Customizing Forms

Adding Buttons

Drag button into the form from here.

Click on the form and select Design.

Drag button into the form. This wizard will appear.

Command Button Wizard

Sample:

What action do you want to happen when the button is pressed?

Different actions are available for each category.

Categories:
- Record Navigation
- Record Operations
- Form Operations
- Report Operations
- Application
- Miscellaneous

Actions:
- Find Next
- Find Record
- Go To First Record
- Go To Last Record
- Go To Next Record
- Go To Previous Record

Select the functionality of button from here.

Cancel | < Back | Next > | Finish

Click "Next".

Command Button Wizard

Sample:

Do you want text or a picture on the button?

If you choose Text, you can type the text to display. If you choose Picture, you can click Browse to find a picture to display.

○ Text: Find Next

◉ Picture: Find Next

☐ Show All Pictures

Browse...

Cancel   < Back   Next >   Finish

Select the icon or text for the button.

You can select the custom image for the button.

Click "Next".

Command Button Wizard

Sample:

What do you want to name the button?

A meaningful name will help you to refer to the button later.

Search

That's all the information the wizard needs to create your command button. Note: This wizard creates embedded macros that cannot run or be edited in Access 2003 and earlier versions.

Cancel   < Back   Next >   Finish

Write a meaningful name for the button.

Click "Finish" to finalize your button.

Student | Student

Form Header

Student

Detail

Student Name	S_Name
Father name	F_Name
Date of Birth	DOB
Contact	Phone
CNIC	CNIC

New created button will look like this.

Form Footer

Student | Student

Student

Student Name	Hassan
Father name	Javed Khan
Date of Birth	2/17/2021
Contact	0331-5698456
CNIC	26515-2165498-5

Go to the "Form View" and use the button.

Student | Student

Student

Student Name	Amjid
Father name	Zahoor Khan
Date of Birth	2/11/2021
Contact	0331-1212365
CNIC	14302-1564872-6

Find and Replace ? ✕

Find | Replace

Find What: Amjid

Look In: Current field
Match: Whole Field
Search: All

☐ Match Case ☑ Search Fields As Formatted

Find Next
Cancel

Press the button and you can use its functionality in the given wizard.

Note: Above button is use to search any record.

Controls | Header / Footer

Student | Student

· · · 1 · · · 2 · · · 3 · · · 4 · · · 5 · · · 6 · · · 7 · · ·

Form Header

Student

Detail

Student Name	S_Name
Father name	F_Name
Date of Birth	DOB
Contact	Phone
CNIC	CNIC

Delete Record

You can add multiple buttons according to your requirements.

Form Footer

Note: Select Buttons > Right Click > Layout > Tabular.

Note 1: Select Form > Right Click > Fill/Back Color

Note 2: Select all buttons > Right Click > Fill/Back Color

You can add form properties according to your requirements.

Manzar Iqbal

Add Existing Fields | Property Sheet | Tab Order

Subform in New Window
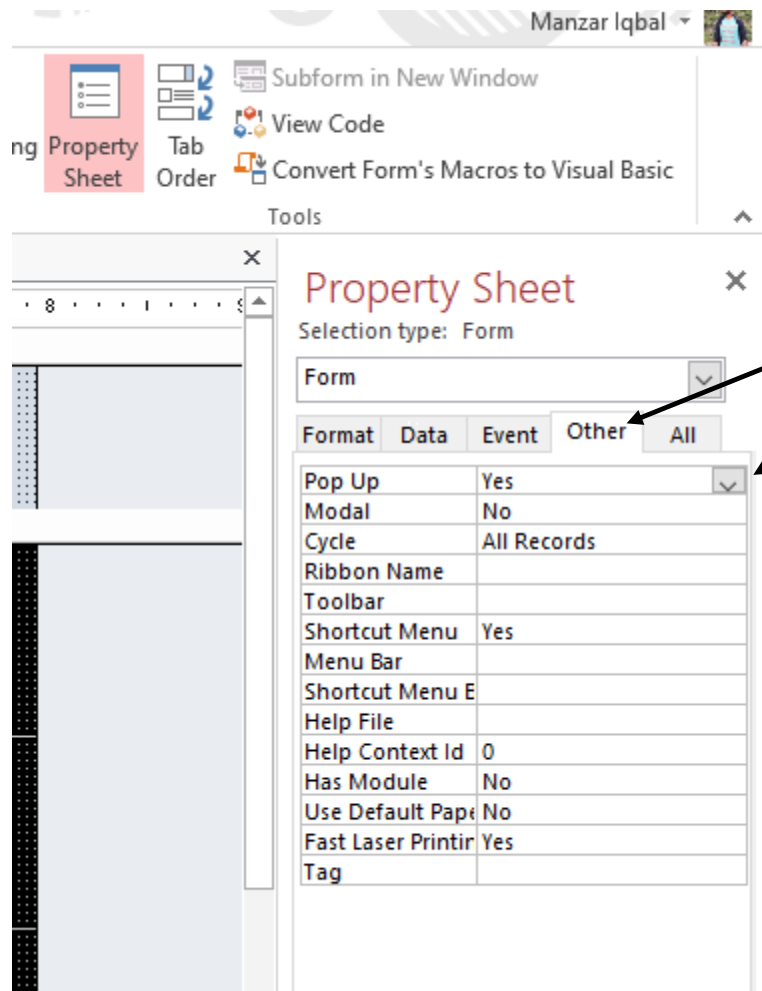View Code
Convert Form's Macros to Visual Basic

Tools

Select the form element you want to change the properties for.

Property Sheet

Selection type: Form

Form

Format	Data	Event	Other	All

Record Source	Student
Caption	Student
Pop Up	No
Modal	No
Default View	Single Form
Allow Form View	Yes
Allow Datasheet	No
Allow Layout Vie	Yes
Picture Type	Embedded
Picture	(none)
Picture Tiling	No
Picture Alignmer	Center
Picture Size Mod	Clip
Width	7.9271"
Auto Center	Yes
Auto Resize	Yes
Fit to Screen	Yes
Border Style	Sizable
Record Selectors	Yes
Navigation Buttc	No
Navigation Capti	
Dividing Lines	No
Scroll Bars	Both
Control Box	Yes
Close Button	Yes
Min Max Buttons	Both Enabled

Remove Navigation Buttons after adding your own buttons.

Manzar Iqbal

Subform in New Window
View Code
Convert Form's Macros to Visual Basic

Property Sheet
Tab Order

Tools

Property Sheet

Selection type: Form

Form

Format | Data | Event | Other | All

Pop Up	Yes
Modal	No
Cycle	All Records
Ribbon Name	
Toolbar	
Shortcut Menu	Yes
Menu Bar	
Shortcut Menu E	
Help File	
Help Context Id	0
Has Module	No
Use Default Pape	No
Fast Laser Printir	Yes
Tag	

Pop Up will show your form in a new window.

Student

Student

Student

Student

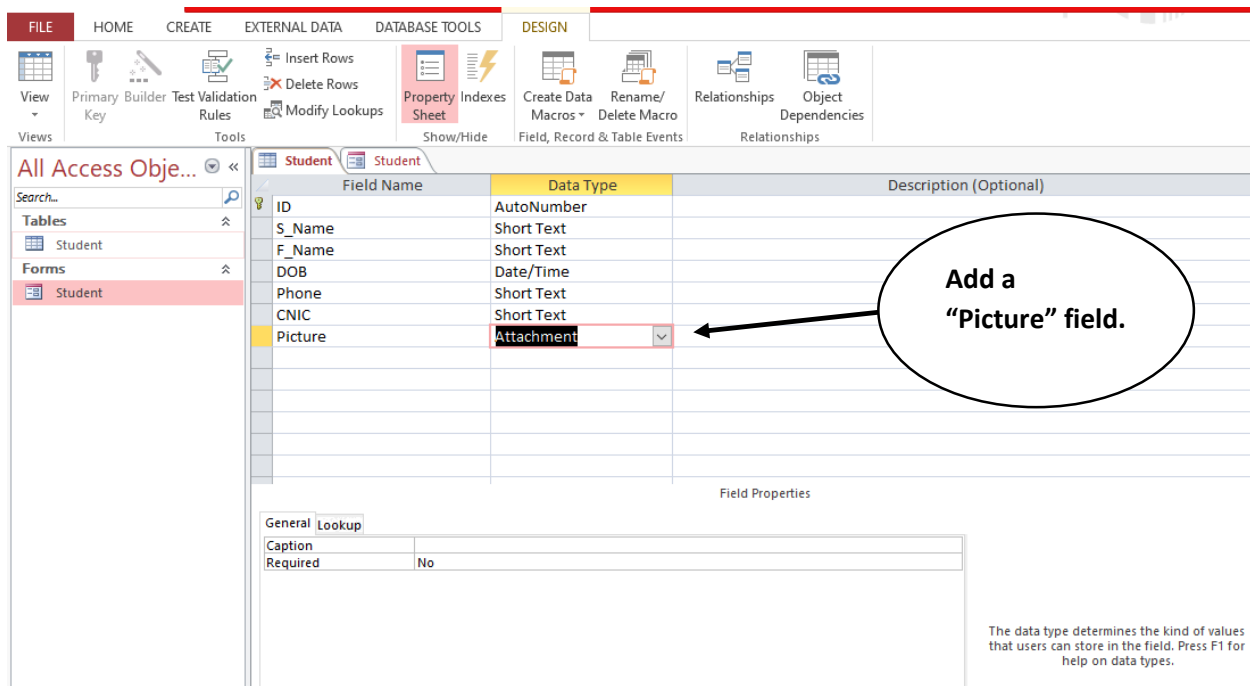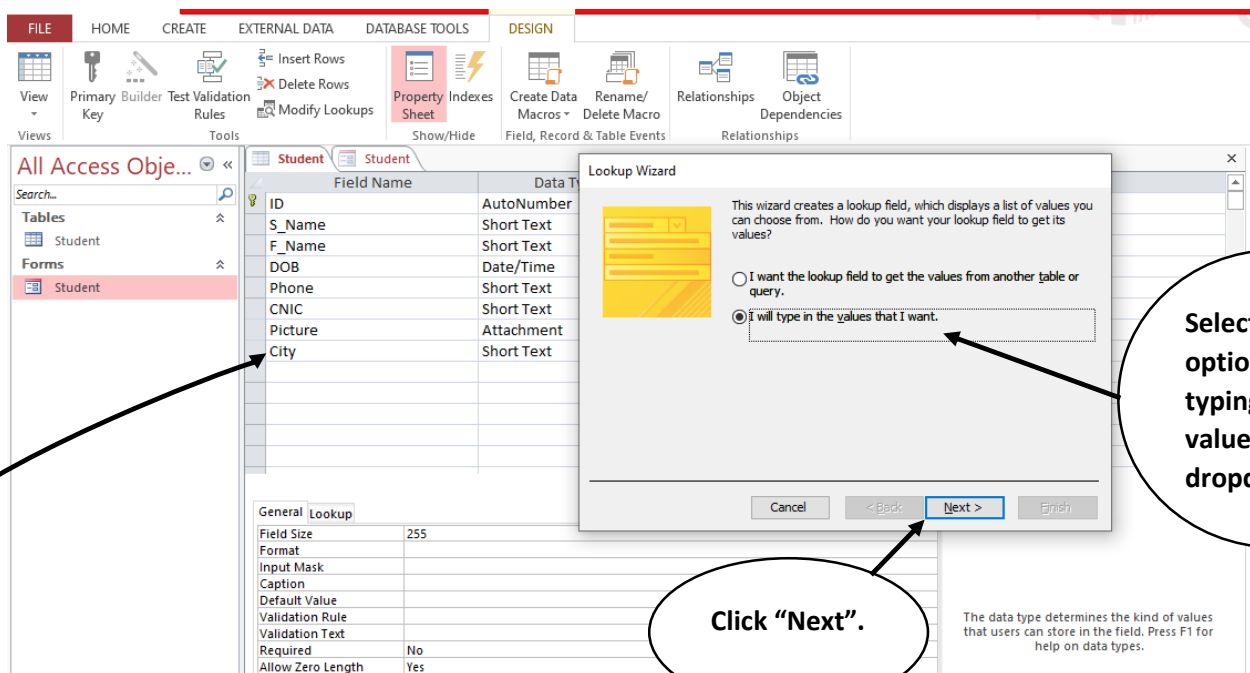| Student Name | Hassan |
Father name	Javed Khan
Date of Birth	2/17/2021
Contact	0331-5698456
CNIC	26515-2165498-5

Delete Record

Your Form will look like this after applying certain properties.

Adding some other field in table and form

Note: Picture data type is "Attachment".

Note: City field will a drop down. There is no data type given in the list for drop down so we will make it by ourselves. Select "Look Wizard" in the data types list.

View | Primary Key | Builder | Test Validation Rules | Insert Rows | Delete Rows | Modify Lookups | Property Sheet | Indexes | Create Data Macros | Rename/Delete Macro | Relationships | Object Dependencies

Views | Tools | Show/Hide | Field, Record & Table Events | Relationships

All Access Obje...

Search...

Tables
- Student

Forms
- Student

Field Name	Data Ty
ID	AutoNumber
S_Name	Short Text
F_Name	Short Text
DOB	Date/Time
Phone	Short Text
CNIC	Short Text
Picture	Attachment
City	Short Text

Lookup Wizard

What values do you want to see in your lookup field? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns: 1

Col1
Peshwar
Lahore
Islamabad
Quetta
Karachi

Cancel | < Back | Next > | Finish

General | Lookup

Field Size	255
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes

The data type determi... that users can store i... help on d...

Add values for the dropdown.

Click "Next".

Macros | Delete Macro | Dependencies

Field, Record & Table Events | Relationships

Data T

oNumber
rt Text
rt Text
e/Time
rt Text
rt Text
achment
rt Text

Lookup Wizard

What label would you like for your lookup field?

City

Do you want to limit entries to the choices?

☑ Limit To List

Do you want to store multiple values for this lookup?

☐ Allow Multiple Values

Those are all the answers the wizard needs to create your lookup field.

Cancel | < Back | Next > | Finish

Select "Limit to List" and then click "Finish" to finalize your dropdown.

Sort & Filter	Records	Find	Text Formatting

Student | Student

ID	S_Name	F_Name	DOB	Phone	CNIC	𝒰	City	Click to Add
1	Hassan	Javed Khan	2/17/2021	0331-5698456	26515-2165498-5	𝒰(0)		
2	Ahmad Khan	Iqbal Khan	2/6/2021	0332-1569842	14201-5569354-2	𝒰(0)		
3	Faheem	Sarfaraz Ahmad	2/12/2021	0665-1256987	14201-5987463-5	𝒰(0)		
4	Sara Ali	Zahid Khan	2/13/2021	0332-1564895	03315-6589512-3	𝒰(0)		
5	Zahid	Mehmood	2/12/2021	0335-6987855	14301-2569874-5	𝒰(0)		
6	Aizaz	Ali Khan	2/13/2021	0332-1565489	12354-5987562-1	𝒰(0)		
7	Furqan	Nasir Shah	2/5/2021	1430-2569899	12569-8745655-1	𝒰(0)		
11	Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	𝒰(0)		
12	Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	𝒰(0)		
*	(New)					𝒰(0)		

Your two new added fields are here.

Go to the "Add Existing Fields" in form design view.

Drag the two new fields in the form.
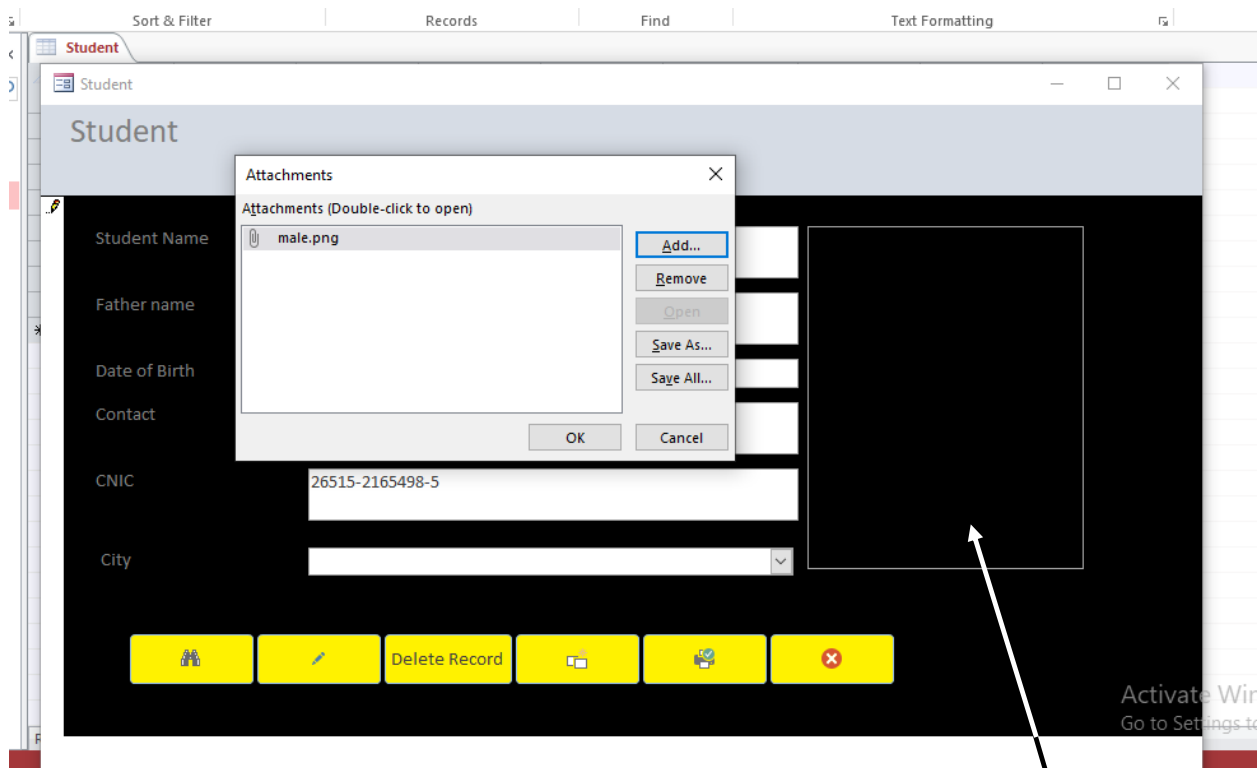
Note: Click "Add" in a wizard to add picture from your computer and press "OK". Your picture will be shown on picture area.

Click here to add picture with a new record.

Your form will look like this for a new record.

ID	S_Name	F_Name	DOB	Phone	CNIC		City	Click to Add
1	Hassan	Javed Khan	2/17/2021	0331-5698456	26515-2165498-5	(1)		
2	Ahmad Khan	Iqbal Khan	2/6/2021	0332-1569842	14201-5569354-2	(0)		
3	Faheem	Sarfaraz Ahmad	2/12/2021	0665-1256987	14201-5987463-5	(0)		
4	Sara Ali	Zahid Khan	2/13/2021	0332-1564895	03315-6589512-3	(0)		
5	Zahid	Mehmood	2/12/2021	0335-6987855	14301-2569874-5	(0)		
6	Aizaz	Ali Khan	2/13/2021	0332-1565489	12354-5987562-1	(0)		
7	Furqan	Nasir Shah	2/5/2021	1430-2569899	12569-8745655-1	(0)		
11	Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	(0)		
12	Amjid	Zahoor Khan	2/11/2021	0331-1212365	14302-1564872-6	(0)		
13	Fahad	Shaid Iqbal	2/5/2021	0331-1212365	14301-5654879-2	(1)	Lahore	
*	(New)					(0)		

Search for a record you have just entered. You will see the picture and city.

Refresh the table and you will see the new record you have just entered through form having a picture and a dropdown value.

THE END