

## 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?  
\_\_\_\_\_
2. What type of information might be displayed in the **Form Header** section?  
\_\_\_\_\_
3. Which command do you use when adding a calculated control to a form?  
\_\_\_\_\_
4. What opens when you click the Build button  in a form?  
\_\_\_\_\_
5. What is the name of the **Picture Size Mode** setting that sizes an image to its original size?  
\_\_\_\_\_
6. What determines where the insertion pointer moves when you press **Tab** in a form?  
\_\_\_\_\_

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

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

## 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 upon the database user's skill level and the confidentiality of the data?

## Skills Review

### Exercise 7-21



**You have been asked to create a form that uses qryEmpDates to display, enter and edit employee information.**

1. Open a database by following these steps:
  - a. Locate and open the **Lesson 07** folder.
  - b. If you already have a copy of *[your initials]-EcoMed-07*, skip to step 1d.
  - c. Make a copy of **EcoMed-07** and rename it *[your initials]-EcoMed-07*.
  - d. Open and enable content for *[your initials]-EcoMed-07*.
2. Create a multiple record form by following these steps:
  - a. In the **Navigation Pane**, select **qryEmpDates**.
  - b. From the **Create** tab, in the **Forms** group, click **More Forms**  and choose **Multiple Items** .
  - c. From the **Quick Access** toolbar, click **Save**  to save the new form.
  - d. Name the new form **frmEmpDates**.
3. Format a form in **Layout View** by following these steps:
  - a. From the **Design** tab, in the **Header/Footer** group, click **Title** .
  - b. Replace the old title with **EcoMed's Employee Dates**.
  - c. Click the first text box under the "Last Name" label.

- d. Hover your mouse over the bottom edge of the text box until you see a double-arrow. Click and drag up until you have reduced the height of the control by half.
  - e. Click the **First Name** label.
  - f. From the **Arrange** tab, in the **Rows & Columns** group, click **Insert Right** .
  - g. Press **Ctrl+S** to save the changes to the form.
4. Select multiple records in a form by following these steps:
    - a. Switch to **Form View**.
    - b. Click the record selector for the first record and drag through the record for “Dyer.” You should have 8 records selected.

**TIP**

If the **Select records** option is not available, you are trying to create a PDF from **Print Preview**. This feature only works from the **Save & Publish, Save Object As** method.

5. Save a form by following these steps:
  - a. Click the **File** tab and from the **Save & Publish** option, click **Save Object As** , then double-click **PDF or XPS** .
  - b. In the **Publish as PDF or XPS** dialog box, click the **Option** button. Select the **Select records** option and click **OK**.
  - c. Save the file as a PDF and name the file *[your initials]-07-21-A*.
  - d. Click **Publish**.
  - e. Save and close the form.

## Assessment

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- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.
- Depending on your class procedures, print or turn in the PDF file.

-OR-




- Depending on your class procedures, print or turn in the PDF file.







EcoMed's Employee's Dates			
Last Name	First Name	DOB	Hires Date
Johnson	David	06/15/1960	02/20/2004
Shaw	Richard	2/20/1962	03/10/2004
Barrett	Esther	02/15/1972	01/20/2005
Blanchard	Sam	03/20/1970	04/05/2002
Chen	Franklin	04/20/1970	01/20/2004
Clark	John	01/10/1960	01/10/2002
Chen L. H.	John	01/10/1970	01/10/2004
Chen	David	01/10/1980	01/10/2004

07-21-A.pdf  
1 Page

## Exercise 7-22

**Create a form to display, add, modify or delete employee job codes.**

1. Create a single record form by following these steps:
  - a. Open and enable content for *[your initials]-EcoMed-07*.
  - b. In the **Navigation Pane**, select **tblJobCodes**.
  - c. From the **Create** tab, in the **Forms** group, click **Form** .
  - d. Press **Ctrl+S**. In the **Save As** dialog box, key **frmJobCodes**.

2. Modify the **Title** label by following these steps:
  - a. Switch to **Design View**.
  - b. From the **Design** tab, in the **Header/Footer** group, click **Title** .
  - c. Key **EcoMed's Job Codes** and press **Enter**.
  - d. Right-click the Title label and select **Size**, then choose **To Fit** .
3. Modify controls in **Design View** by following these steps:
  - a. Click the **Job Code** text box. Drag the right edge to the 4-inch mark on the horizontal ruler.
  - b. From the **Arrange** tab, in the **Merge/Split** group, click **Split Horizontally** .
  - c. From the **Arrange** tab, in the **Rows & Columns** group, click **Select Layout** .
  - d. Click and drag the layout up to the top of the **Detail** section.
  - e. Drag the top of the **Form Footer** bar up until there is only one row of dots showing below the **JobTitle** text box.
  - f. Move your mouse above the top part of the **JobCode** text box until you see a down arrow. Click to select only the text boxes.
  - g. Right-click the selected controls, select **Special Effects** , and choose Shadow effect (row 2, column 2).
4. Add a label by following these steps:
  - a. Drag the bottom of the **Form Footer** bar down ½ inch.
  - b. From the **Design** tab, in the **Controls** group, click Label .
  - c. Click in the **Form Footer** section.
  - d. Key **Prepared by: [your full name]**. Press **Enter**.
  - e. Drag the new label to the left part on the section.
  - f. Press **Ctrl+S** to save the changes to the form.

**TIP**

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



## Assessment



- Close the form.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.






**-OR-**



- Save a Form by following these steps:
  - a. Click the **File** tab and from the **Print** option, click **Print Preview** .
  - b. From the **Print Preview** tab, in the **Data** group, click **PDF or XPS**  to save the printout as a file.
  - c. Save the file as a PDF and name the file **[your initials]-07-22-A**.
  - d. Depending on your class procedures, print or turn in the PDF file.
  - e. Close **Print Preview** and the form.

## Exercise 7-23

You have been asked to create a form based on qryVender that allows users to change vender information.

1. Create a single record form by following these steps:
  - a. Open and enable content for *[your initials]-EcoMed-07*.
  - b. In the **Navigation Pane**, select **qryVender**.
  - c. From the **Create** tab, in the **Forms** group, click **Form** .
  - d. Press **Ctrl+S**. In the **Save As** dialog box, key **frmVenInfo**.
2. Modify controls by following these steps:
  - a. Press **PageDown** until you reach the record for **Vender ID** number "18." This is the longest vender name.
  - b. Drag the right edge of the **Vender Name** text box to reduce its width to just fit the content of the field.
  - c. Click the **City** text box. From the **Arrange** tab, in the **Rows & Columns** group, click **Insert Right**  twice.
  - d. Click on the **State** text box and drag it to the right of the **City** text box.
  - e. Click on the **Zip** text box and drag it to the right of the **State** text box.
  - f. Click the label for the **City** control and press **Delete**.
  - g. Click the label for the **State** control and press **Delete**.
  - h. Click the label for the **Zip** control and press **Delete**.
  - i. Click the blank cell above the **Phone Number** text box and press **Delete**.
  - j. Select the **FAX** label. While pressing **Ctrl**, click the **FAX** text box.
  - k. Drag the selected controls to the right of the **Phone Number** text box.
  - l. Click the blank cell below the **FAX** text box and press **Delete**.
  - m. Click the **FAX** text box and drag its right edge to the right until you can see of the FAX number.
3. Add a label to a form by following these steps:
  - a. Switch to **Design View**.
  - b. Drag the bottom edge of the **Form Footer** bar down to the 1/2-inch mark on the vertical ruler.
  - c. From the **Design** tab, in the **Controls** group, click **Label** .
  - 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 **Header/Footer** group, click **Title** .
  - b. Key **Vender Contact Information** and press **Enter**.
  - c. Right-click the Title label and select **Size**, then choose **To Fit** .
  - d. Save the form.

## Assessment





- Close the form.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-









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1 Page

- Select a single record by following these steps:
  - a. Switch to **Form View**.
  - b. Press **PageDown** until you reach **Vendor ID** number “4.”
  - c. Click the record selector.
- Save a single record by following these steps:
  - a. Click the **File** tab and from the **Save & Publish** option, click **Save Object As** , then double-click **PDF or XPS** .
  - b. In the **Publish as PDF or XPS** dialog box, click the **Option** button. Select the **Select records** option and click **OK**.
  - c. Save the file as a PDF and name the file **[your initials]-07-23-A**.
  - d. Depending on your class procedures, print or turn in the PDF file.
  - e. Close **Print Preview** and the form.

## Exercise 7-24

**Create a form to display employee names and their ages.**

1. Create a form using a wizard by following these steps:
  - a. Open and enable content for **[your initials]-EcoMed-07**.
  - b. From the **Create** tab, in the **Forms** group, click **Form Wizard** .
  - c. In the **Tables/Queries** drop-down box, choose **Table: tblEmployees**.
  - d. In the **Available Fields** section, double-click **LastName**, **FirstName**, and **DOB**. Click **Next**.
  - e. Select **Columnar**. Click **Next**.
  - f. Name the form **frmEmpAge**. Click **Finish**.
2. Modify controls on a form by following these steps:
  - a. Switch to **Design View**.
  - b. Place your mouse pointer in the horizontal ruler at the 2-inch mark until it turns into a down arrow. Click to select the three text boxes in the **Detail** section.
  - c. From the **Arrange** tab, in the **Table** group, click **Stacked**. Click the **Detail** to deselect the controls.
  - d. Switch to **Layout View**.
  - e. Click the **Last Name** text box. From the **Arrange** tab, in the **Rows & Columns** group, click **Insert Right**  twice.

- f. Click the label for the **DOB** control. Press **Ctrl** and click the **DOB** text box.
  - g. Drag the selected controls to the upper most right blank cell.
  - h. Click the blank cell below the **First Name** label and press **Delete**.
3. Add a calculation to a form by following these steps:
    - a. From the **Design** tab, in the **Controls** group, click Text Box .
    - b. Click below the **DOB** text box.
    - c. Switch to **Design View**. Double-click the unbound text box. In the **Property Sheet**, click the **Data** tab.
    - d. Click in the **Control Source** property and click the Build button .
    - e. Key **(** (left parentheses).
    - f. In the **Expression Elements** panel, click **Common Expressions**.
    - g. In the **Expression Categories** panel, double-click **Current Date**. This action adds the function **Date()**, which returns the current date.
    - h. In the top Expression window, key **-** (minus symbol).
      - i. In the **Expression Elements** panel, click **frmEmpAge**.
      - j. In the **Expression Categories** panel, click **<Field List>**.
      - k. In the **Expression Values** panel, double-click **DOB**.
      - l. In the top Expression window, key **) /365.25**.
      - m. Click **OK**.
    - n. In the **Property Sheet**, click the **Format** tab. In the **Format** property, choose **Fixed**.
    - o. Change the **Decimal Places** property to **0**.
    - p. Click the calculated control's label.
    - q. In the **Property Sheet**, click the **Caption** property and key **Age**.
  4. Modify labels in 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 Label .
    - 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. In the **Form Header**, click the label "frmEmpAge" and press **Delete**.
    - g. From the **Design** tab, in the **Header/Footer** group, click Title .
    - h. Key **EcoMed's Employee Ages** and press **Enter**.
    - i. Save the form.



#### TIP

The final value in the **Control Source** property is `=(Date()-[DOB])/365.25`.

### Assessment



- Close the form.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.







-OR-



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1 Page

07-24-B.pdf  
1 Page

- Select a single record by following these steps:
  - a. Switch to **Form View**.
  - b. Press **PageDown** until you find the record for “May Lee.”
  - c. Click the record selector.
- Save a single record by following these steps:
  - a. Click the **File** tab and from the **Save & Publish** option, double-click **Save Object As** , then double-click **PDF or XPS** .
  - b. In the **Publish as PDF or XPS** dialog box, click the **Option** button. Select the **Select records** option and click **OK**.
  - c. Save the file as a PDF and name the file *[your initials]-07-24-A*.
  - d. Depending on your class procedures, print or turn in the PDF file.
  - e. Close the form.
- Create a **Database Documenter** report by following these steps:
  - a. From the **Database Tools** tab, in the **Analyze** group, click **Database Documenter** .
  - b. From the **Documenter** dialog box, click **frmEmpAge** check box.
  - c. Click **Options**.
  - d. For **Form**, do not include any options.
  - e. For **Include for Sections and Controls**, select **Name and Properties**.
  - f. Click **OK** twice to go to **Print Preview**.
- Save a **Database Documenter** report by following these steps:
  - a. From the **Print Preview** tab, in the **Data** group, click **PDF or XPS**  to save the printout as a file.
  - b. In the **Publish as PDF or XPS** dialog box, click the **Option** button. Select the **Pages** option. Print only page **10** and click **OK**.
  - c. Save the file as a PDF and name the file *[your initials]-07-24-B*.
  - d. Depending on your class procedures, print or turn in the PDF file.
  - e. Close **Print Preview** and the form.



## Lesson Applications

### Exercise 7-25

You have been asked to create a form to enter in the names and address of new interns.

1. Open and enable *[your initials]-EcoMed-07*.
2. Using the **Form Wizard**, create a **Columnar** form using the fields **LastName**, **FirstName**, **Street**, **City**, **State**, and **ZipCode** from **tblInterns**.
3. Save the form as **frmInterAddress**.
4. Delete the labels for **Street**, **City**, **State**, and **ZipCode**.
5. Move the **State** and **ZipCode** text boxes next to the **City** text box so that the address resembles the address on a mail label.
6. Delete the label that the wizard placed in the top of the form. Add a title control that reads **EcoMed Intern's Address**.
7. Add a label on the left section of the **Form Footer**. Key **Prepared by:** *[your full name]*.
8. Reduce the width of the **State** and **ZipCode** text box to fit the data. Reduce the width of the form to fit on one page.
9. Save the form as a PDF. Only show the record for intern "Ben Kyle." Name the file *[your initials]-07-25-A*.

07-25-A.pdf  
1 Page

### Assessment



- According to your class procedures, print or turn in the PDF file.
- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



- According to your class procedures, print or turn in the PDF file.

### Exercise 7-26

Create a form to display the names of the management companies for each facility. Include the state in which the facility is located.

1. Using *[your initials]-EcoMed-07*, create a **Multiple Items** form based on **qryManFac**.
2. Save the form as **frmManFac**.

3. Edit the title label to **EcoMed's Facilities by Management Corp.**. Size the label to fit the title.
4. Make the width of the **Manage Name** and **Facility Name** text boxes 3 inches and the **State** text box ½ inch.
5. Add **Date and Time** controls to the **Form Header**.
6. Add a label on the left section of the **Page Footer**. Key **Prepared by:** *[your full name]*.

## Assessment



- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



- Save the form as a PDF. Only show the records that have the **Manage Name** "Health Alliance." Name the file *[your initials]-07-26-A*.
- According to your class procedures, print or turn in the PDF file.

07-26-A.pdf  
1 Page

## Exercise 7-27

**Create a form that displays the names and address of all medical facilities.**

1. Create a new form for **tblFacilities** by using the **Form** command
2. Name the form **frmFacData**.
3. Split the **City** text box into three cells. Move the **State** and **ZIP** text boxes to the blank cells next to the **City** text box.
4. Delete the labels for **City**, **State**, and **ZIP**. Remove the blank row of cells.
5. Widen the text boxes in the address so that all the data can be seen. Make sure that you do not make the **Address** text box wider than 3 inches.
6. Apply a shadowed effect to all the text boxes.
7. Delete both the **Region** text box and label.
8. By adding cells to the right of the control layout, create two new columns of cells. Move the labels and text boxes for **PhoneNum** through **ContactLastName** into the new cells. The controls for **FacilitiesID** and **PhoneNum** should be on the same row.
9. Delete all rows of blank cells in the form. Resize all labels and text boxes so that the data is visible without the form being wider than 10-inches.
10. Edit the title label and key **EcoMed's Facility Data**.
11. Add a label to the lower left section of the **Form Footer** and key **Prepared by:** *[your full name]*.



### TIP

You will need to use **Print Preview** to set the page orientation but must use the Backstage to save the form with a selected record.

Assessment



- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-



- Save the form in landscape orientation as a PDF. Only show the records the Facilities ID “43.” Name the file *[your initials]-07-27-A*.

- According to your class procedures, print or turn in the PDF file.



07-27-A.pdf  
1 Page

Exercise 7-28 ♦ Challenge Yourself

Create a form that displays an employee’s name, hire date, the date of his or her 5-year anniversary, the date of his or her 10-year anniversary, and the date of his or her 25-year anniversary.

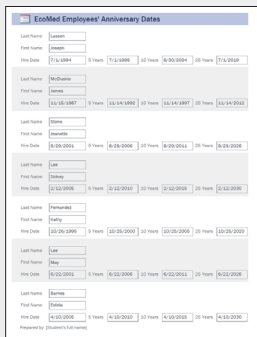
1. Create a simple form based on **tblEmployees** and save it as **frmEmpAnniverDates**.
2. Delete all fields and labels except **Last Name**, **First Name**, and **Hire Date**.
3. Clean up the layout by deleting all blank rows.
4. Resize the width of the text boxes to **1.2** inches and their labels **.9** inches wide.
5. Add a new text box to the control layout, right of the **Hire Date** text box.
6. Change the label to read **5 Years**.
7. Set the **Control Source** property for the unbound text box to show a date five years after an employee’s hire date.



NOTE

There are 365.25 days in a year.

8. Set the **Format** property for the **5 Years** text box to **Short Date**.
9. Repeat steps 5 through 8 but change the label and equation to represent 10 years. Place this new control to the right of the **5 Years** control.
10. Repeat steps 5 through 8 but change the label and equation to represent 25 years. Place this new control to the right of the **10 Years** control.
11. Edit the title to **EcoMed Employees’ Anniversary Dates**.
12. Add a label to the lower left section of the **Page Footer** and key **Prepared by: [your full name]**.
13. Resize controls to fit the width of a portrait layout page.



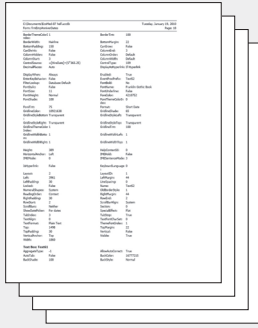
07-28-A.pdf  
1 Page



- According to your classroom procedure, turn in your database only when you have completed all assigned exercises.

-OR-

Assessment



07-28-B.pdf  
4 Pages

- Save the form as a PDF. Only print the first page. Name the file *[your initials]-07-28-A*.
- According to your class procedures, print or turn in the PDF file.
- Create a **Database Documenter** report for `frmEmpAnniverDates` using the following settings:
  - Include for Form: Nothing
  - Include for Sections and Controls: **Names and Properties**
- Save pages 17 through 20 of the **Documenter** report as a PDF file named *[your initials]-07-28-B*.
- According to your class procedures, print or turn in the PDF file.
- 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 6-32. 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.