

Access 2

More Field Properties...

When you open a table or create a table in Design View, you can work with field properties. Field properties provide additional control over the kind of information you can enter in a Field.

Field Size:

Maximum size of data stored in this field
Text: 255
Memo: 255 and up plus numbers

Format:

Customizes the way numbers, dates, and times are displayed and printed.
(Use > for capital letters.)

Input Mask:

Makes data entry easier and to control the values users can enter.
Ex.: Zip Codes, Social Security Numbers, Phone Numbers, Etc.

Caption:

Name that appears as Heading of Field, can be different then Field Name

Default Value:

Value that is automatically entered in field when a new record is created

Validation Rule:

Requirements for data entered into a record or a field.	
>0	Greater than zero
<0	Less than zero
<>0	Cannot be zero
Between 100 and 500	Between 100 and 500
“USA” or “CANADA”	USA or CANADA only
Like “????”	4 characters
Like “##”	2 numbers

Validation Text:

Error that appears when validation rule is not followed. For Example: ***Must be between 5 and 10 years of service.***

Required:

Specifies whether a value is required in a field.

Building and Modifying Forms

Exploring forms

Forms make it easy for you and your students to access information in a database. With a form, you can focus on one record in a database at a time, and you can view, add, and delete data from that record. In addition, you can customize a form to view and print information in a style you like. Here is a basic form:

The screenshot shows a Microsoft Access form window titled "Addresses Form". The form contains several text boxes for data entry, each with a label to its left. The data entered in the form is as follows:

Field Name	Value
First Name	Joe
Last Name	Smith
Street Address	100 Here Street
City	Glassboro
State	NJ
Zip	08028
Phone Number	856-881-0000
Email Address	jsmith@here.com
Birthdate	1/20/50

At the bottom of the form, there is a record navigation bar that reads "Record: 1 of 5". The navigation bar includes buttons for navigating between records (back, forward, first, last, search) and a text box showing the current record number (1).

Creating forms

The easiest way to build a form is by using the Form Wizard. The Form Wizard lets you choose the layout of records in the form and also the background, color, and format of the display. The Form Wizard lets you preview the layout and style options when you create a form.

To create a form

1. Click on the **Forms** button on the left hand side (under Objects).
2. Double click on **Create Form By Using a Wizard** (on the right hand side)
3. Under the Table/Queries section, select the table the form will be using
4. Select the fields that you want to appear in the form by clicking each one and then clicking the arrow that appears to the right of the Available Fields list. If you want all the fields from the table to appear in the form, click the double arrow and then click Next.
5. Select the layout for your form by clicking Columnar, Tabular, or Datasheet and then click Next.
6. Select the style of the background print you prefer and then click Next.
7. Enter a name for the form you have created, then select Open the form to view or enter information, and then click Finish.

To open a form stored in the database, double-click it in the main database window.

Navigating a form

Many of the techniques you used for moving around in tables also apply to forms:

- To add data to a record, click in the box in which you want to add data and then type.
- To delete information, double-click in a box to select the text and then press the DELETE key.
- To move from record to record, press the arrow keys next to Record at the bottom of the window.
- To add a record to a form, click the New Record icon on the Form View toolbar.
- To delete a record from a form, select it by clicking the bar on the left (indicating the whole record is selected) and then press the DELETE key. Click Yes to delete.

Any changes you make to a record in a form automatically appear in the table that the form draws information from.

Finding records in a form

At times, you may want to make changes to a record in a database, but the record isn't visible when you open your form. You can quickly find a record, or information within a record, by using Find on the Standard toolbar.

To find a record

1. On a form, activate the field for which you plan to enter a value. For example, if you want to find the record for a person with the last name "Smith," click in the Last Name box of the visible record.
2. Click Find  on the Standard toolbar.
3. In the Find What box, type what you are looking for. For example, if you are looking for Linda Smith's record, select the Last Name field, then type *Smith*.
4. Click Find Next to begin the search, and continue until all matches have been displayed.
5. Click Close to stop the search and close the window.