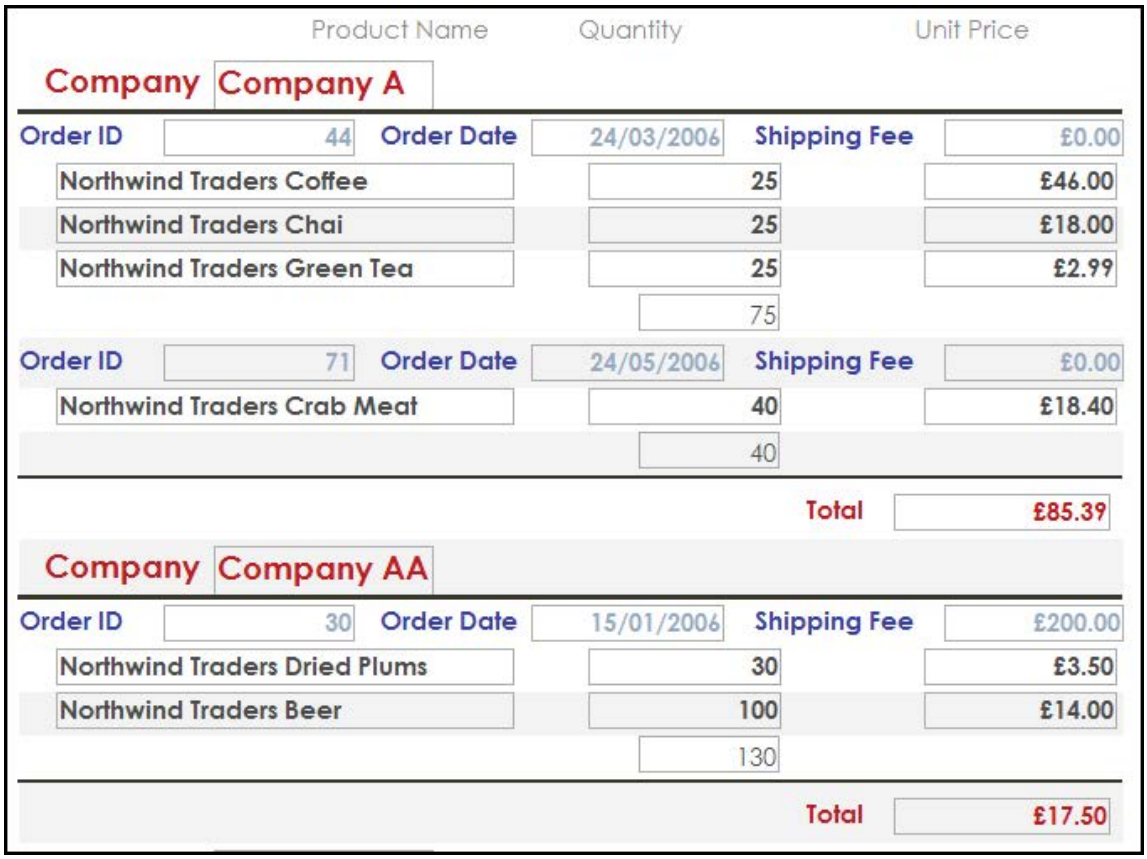
MOUSE

407. Switch to design view and add a textbox control from the design ribbon to the compny footer below the unit price field
408. Format the textbox and label to red text and bold
409. Make sure the property sheet is open and select the other Tab select the unit Price field and confirm the name of the textbox visually.
410. Select the textbox we have just added to the company footer and in the name cell of the property sheet name the textbox TxtCompanyTotal and press return.
411. Switch to the data tab on the Property sheet and in the record source box enter the following syntax **=sum([unit price])**

412. Press return to confirm the entry.
413. Switch to the format tab of the property sheet and change the format to currency.
414. View the report and now each company will have a total for their purchases.

415. If we wish to add the shipping fee then we would adjust the fomula to read.
=sum([unit price]) +([Shipping Fee])

416. If we had put this in the order ID footer then we would have had a total for each order rather than per company.



Subreports

What Is A SubReport

Subreports like subforms can show related data on a one to many basis and since you can have multiple subreports you will be able to show for each specific Customer not only sales information but, Transport information, product information and Account information all in the same report.

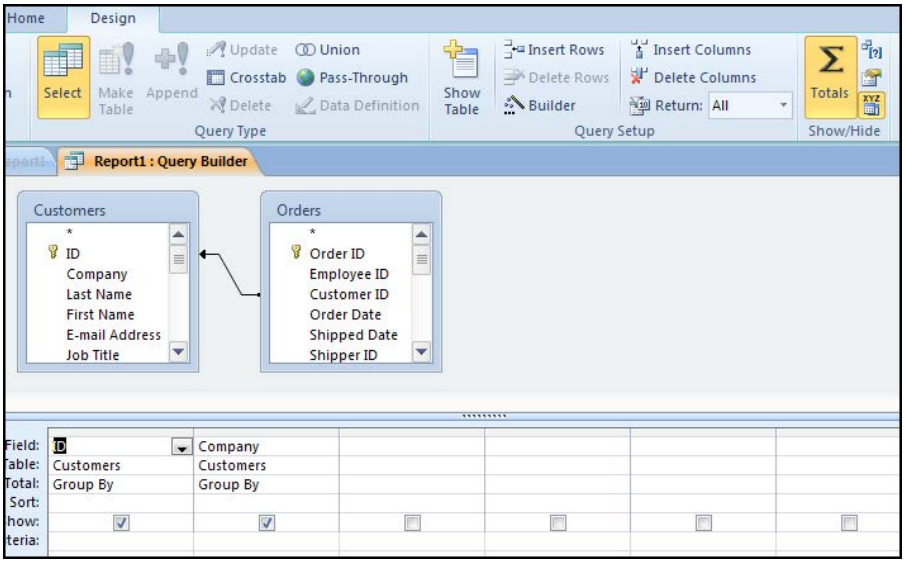
To Create A SubReport

Creating subreports is exactly the same as when working with forms we will use the wizard to add a subreport to Customer report.

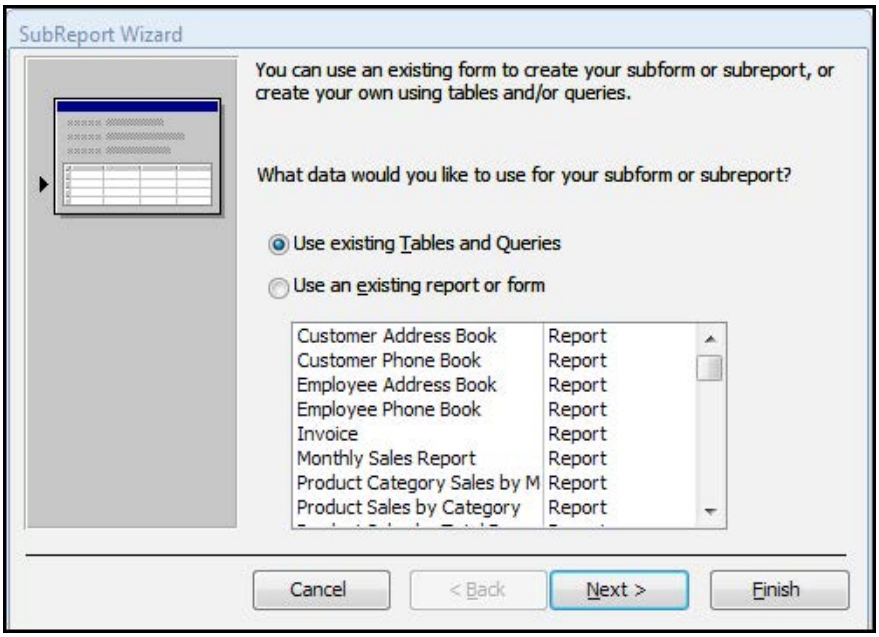
To add a subreport

MOUSE

417. Create a Blank report in design view
418. Bind to the “customers” and orders table in SQL but only add the “company” field and the “ID” field from the “customers” table
419. Turn on the **TOTALS** button from the ribbon to aggregate the records. (Group by should appear under each field.



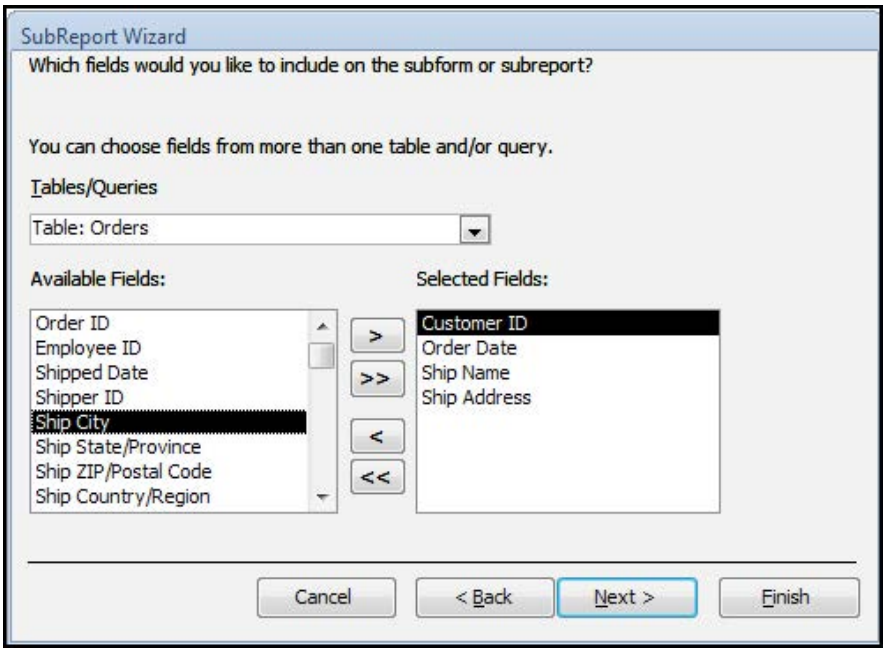
420. Close the query builder saving the SQL
421. Add a group header and footer for "ID"
422. Add the "company" field and the "ID" field to the company header.
423. From the **PROPERTY SHEET**, **FORMAT** tab set the **VISIBLE** property for the ID field to **NO**.
424. Delete the "ID" label
425. Resize and position the fields as you desire.
426. Ensure the **USE CONTROL WIZARD** button is toggled to **ON** in the **CONTROLS** section of the ribbon.
427. From the **CONTROLS** section of the design ribbon add a **SUBREPORT** to the detail section of the report.
428. On the first screen of the wizard accept the selection that you will use existing tables and queries. Click **NEXT**.



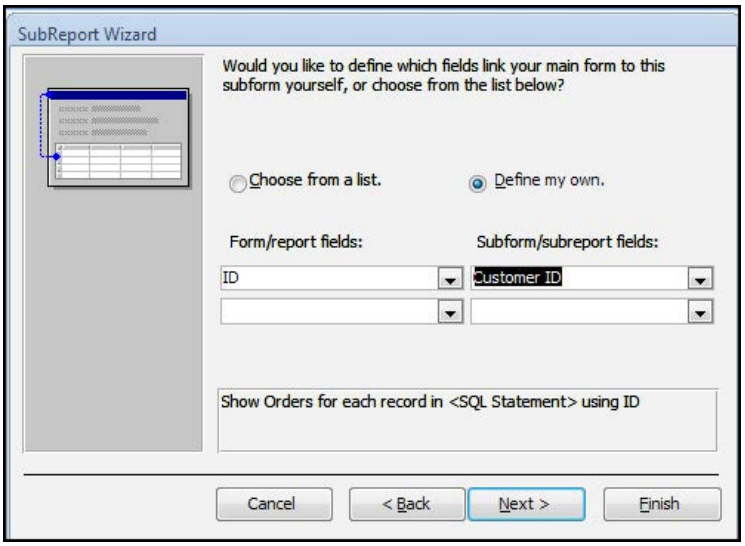
429. On this screen select the "orders" table and add the fields shown in the next Picture.

- Customer ID
- Order Date
- Ship Name
- Ship Address

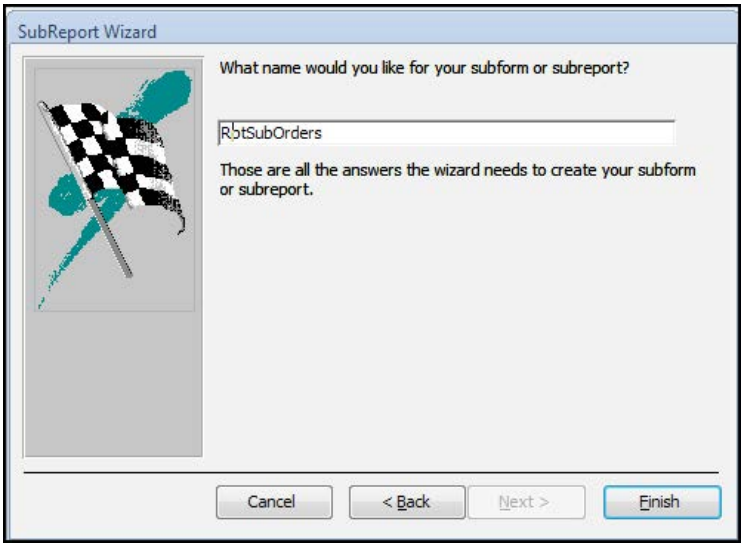
430. After adding these fields click **NEXT.**



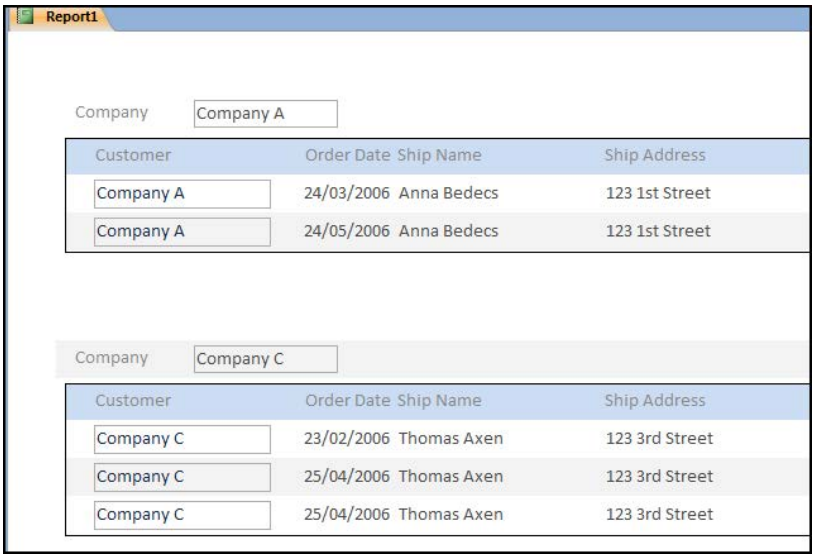
431. On this screen we have to bind the child and master fields from the options presented select define my own (relationship) and select the "ID" field from the master form and the "Customer ID" field from the child form as shown.



432. In the last screen give the report the name RptSubOrders and click finish the sub report will be created in the **DETAIL** section.


SubReport Wizard
What name would you like for your subform or subreport?
RptSubOrders
Those are all the answers the wizard needs to create your subform or subreport.
Cancel
< Back
Next >
Finish

433. You may need to resize some of the fields in the subreport and add calculations you may need to format and size the page but essentially the report now should show each company that has orders and what date they will be shipped.



434. You may add other subreports to the detail section all linked to the company so you will show different sets of data for each company.
435. Using grouping levels and subreports effectively allows you to extract data in very complicated ways for printing or exporting.

Formatting Reports

We have seen that building reports and forms is a pretty easy job with a little planning and care. Once you have decided what information you would like in the report and have added the elements, you can begin the task of making your report look nice.

Formatting Gridlines

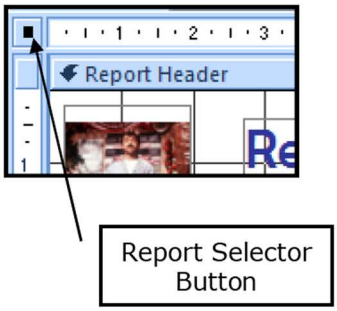
Gridlines are adjustable in reports by the same means as in forms.

▸ To format gridlines

MOUSE

436. Double-click the report selector button in the upper-left hand of the report to open the **REPORT** Properties. The **FORMAT** tab contains the **GRID X** and **GRID Y** properties:
437. Enter a number from 1 to 10 to divide each square cm of the report into that many increments. If you would rather work without the gridlines, click the **GRIDLINES** command in the **SIZE/SPACE** command of the

ARRANGE ribbon **SIZING AND ORDERING** group.



Min Max Buttons	Both Enabled
Moveable	No
Show Page Margins	Yes
Grid X	10
Grid Y	10
Layout for Print	Yes
Grp Keep Together	Per Column

Modifying The Font

Modification of a font in a report is as simple as highlighting the control or object you want to format and then using the **FONT** section of the **REPORT DESIGN TOOLS** - **FORMAT**,or **HOME**ribbon and format as you formatted the controls for a form.

If you don't like the style of a control, simply change the control back to what it was or use the **UNDO** Command (**CTRL + Z** on your keyboard). Remember that you can use the **FORMAT PAINTER** to change the look of many objects with a single click.

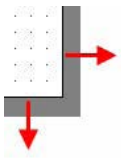
Formatting and Layout tips

However you decide to style your report is up to you; after all, it is your report! But consider the following tips as you build your report:

Adjust the Grid Size

This is more of a matter of preference, yet it is good to have even horizontal and vertical grid resolution. 8x8 is a good size to use because the rulers along the top and left side of the Design view window are divided in 1/8" portions. However, if you have an application requiring a grid 7x33, Access lets you pick whatever resolution works for you. You can also change the resolution at any time without moving the controls already in place.

Adjust the Canvas Size



Maximizing the report Design view window will give you the best working experience when layout is concerned.

You can make any report section, such as a header or footer, as big as you like. Simply move your mouse to the section header, then click and drag up or down to increase or decrease the size. Move your mouse to the edge of the canvas to drag left or right, using the horizontal ruler as a guide.

Snap to Grid

Snap to Grid is a feature already built into Access' Design view. It automatically aligns the upper-left corner of any control to the closest point on the grid.

Once a control is in place, click the large brown box in the upper left-hand corner of the control to move the control itself, or any of the smaller boxes on the other sides and corners to adjust the height and/or width of a control.

Lastly, Snap to Grid makes it very easy to align controls using the arrow keys on your keyboard. Each keystroke in any direction moves the control one unit of measurement defined by your grid size.

Group Selection and Moving

At any point, you can select a number of controls and move them as a whole unit. Click in an empty space of the canvas to deselect any objects that might be selected. Click and drag a box around the objects, and then click and drag the objects as a group. This technique is useful if you have already constructed some controls based on one grid resolution and then change to another grid resolution. Instead of moving each control again, select all of them at once and move them together.

Try, Try Again!

If you make a formatting error that causes a large disruption in the layout of your controls, don't panic; you can undo the action and restore the controls to their previous state.

Press **CTRL + Z** to undo a command. Access saves the last 20 commands, so if you made a mistake several clicks ago, you will likely be able to back out of your problem and try again.

Save Frequently

Often when designing things, we get a bit too wrapped up in what we were doing and forget to save our changes. If the power should go out or if your computer becomes unresponsive, you will lose any changes since the last save or AutoSave.

Remember that you can either backup the database before you perform a lot of operations or save a copy of a particular database object before your start working. Should you get in over your head, you can always pull out the backup and try again.

Using Themes

Some people have a real knack for style and design, but often the look of a report becomes a low priority next to getting the actual report constructed. Fortunately, Access features an Themes command that will format your report in one of two ways

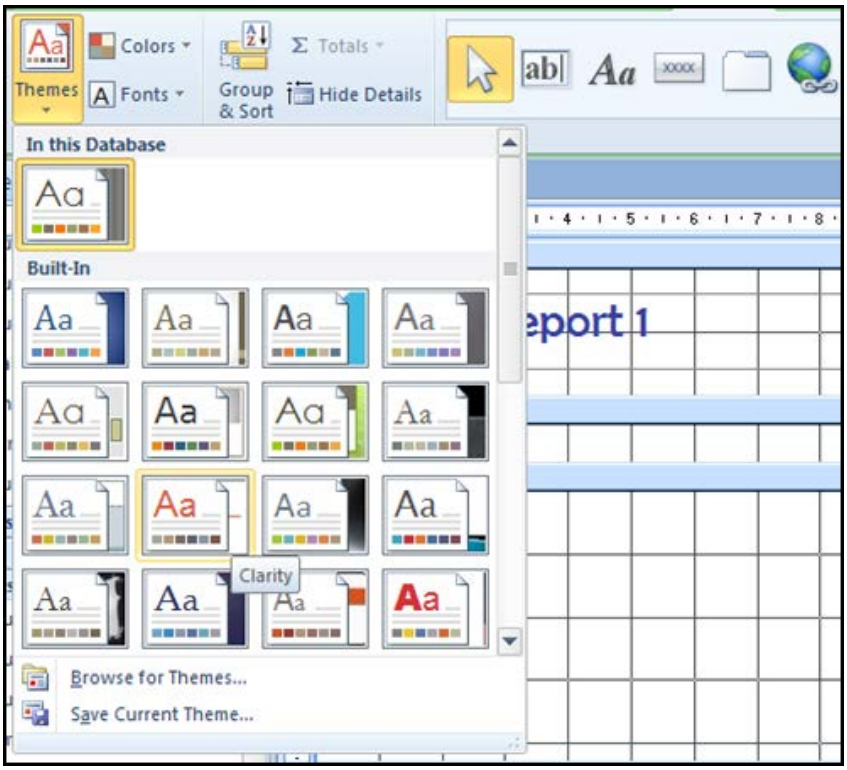
If you have chosen to build your report using the Wizard, you will be prompted to pick a style from one of the pre-formatted styles built into Access. Each level of header and footer as well as the style of each control stays consistent throughout.

If you have built your report manually, you can apply any of the pre-made formatting styles

▸ To Use Themes

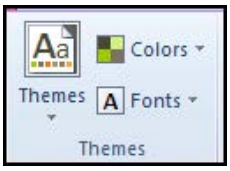
MOUSE

438. Consider one of the reports we worked with in the previous lessons
439. The labels at the top of the pages have a certain look, the labels each have their own font size and colour, and the text boxes are all a standard font and easy to read.
440. However, the form is currently unformatted, if you didn't like the look of the report, you can use the Themes command help to apply a formatting change.
441. Open the report in **DESIGN** view, and then use the shortcut keys **CTRL + A** (to select everything)
442. Click the pull-down arrow underneath the **THEMES** command in the **REPORT DESIGN TOOLS–DESIGN** ribbon:



443. Choose any of the 16 pre-defined **THEME**formats to apply to your report:
444. As you move your mouse over each theme, the theme will preview in your report.
445. Click to apply that theme to your report.

Customising a theme

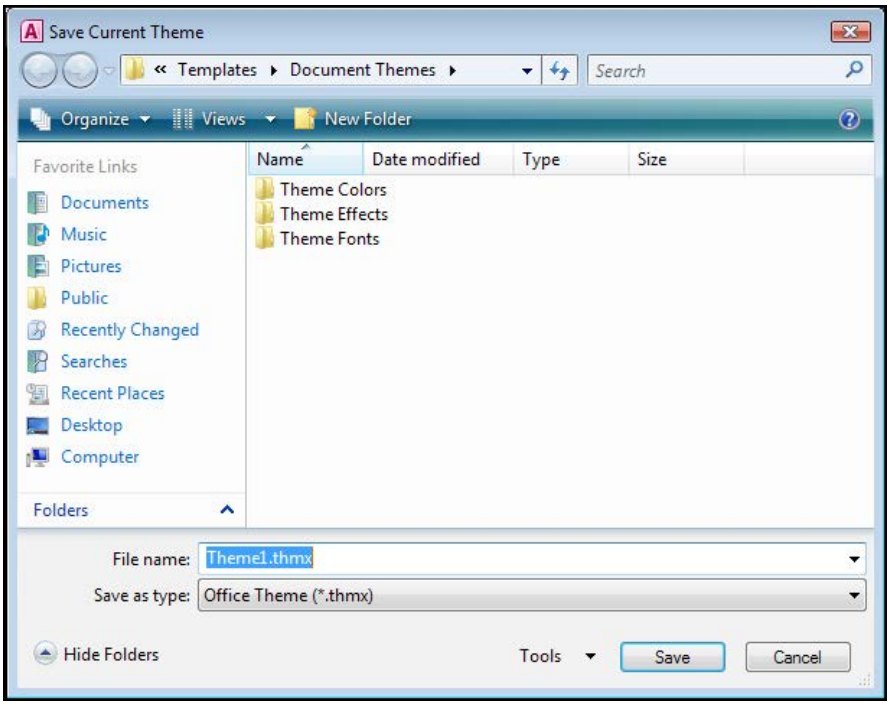


Access also gives you the ability to customize a particular theme.

- To customise a Theme

MOUSE

446. When you have applied a theme you may wish to edit certain aspects of it for instance you may choose to edit the fonts and colours that are used in your theme.
447. Click on the **FONTS** button and select the default fonts to be used in this theme.
448. Click on the **COLOURS** button and select the default Colours to be used in this theme.
449. Again as you move your mouse over the list of Choices they should preview in your selected controls.
450. You may further customise your theme by selecting specific controls and when applying a fill colour or border colour choose from the theme colours available from that theme or the standard ones to change the colours available within the theme
451. Click the save current Theme button from the Themes pull-down menu to open the Themessave as dialogue box:
452. Enter a name and location (best to accept default) for your themeand click save.



453. You may load and reuse this theme for other objects in your database.

To see Section 8-12 download

Access 2010: Part IV