

Microsoft® Access 2003

III: Forms

A Workshop for San Diego State University Faculty and Staff



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

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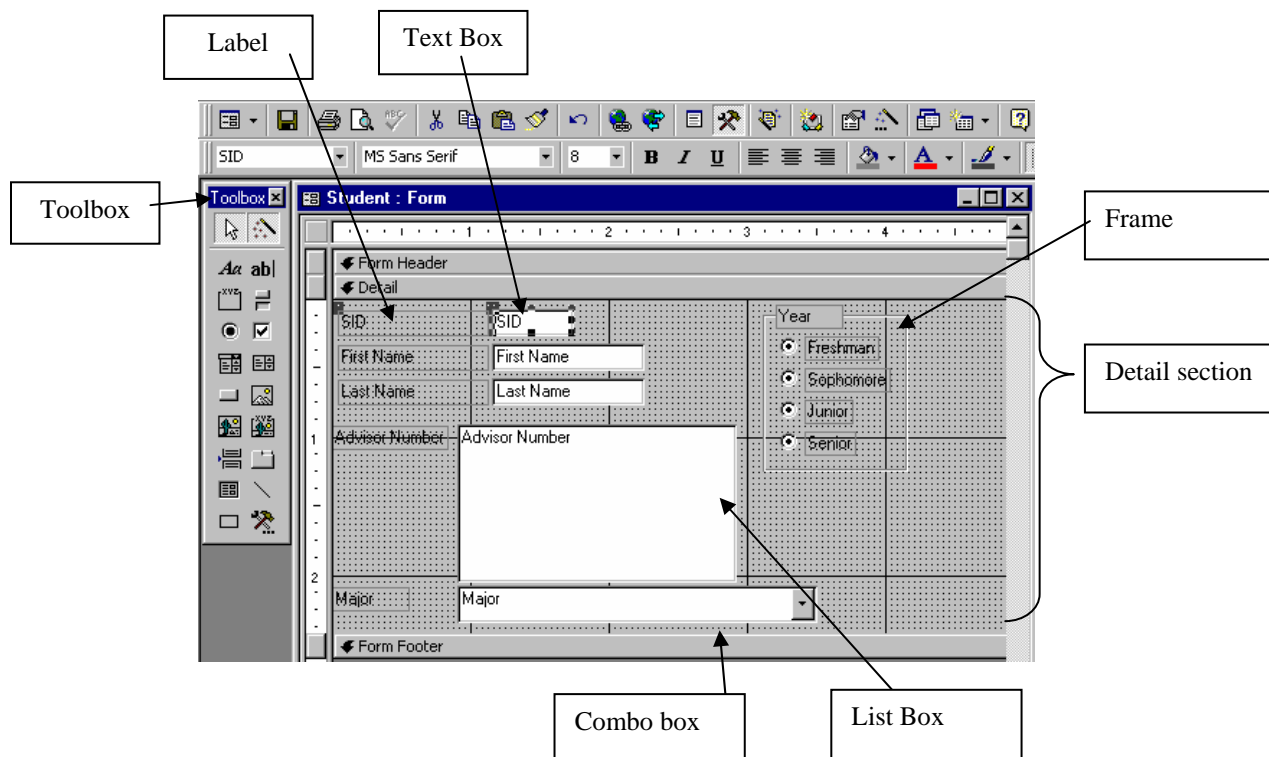
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OVERVIEW

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 Database window, click the **Forms** tab 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 on which you want to base your form.

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 it to look, you can always change it in Design view.

WORKING IN DESIGN VIEW

When you work in Design View you have five separate sections available to you. Each section operates independent of the other.

Form Header

The information you enter here will appear on the screen. In addition, this information will print on the first page of a report that is based on this form.

Detail

The information you enter here will appear on the screen. In addition, this information will print on each page of a report that is based on this form.

You will do most of your work in this section.

Form Footer

The information you enter here will appear on the screen. In addition, this information will print on the first page of a report that is based on this form.

Page Header

The information you enter here will only print on the first page of a report that is based on this form.

Page Footer

The information you enter here will only print on the first page of a report that is based on this form.

CREATING A FORM MANUALLY

You can elect to create a form manually by using the Design View.

To create a form:

1. In the Database window, click the **Forms** tab 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 on which you want to base your form. 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.

Add a Field to the Form



To add a field:

1. To add a field from the table or from the 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. Depending on the number of fields to be displayed do the following:
 - 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.
 - To display multiple non-contiguous fields, hold down the CTRL key and select the desired fields. Then drag and drop the fields into the detail area.
 - To display multiple contiguous fields, select the first listed field, hold down the SHIFT key and select the last desired field. Then drag and drop the fields into the detail area.

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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 **text box** on the right.

Selecting Fields in the Form

Once the fields have been placed in the detail area, the fields can be selected as follows:

- To select a single field, click on it.
- To select multiple fields:
 - Hold down the SHIFT key and click on the desired fields.
 - Click in the Ruler Bar and drag your cursor right or left until the desired fields are selected.
- To select all the fields, select Edit from the Menu Bar and then select Select All.

Resizing Fields

Select the field or fields you want to resize and select **Format** from the Menu Bar, then select **Size**. (As an alternative you can right click on the field and select **Size** from the drop down menu.)

Select the type of size command that is to be executed:

- **To Fit** – This command will ensure that the height of the field is sized so that the selected font will display in the field.
- **To Tallest** – This command will resize each field to match the tallest field.
- **To Shortest** – This command will resize each field to match the shortest field.
- **To Widest** – This command will resize each field to match the widest field.
- **To Narrowest** This command will resize each field to match the narrowest field.

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Aligning Fields

To align your fields, first select the fields to be aligned. Then select **Format** from the Menu Bar and select **Align**. (As an alternative, right click on the field and select **Align** from the drop down menu.)

Select the type of align command that is to be executed:

- **Left** – This command will ensure that the selected fields (vertically arranged) are all aligned on the left side.
- **Right**– This command will ensure that the selected fields (vertically arranged) are all aligned on the right side.
- **Top** – This command will ensure that the selected fields (side by side) are all aligned to the top of the field.
- **Bottom** – This command will ensure that the selected fields (side by side) are all aligned to the bottom of the field.

You can also select field and move them together in small increments by holding down the **CTRL** key and then pressing one of the **arrow** keys.

Spacing Fields

You can control the horizontal and vertical spacing between fields by selecting **Format** from the Menu Bar, and then selecting either **Horizontal Spacing** or **Vertical Spacing**.

In either case you can increase or decrease the spacing between the fields horizontally or vertically, or you can cause the spacing to be the same between the fields.

Working With Controls

You can add or delete Controls in Design View.

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 to display data, perform an action, or make the form 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.

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- 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.

Properties

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.)



NOTE: Each section in the form has its own properties. To work with the section's properties, select the **section header** and click the right mouse button. Select **Properties**.

The form itself has properties. To work with the form's properties, double click the **Form Selector**. This is the button directly to the left of the ruler bar at the top of the window.

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.

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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