

Microsoft Access

Lesson 3: Creating Forms

Overview-Lesson Learning Objectives:

This lesson presents methods for creating forms that are available in Access 2002. Students will be introduced to the three methods of creating forms, editing, modifying and formatting forms. Also they will learn to add and delete records in a form and the resulting effect on the table. Students are also exposed to form controls, tab order and expression builder. The students will learn the following skills:

- Creating an AutoForm
- Creating a Form with a Form Wizard
- Modifying a Form
- Setting tab Order
- Adding a Field to a Form
- Using an Expression Builder
- Using Property Sheet
- Entering Records Using a Form

Teaching Tips and Strategies:

Creating an AutoForm: (AC 3.2)

Forms:

A form is a type of a database object that is primarily used to enter or display records in a database. Form serves as a user interface for your database. It makes it easier to enter new records and modify existing records.

Forms could be used in a number of ways. For example, it could be used as a switchboard that opens other forms and reports in the database, or a custom dialog box that accepts user input and carries out an action based on the input.

In general, forms are bound to one or more tables and queries in a database. Forms are based on the underlying tables and queries.

AutoForm:

AutoForm is one of the three ways to create a form. One can use the AutoForm Access feature to create a form based on a single table or query. It displays all fields and records in the underlying table or query. AutoForm allows you to choose from three basic display formats – Columnar, Tabular and Datasheet. The AutoForm Columnar is the most popular format because it creates a form that aligns the fields in columns with each record displayed individually.

Creating a Form with the Form Wizard: (AC 3.4)

Using a Form Wizard is another method of creating a form. AutoForm has a limitation of creating forms with only one table or query, but Form Wizard allows you create forms based on one or more table or query in a database. Thus, you can choose fields from as many different tables or queries as you want.

Modifying a Form: (AC 3.6)

Modifying a form is similar to modifying the contents and format of table or query. You must use the Design View to modify the form. You must first select the item to be changed. You can change the layout of the form,

format with different borders and shading, change the text style and other formatting changes to make your forms more appealing to the user.

Sizing Handle:

When you select a label control element, eight small boxes called sizing handles surround it. The sizing handles are used to size the control.

Move Handle:

Once an element is selected, besides the sizing handles, on the upper left corner a large box is displayed which is known as the moving handle. It is used to move the selected control element.

Setting Tab Order: (AC 3.10)

Tab Order refers to the sequence in which controls receive the focus when a user is pressing the Tab key to move through a form. Once you modify the fields by rearranging it in the form, the Tab Order does not automatically changes. You must Set the Tab Order in order for the user to enter the data logically.

If you want Access 2002 to create a left-to-right and top-to-bottom tab order, then click on the Auto Order button from the Tab Order dialog box.

Tab Stop property is used to specify whether you can use the TAB key to move the focus to a control in Form View. When you create a control on a form, Access automatically assigns the control a position in the form's tab order. Each new control is placed last in the tab order. If you want to prevent a control from being available when you tab through the controls in a form, set the control's Tab Stop property to No.

Note: In Design View, the tab order is always the order in which you created the controls.

Adding a Field to a Form: (AC 3.12)

Controls are objects on a form that display data, perform actions or are used for decorations. Controls are accessible through the Toolbox in Design View of a form. When you use the text box to add a field it is called an unbound control because it is not linked or bound to a field in a table or query. Unbound text boxes can be used to supply values to other fields or to display the results of calculations. Once the field is linked to a field in a table, it is called the bound control.

Note: Each new field automatically becomes the last field in the Tab Order. You will need to adjust the Tab Order if users will be entering data into field that you add to a form.

Using the Expression Builder: (AC 3.14)

In Access, Expressions means any combination of mathematical or logical operators, constants, functions, and names of fields, controls, and properties that evaluates to a single value.

Expression Builder helps you to create equations for calculated controls on a form or a report.

Using the Property Sheets: (AC 3.18)

In Access you use properties to determine the characteristics of the fields, forms and reports. Every section and control on a form or report has properties. Control properties determine the structure, appearance, and behavior of a control as well as the characteristics of the text or data it contains. Properties are set using the Property Sheet.

Entering Records Using a Form: (AC 3.20)

Form allows you to view one record per screen, thus making it easier to enter or modify data. When you add a new record using a form, it is automatically added to the table or query to which the fields are bound. When you modify a record, the record sources are automatically updated.

The Find dialog box allows you to locate specific records or find certain values within fields. If you want you can use the Replace dialog box to replace the found values.

Lecture Notes

Creating Forms

- Forms – what is it?

- Forms - Use

Creating an AutoForm

- Single Table or Query

- All fields included

- AutoForm Wizard (Figure 3-1)

- Basic Format

 - Columnar (Figure 3-2)

 - Tabular (Figure 3-3)

 - Datasheet

Creating a Form with the Form Wizard

- More control than AutoForm

- Based on Multiple tables and queries

- Include or exclude fields from table

 - Choosing the fields for the form (Figure 3-4)

 - Employees/Position Form (Figure 3-5)

Modifying a Form

- Selecting Control Element

 - Sizing handle

 - Moving Handle

- Form Design View Window (Figure 3-6)

- Moving the Gender Field (Figure 3-7)

- Changing the Border Style (Figure 3-8)

- Changing the Background Color (Figure 3-9)

Setting Tab Order

- Controls data entry of form

- Tab Order dialog box (Figure 3-10)

 - Auto Order

 - Custom Order

- Setting Tab Stop Property (Figure 3-11)

Adding a Field to a Form

- Controls (Figure 3-12)

 - Unbound

 - Bound

- Added field – Last field in Tab Order (Figure 3-13)

Using the Expression Builder

- Expressions – Mathematical or Logical

- Complete Expression (Figures 3-14, 3-15)

- Format Tab Settings (Figure 3-16)

- Expression – Design View (Figure 3-17)

Using the Property Sheets

- Properties - defined

 - Font Weight Property (Figure 3-18)

 - Fore Color Property (Figure 3-19)

 - Font Color (Figure 3-20)

 - Left Property (Figure 3-21)

Entering Records Using a Form

- Updates table when records added

- (Table 3-1, Figure 3-22, Figure 3-23)

- Find and Replace values

Text Solutions**A. Identify Key Features**

1. g (AC 3.10)
2. e (AC 3.13)
3. d (AC 3.18)
4. h (AC 3.14)
5. f (AC 3.12)
6. a (AC 3.12)
7. I (AC 3.4)
8. b (AC 3.8)
9. c (AC 3.8)
10. Blank (Error)

B. Select the Best Answer

11. j (AC 3.4)
12. b (AC 3.2)
13. a (AC 3.6)
14. g (AC 3.14)
15. c (AC 3.10)
16. i (AC 3.10)
17. d (AC 3.12)
18. h (AC 3.13)
19. f (AC 3.14)
20. e (AC 3.18)

C. Complete the Statement

21. c (AC 3.4)
22. a (AC 3.12)
23. c (AC 3.14)
24. c (AC 3.2)
25. b (AC 3.10)
26. a (AC 3.12)
27. d (AC 3.12)
28. a (AC 3.12)