

Introduction to Microsoft® Access III: Forms

A Workshop for San Diego State University Faculty and Staff



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Where to Find Help When You Need It

Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to: <http://rohan.sdsu.edu/~facstaff>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University. You can access the BATS Web Page by pointing your browser to: <http://rohan.sdsu.edu/~bats/>

Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location: Adams Humanities, 1109
Phone Number: x45727
Semester Hours: 7:30am – 6:00pm Monday -Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348 **E-mail:** helpline@mail.sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824 **E-mail:** staffhelp@sdsu.edu
Semester Hours: 7:30am – 6:00pm Monday – Thursday
7:30am – 4:30pm Friday
Semester Intersession: 7:30am – 4:30pm Monday – Friday

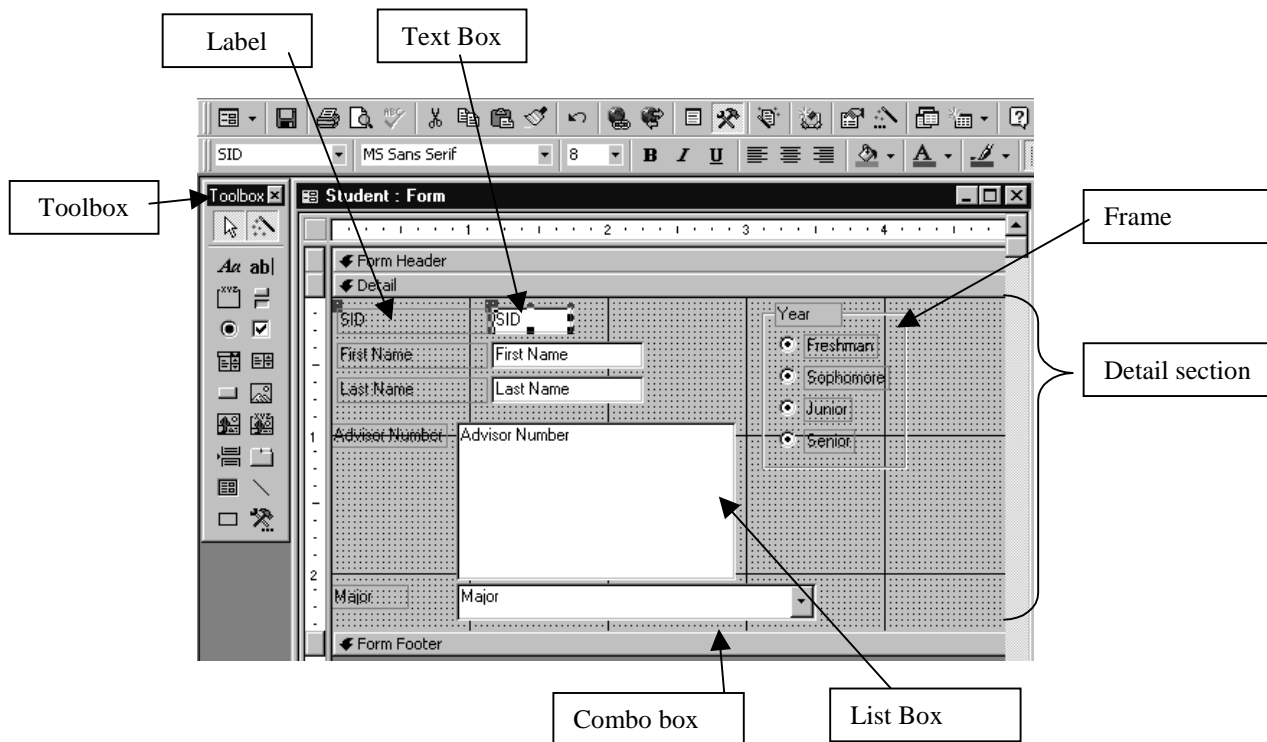
Table of Contents

Forms.....	1
Create a Form with a Wizard	1
Create a Form.....	2
Using Design View to Change the Form	2
Add a Field to the Form	3
Change the Tab Order in a Form.....	3
Command Buttons.....	3
Combo and List Boxes	4
Display a Startup Form When Opening Access.....	5
Appendix A	6

Forms

You can use forms for a variety of purposes.

- Create a data-entry form to enter data into a table
- Create a custom dialog box to accept user input, and then carry out an action based on that input
- Create a switchboard form to open other forms or reports



Create a Form with a Wizard

1. In the Objects Bar, click the **Forms** button and click **New**.
2. In the New Form dialog box, click the wizard that you want to use. A description of the wizard appears in the left side of the dialog box.
3. Click the name of the table or query that includes the data you want to base your form on.
Note: You don't need to do this step if you click the Form Wizard option. You can specify the record source for the form in the wizard. Then click **OK**.
4. If you clicked Form Wizard, Chart Wizard, or PivotTable Wizard, follow the directions in the wizard dialog boxes. If you clicked AutoForm: Columnar, AutoForm: Tabular, or AutoForm: Datasheet, Access automatically creates your form.
5. If the resulting form doesn't look the way you want, you can always change it in Design view.

Create a Form

1. In the Objects Bar, click the **Forms** button and click New.
2. In the New Form dialog box, click **Design View**.
3. Click the name of the table or query that includes the data you want to base your form on. If the form won't contain data (for example, if you want to create a form to use as a switchboard to open other forms or reports, or if you want to create a custom dialog box), don't select anything from this list.
Note: If you want to create a form that uses data from more than one table, base your form on a query that includes the tables you want to include. Then click **OK**.
4. Microsoft Access displays the Form window in Design view.

Using Design View to Change the Form

In Design View you can add or delete Controls.


A **CONTROL** is a graphical object, such as a text box, a check box, a command button, or a rectangle, that you place on a form or report in Design view to display data, perform an action, or make the form or report easier to read.

Control boxes are objects. When a control box is selected, the object name will appear in the Object drop-down button located on the left on the Formatting Toolbar.

- Because control boxes are objects, they will have object handles on the borders of the selected control box.
- Drag the object handle in the desired direction to increase or decrease the size of a control box.
- By pointing to the upper-left-corner of a control box, the mouse will take the shape of hand with a finger pointing to it. Once you see the finger, you can move a control box by dragging and dropping it with the mouse.
- Multiple control boxes may be selected by holding the shift key while clicking on a control box. This allows you to move control boxes as a group by dragging and dropping them.
- Each control box has a set of **PROPERTIES** associated with it. Control properties determine the structure, appearance, and behavior of a control as well as the characteristics of the text or data it contains.
- To access the properties of a control box, select it first, then click on the Properties button on the Standard Toolbar or just right-click on the control box to display a shortcut menu, which will include the Properties item.
- To see all the properties associated with a control box, click the All tab and scroll down or up to look at the various formats, data source, event and other properties that can be changed.

Properties can be used to restrict or validate data in forms. (For a list of examples of form properties see Appendix A.)

Add a Field to the Form

1. To add a field from the table or query on which the form is based, click the Field List button  on the Standard Toolbar.
2. A window will display the table along with its fields.
3. To display one field in the form detail, drag and drop the field name into the detail area.
To display all fields, double-click on the table or query name title bar, which will highlight all the fields. Then drag and drop all the fields into the detail area.
4. Two control boxes will be displayed. The control box to the left will be the label name identifying the field name related to the control box to the right.

Change the Tab Order in a Form

1. Open the form in Design view.
2. On the **View** menu, click **Tab Order**.
3. Under Section, click the section you want to change.
4. Do one of the following:
 - If you want Access to create a left-to-right and top-to-bottom tab order, click **Auto Order**.
 - If you want to create your own custom tab order, click the selector for the control you want to move. (Click and drag to select more than one control at a time.) Click the selector again and drag the control to the desired location in the list.
5. Click **OK**.
6. Switch to Form view to test the tab order. (In Design view, the tab order is always the order in which you created the controls.)

➔**Hints:** If you want to be able to select a control on a form, but you don't want to include that control in the tab order, set its TabStop property to No.

Command Buttons

You use a command button on a form to start an action or a set of actions.

You can create over 30 different types of command buttons using the Command Button Wizard. For example, you can create a command button that finds a record, prints a record, runs a query, previews a report, and performs form functions, such as, closing and opening a form.

The Command Button Wizard speeds up the process of creating a command button because it does all the basic work for you. When you use the wizard, Access prompts you for information and creates the command button based on your answers.

Using the Command Button Wizard is a good way to learn how to write event procedures. When Access creates a command button with a wizard, it creates an event procedure and attaches it to the button. You can open the event procedure to see how it works and modify it to fit your needs.

Create a Command Button

1. Open a form in **Design view**.
2. On the toolbox, click the **Command Button** tool.
3. On the form, drag and drop where you want to place the command button.
4. In the Command Button wizard, select the action in the first window.
5. In the next window, select whether you want text or a picture to be displayed in the command button.
6. In the last window, give it a name or go with the default name.
7. Click **Finish** to return to form design view. Test it in Form View.

Just like any other control box, the properties may be changed by selecting it first, then clicking on the **Properties** button on the toolbar.

Combo and List Boxes

In many cases, it's quicker and easier to select a value from a list than to remember a value to type.

With a list box, you can have the value displayed and select it yourself. If there is too much data to be displayed in the box, then scroll bars will be displayed. Simply use the scroll bars to find the value.

A combo box is like a list box, but takes up less room. It looks like a text box, but has a drop-down arrow to the right, that can be clicked to display more values in the text box.

The list in a combo or list box consists of rows of data. Rows can have one or more columns, which can appear with or without headings.

Insert a Combo or List Box into a Form

1. Open a form in **Design view**.
2. In the toolbox, click the **Combo or List Box button**.
3. On the form, drag and drop where you want to place it.
4. In the first wizard, you select whether you want a combo or list box to find a record based on the value you select in the combo box, look up values in a table or query, or allow you to type in your own values.
5. Depending on what option you select in the first wizard window, effects what other windows will follow in the wizard.
6. In the last wizard window, give it a name or go with the default.
7. Click **Finish** to return to form design view.

Just like any other control box, the properties may be changed by selecting it first, then clicking on the **Properties** button on the toolbar.

Display a Startup Form When Opening Access

1. On the **Tools** menu, click **Startup**.
2. In the **Display Form** box, click a form from the current database.
3. If you don't want users to see or use the Database window, which appears behind the form, clear the **Display Database Window** check box.
4. Changes to these settings in the Startup dialog box won't take effect until the next time the database or application is opened.

Appendix A

Examples of Properties in Forms

Creating or Customizing Pop-up Forms and Custom Dialog Boxes

The following table lists properties you can use to create or customize pop-up forms and custom dialog boxes. For more information on any of these properties, click the property in the property sheet and press F1.

This property	Determines
Pop Up	Whether a form opens as a pop-up form. A pop-up form always remains on top of other Microsoft Access windows.
Modal	Whether a form opens as a modeless form (you can switch to other windows) or a modal form (the form retains the focus until it's closed).
Border Style	The type of border and border elements (title bar, Close button, Control menu, Maximize and Minimize buttons) to use for the form. It also determines whether the form is sizable.
Control Box	Whether a form has a Control menu in Form view.
Min Max Buttons	Whether a form has Minimize and Maximize buttons in Form view. If you set the Border Style property to Dialog, Microsoft Access automatically removes the Minimize and Maximize buttons.
Close Button	Whether the Close button is disabled.
Scroll Bars	Whether a form has scroll bars.
Navigation Buttons	Whether a form has navigation buttons.
Record Selectors	Whether a form has record selectors.
Shortcut Menu	Whether a shortcut menu is displayed when you right-click a form.
Auto Center	Whether a form is centered automatically in the application window when the form is opened.
Allow Edits	Whether a user can make any editing changes to saved records in a form.
Allow Deletions	Whether a user can delete records using a form.
Allow Additions	Whether a user can add records using a form.
Data Entry	Whether a form shows all records or a blank (new) record when it opens.
Default View	Whether a form is displayed in Datasheet view, as a single form (one record), or as a continuous form (multiple records).
Views Allowed	Whether you can switch between Form view and Datasheet view.

Restrict or Validate Data in forms

The following table lists properties you can use to restrict or validate data in forms, and where you can set the properties.

Property	Description	Where set
Default Value	Enters a default value in a control for new records. For example, you can set the default value of a Date text box to the current date.	In table Design view or in the property sheet for the control
Validation Rule	Specifies a validation rule. If the data entered doesn't satisfy the validation rule, Microsoft Access displays the text specified in the Validation Text property.	In table Design view or in the property sheet for the control
Input Mask	Helps you enter data in the correct format. For example, you can create an input mask that displays parentheses, spaces, and hyphens for a phone-number field, so you can just fill in the blanks.	In table Design view or in the property sheet for the control
Enabled, Locked	The Enabled property determines whether a control can have the focus in Form view. The Locked property determines whether a control allows changes to data in Form view.	In the property sheet for the control
Allow Edits	Determines whether a user can edit saved records using a form.	In the property sheet for the form
Allow Additions	Determines whether a user can add a record using a form.	In the property sheet for the form
Allow Deletions	Determines whether a user can delete a record using a form.	In the property sheet for the form
Data Entry	Determines whether a form opens for data entry (blank record) or with all records showing.	In the property sheet for the form