

## Concepts Review

### True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling T or F.

- T F 1. As you move controls on a form, the tab order adjusts so controls are always in left-to-right and top-to-bottom order.
- T F 2. Every form contains a main section and a subsection.
- T F 3. A Multiple Items Form shows multiple items in a datasheet, displaying one record per row.
- T F 4. Control padding is the specified location of information inside a control.
- T F 5. Aligning a control is the same as aligning the text within a control.
- T F 6. The Page Header section of a form displays at the top of each printed page.
- T F 7. The top left selection handle is known as the moving handle and is used to move the object without resizing it.
- T F 8. A label is associated with the data stored in the record source.

### Short Answer Questions

Write the correct answer in the space provided.

1. What section on a form displays data for each record?


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2. What type of information might be displayed in the Form Header section?

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3. Which command do you use when adding a calculated control to a form?

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4. What opens when you click the Build button  in a form?

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5. What is the name of the Picture Size Mode setting that sizes an image to its original size?

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6. What determines where the insertion pointer moves when you press **Tab** in a form?

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7. What command changes the text color in a label or a text box?

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8. When you select a label, what appears around the object?

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## Critical Thinking



**Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.**

1. You can add, edit, delete, and search records through a datasheet of a table or query. When would it be more appropriate to use a form rather than a datasheet? When would it be more appropriate to use a datasheet?
2. In this lesson, you were introduced to some ideas about designing forms. What design principles should be followed when creating forms? How would the design differ from printed reports? Would the form design be different based on the database user's skill level and the confidentiality of the data?




## Skills Review

### Exercise 7-21

**Create a multiple record form. Use AutoFormat and resize text boxes in Layout View.**





1. Open a database by following these steps:
  - a. Locate and open the **Lesson 07** folder.
  - b. Make a copy of **CC07**, and rename it *[your initials]-CC07*.
  - c. Open and enable content for *[your initials]-CC07*.
2. Create a multiple record form by following these steps:
  - a. In the Navigation Pane, right-click the query **qryAssets**, and choose **Copy**.
  - b. In the Navigation Pane, right-click and choose **Paste**.
  - c. In the **Paste As** dialog box, key **07-21-[your initials]**.
  - d. Select the query **07-21-[your initials]**.
  - e. From the **Create** tab, in the **Forms** group, click the Multiple Items command .
  - f. From the Quick Access toolbar, click the Save button  to save the new form by its default name.



3. Format a form in Layout View by following these steps:
  - a. From the **Format** tab, in the **AutoFormat** group, click the More arrow .
  - b. Click on **Equity** (fourth column, second row.)
  - c. Click the column label **Date Acquired**.
  - d. Drag the label's right edge to the right until each date, in each record, fits on one line.
  - e. Click in the **Asset Name** field for the first record.
  - f. Drag the text box's bottom edge up until you have reduced the row height in half.
  - g. Press **Ctrl+S** to save the changes to the form.
4. Print/Save a form by following these steps:
  - a. Click the Office Button . From the **Print** option, choose Print Preview .
  - b. Print/Save the form.
  - c. Close **Print Preview** and the form.

## Exercise 7-22





**Create a single record form. Modify a form in Design View. Print/Save a form.**

1. Create a single record form by following these steps:
  - a. Open and enable content for *[your initials]-CC07*.
  - b. In the Navigation Pane, select **qrySalesReps**.
  - c. From the **Create** tab, in the **Forms** group, click the Form command .
  - d. Press **Ctrl+S**. In the **Save As** dialog box, key **07-22-[your initials]**.
2. Modify the Title label by following these steps:
  - a. From the **Format** tab, in the **Views** group, click the View command  down arrow and choose **Design**.
  - b. From the **Design** tab, in the **Controls** group, click the Title command .
  - c. Key **Sales Representatives Information**, and press **Enter**.
  - d. From the **Arrange** tab, in the **Size** group, click the To Fit command .
3. Resize controls in Design View by following these steps:
  - a. Click the **EmployeeID** text box. Drag the right edge to the 4-inch mark on the horizontal ruler.
  - b. Drag the top of the **Detail** bar up to the 1/2-inch mark on the vertical ruler.
  - c. Drag the right edge of the form to the 5-inch mark on the horizontal ruler.
  - d. Drag the bottom edge of the **Form Footer** bar down to the 1/2-inch mark on the vertical ruler.






### TIP









Each section has its own vertical ruler that starts at 0 inches.

4. Add a label by following these steps:
  - a. From the **Design** tab, in the **Controls** group, click the Label command .
  - b. Click in the **Form Footer** section.
  - c. Key **Prepared by: [your full name]**.
  - d. Press **Enter**.
  - e. Drag the new label to the left part on the section.
  - f. From the Quick Access toolbar, click the Save button  to save the new form.
5. Print/Save a form by following these steps:
  - a. Switch to Form View.
  - b. Click the Office button . Point at the **Print** option, and click Print Preview .
  - c. Print/Save the form.
  - d. Close **Print Preview** and the form.

## Exercise 7-23

**Create a simple form. Add and modify control in a form. Print/Save a single record in a form.**






1. Create a single record form by following these steps:
  - a. Open and enable content for **[your initials]-CC07**.
  - b. In the Navigation Pane, select **qryVendors**.
  - c. From the **Create** tab, in the **Forms** group, click the Form command .
  - d. Press **Ctrl+S**. In the **Save As** dialog box, key **07-23-[your initials]**.
2. Modify controls by following these steps:
  - a. Press **PageDown** until you reach the record for **Vender ID** number “1.” This is the longest vender name.
  - b. Drag the right edge of the **Vender ID** text box to reduce its width to just fit the contents of all fields.
  - c. Click the **Phone Number** control. While pressing **Shift**, click **Fax Number**.
  - d. From the **Arrange** tab, in the **Control Layout** group, click the Stacked command .
  - e. Click the **City** control. While pressing **Shift**, click the **State** and **Zip Code** controls.
  - f. From the **Arrange** tab, in the **Control Layout** group, click the Remove command .

- g. Click the label for the **City** control (on the left). Press **Delete**.
  - h. Click the label for the **State** control and press **Delete**.
  - i. Click the label for the **Zip Code** control and press **Delete**.
  - j. Drag the **State** text box to the right of the **City** text box.
  - k. Drag the right edge of the **State** text box so its width is about  $\frac{1}{4}$  inch. Make sure that all data can be seen.
  - l. Drag the **Zip Code** text box to the right of the **State** text box.
  - m. Drag the right edge of the **Zip Code** text box to reduce its width to just fit the content of the field.
  - n. Click the Layout Selector  for the **Phone Number** field, and drag the control layout up under the **City** text box.
3. Add a label to a form by following these steps:
- a. From the **Format** tab, in the **Views** group, click the View command down arrow and choose Design View .
  - b. Drag the bottom edge of the **Form Footer** bar down to the  $\frac{1}{2}$ -inch mark on the vertical ruler.
  - c. From the **Design** tab, in the **Controls** group, click the Label command .
  - d. Click in the **Form Footer** section.
  - e. Key **Prepared by: [your full name]** and press **Enter**.
  - f. Drag the new label to the left part on the section.
4. Modify the Title label by following these steps:
- a. From the **Design** tab, in the **Controls** group, click the Title command .
  - b. Key **Vender Contact Information** and press **Enter**.
  - c. From the **Arrange** tab, in the **Size** group, click the To Fit command .
  - d. Drag the right edge of the form to the 5-inch mark on the horizontal ruler.
  - e. From the Quick Access toolbar, click the Save button .
  - f. Switch to Form View.
  - g. Press **PageDown** until you reach **Vender ID** number “4,” and click the record selector.
5. Print/Save a single record by following these steps:
- a. Click the Office button .
  - b. Click the **Save As** command and choose the PDF or XPS command .
  - c. Change the location to where you will be storing your work.
  - d. Select either **PDF** or **XPS** as the file type.
  - e. Click **Options** and click **Selected Record(s)**. Click **OK**.
  - f. Click **Publish**.
  - g. Right-click the form’s document tab, and choose **Close**.
  - h. According to your classroom procedure, print or submit PDF or XPS file.







## Exercise 7-24

**Create a form using a wizard. Add and modify controls. Add a calculated control. Print/Save a single page of a form.**

1. Create a form using a wizard by following these steps:
  - a. Open and enable content for *[your initials]-CC07*.
  - b. From the **Create** tab, in the **Forms** group, click **More Forms** and choose the Form Wizard command .
  - c. In the **Tables/Queries** drop-down box, choose **Table: tblEmployees**.
  - d. In the **Available Fields** section, double-click **LastName** and **FirstName**.
  - e. In the **Tables/Queries** drop-down box, choose **Table: tblEmployeeDates**.
  - f. In the **Available Fields** section, double-click **HireDate**. Click **Next**.
  - g. Select **Columnar**. Click **Next**.
  - h. Select **Flow**. Click **Next**.
  - i. Key **07-24-[your initials]**. Click **Finish**.
2. Modify controls in a form by following these steps:
  - a. Switch to Layout View.
  - b. Click the label for the **Last Name** control.
  - c. Drag the label's right edge to the left so that there is about 1/2 inch of space after the label text.
  - d. Click the **Hire Date** control.
  - e. From the **Arrange** tab, in the **Control Layout** group, click the Stacked command .
  - f. Drag the **Hire Date** control to the right of the **Last Name** control.
  - g. While pressing **[Shift]**, click the **Last Name** control.
  - h. From the **Arrange** tab, in the **Control Alignment** group, click the Top command .
  - i. Switch to Design View.
3. Add a calculation to a form by following these steps:
  - a. From the **Design** tab, in the **Controls** group, click the Text Box command .
  - b. Click below the **HireDate** text box.
  - c. Drag the new unbound control up to the **HireDate** control until you see the insertion bar under the **HireDate** control.
  - d. Double-click the unbound control. In the Property Sheet, click the **Data** tab.
  - e. Click in the **Control Source** property and click the Build button .
  - f. In the **Expression Builder** dialog box, in the left panel, double-click **Functions**. Click **Built-In Functions**.
  - g. In the middle panel, click **Date/Time**. In the right panel, double-click **DateAdd**.





- h. In the expression box, click **<<interval>>** and key **"yyyy"**.
  - i. In the expression box, click **<<number>>** and key **20**.
  - j. In the expression box, click **<<date>>**.
  - k. In the left panel, click **07-24-[Your Initials]**. In the middle panel, click **<Field List>**.
  - l. In the right panel, double-click **HireDate**.
  - m. Click **OK**.
  - n. In the Property Sheet, click the **Format** tab. In the **Format** property, click the drop-down arrow and choose **Medium Date**.
  - o. Click the label of the new control.
  - p. In the **Caption** property, key **20-year Date**.
4. Add a label to a form by following these steps:
- a. Drag the bottom edge of the **Form Footer** bar down to the 1/2-inch mark on the vertical ruler.
  - b. From the **Design** tab, in the **Controls** group, click the Label command .
  - c. Click in the **Form Footer** section.
  - d. Key **Prepared by: [your full name]**, and press **Enter**.
  - e. Drag the new label to the left part on the section.
  - f. From the Quick Access toolbar, click the Save button  to save the new form.
  - g. Switch to Form View.
5. Print/Save a single record by following these steps:
- a. Click the Office Button .
  - b. Click the **Save As** command, and choose the PDF or XPS command .
  - c. Change the location to where you will be storing your work.
  - d. Select either **PDF** or **XPS** as the file type.
  - e. Click **Options** and click **Page(s)**. Change **From:** to **3** and **To:** to **3**. Click **OK**.
  - f. Click **Publish**.
  - g. Right-click the form's document tab, and choose **Close**.
  - h. According to your classroom procedure, print or submit PDF or XPS file.



## Lesson Applications

### Exercise 7-25

Create a form by using the wizard. Change form width. Modify form sections. Add a label. Print/Save a record through a form.

1. Open and enable *[your initials]-CC07*.
2. Using the **Form Wizard**, create a **columnar** form using all fields in **tblEmployeeDates**.
3. Apply the **Trek** style to the form.
4. Save the form as **07-25-[your initials]**.
5. Make the form 5 inches wide.
6. Using the **Font Size** of **20**, edit the title label to **Employee Dates**.
7. Add a label on the left edge of the **Page Footer**. Key **Prepared by:** *[your full name]*.
8. Close the **Page Header** (height of 0 inches).
9. Print/Save only the record for **Employee ID** number "20."
10. Close the form.



### Exercise 7-26

Generate a simple form. Modify controls. Add a label. Print/Save a group of records through a form.

1. Using *[your initials]-CC07*, create a **Multiple Items** form based on **qrySickDays**.
2. Apply the AutoFormat **Office**, and rename the form **07-26-[your initials]**.
3. Open the **Form Header** and edit the title label to **Employee Sick Days**. Make it **20-point Arial bold italic**. Size the control to fit the text.
4. Reduce the width of each column, but make sure all data are visible.
5. Resize the form to 5 inches wide.
6. Add a label on the left edge of the **Form Footer**. Key **Prepared by:** *[your full name]*.
7. Align the **Form Header** and **Form Footer** labels to the left.
8. Save the form. Print/Save only the records for "Helen Butler." Make sure all data fit on one page.
9. Close the form.






## Exercise 7-27

Create a form with the Form Wizard. Modify form controls. Add a form header with a label. Print/Save using a form.

1. Create a new form for `tblEmployees` by using the **Form Wizard**. Use these fields:

`EmployeeID`  
`LastName`  
`FirstName`  
`EmergencyContact`  
`EmergencyPhone`

2. Use a **Columnar** layout and the **Flow** style. Name the form **07-27-[your initials]**.
  3. Change the form width to 6 inches.
  4. Make all controls **18-point Times New Roman**. Size them to fit.
  5. Widen the labels so all text can be seen.
  6. Edit the title label and key **Emergency Information**. Make the label **24-point Times New Roman bold italic**. Show the label on a single line.
  7. Add a label to the lower right section of the **Form Footer**, and key **Prepared by: [your full name]**.
  8. Save the form.
-  9. Find and Print/Save only the record for “Scott Swanson.” Close the form.

## Exercise 7-28 ♦ Challenge Yourself

Create a simple form. Modify controls. Add a calculated control. Print/Save a single page of a form.

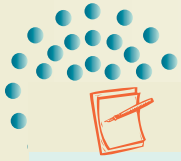
1. Create a simple form based on `qryHrWages`.
2. Apply the AutoFormat **None**.
3. Make all controls **14-point Arial**. Size them to fit.
4. Resize the labels so that all text can be seen.
5. Resize the text boxes to about 2.5 inches wide.
6. Edit the title label to **Carolina Critters** on the first line. Key **Hourly Employee Wages** on the second line. Key **Confidential – [your last name]** on the third line.
7. Format the title label as **18-point Arial bold italic**. Size the title label and the form header as needed, and keep the label as a three-line title.
8. Change the form width to 6 inches.



### TIP

Press **Shift+Enter** or **Ctrl+Enter** to insert a line break in a label.

9. Add an unbound text box to the bottom of the control layout. Edit its label to **Monthly Pay**.

**NOTE**

The calculation "40\*4" represents 40 hours per week and 4 weeks per month.

10. Edit the **EmpPay** control's label to **Hourly Rate**.
11. Set the property **Control Source** for the unbound text box to **[EmpPay]\*40\*4**.
12. Set the format for the **Monthly Pay** text box to **Currency** with two decimal places.
13. Save the form as **07-28-[your initials]**.



14. Print/Save the first page of the form. Close the form.
15. Compact and close your database. Exit Access.

## On Your Own

**In these exercises, you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.**

### Exercise 7-29

Using the Form Wizard, create a form for the main table of the database you modified in Exercise 6-31. Include all fields from the table in your form. On the form printout, sketch changes that will improve each form. Using the Form Wizard, create forms for each additional table in your database. Print a copy of each form. On each form printout, sketch changes that will improve each form. On each form, write your name and "Exercise 7-29." Continue to Exercise 7-30.

### Exercise 7-30

Modify your forms to incorporate the improvements you sketched. In the Form Footer of each form, include your name and Exercise 7-30. In the Form Header, include the name of the form and the current date. Print the data contained in each of your tables. Print a copy of each form. Test your redesigned forms by having another person enter the data. On each form printout, sketch changes that will improve your form. Continue to Exercise 7-31.

## Exercise 7-31

Modify your forms appropriately. Analyze your database design. Determine if any additional forms might be required for queries or recordsets. Create any additional forms you might need. On each form, include your name and Exercise 7-31 in the Form Footer. Print a copy of each form. Submit the copies of the forms you printed in Exercises 7-29 through 7-31 to your instructor. Keep a copy of the database you modified in this exercise. You will use it for the On Your Own exercises in subsequent lessons.