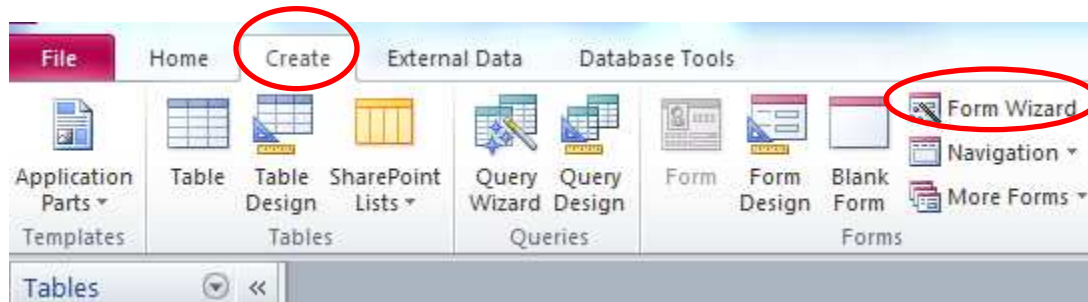


Creating Forms

Create forms using the Form Wizard



The wizard takes you through a series of windows where you
Select a table (fyi: appendix A considers more than one table)
Select fields of the table
Select a layout (Columnar)
Specify a title – usually the default is ok

Creating Forms

Data from Author shown in 'form' view, one row at a time

The screenshot shows the Microsoft Access interface with the 'Author' form open in 'Form View'. The ribbon includes 'File', 'Home', 'Create', 'External Data', and 'Database Tools'. The 'Create' ribbon has options like 'Table', 'Table Design', 'SharePoint Lists', 'Query Wizard', 'Query Design', 'Form', 'Form Design', 'Blank Form', 'Form Wizard', 'Navigation', 'More Forms', 'Report', 'Report Design', 'Blank Report', 'Report Wizard', 'Labels', 'Macro', and 'Macros & Co...'. The 'Tables' task pane on the left lists 'Author', 'Book', 'BookAuthor', 'Loan', and 'Member'. The form itself has a title bar 'Author' and a close button (X) circled in red. The form fields are: authorID (text box with '1'), First Name (text box with 'Donald'), Last Name (text box with 'Matthew'), and Gender (text box with 'male'). The status bar at the bottom shows 'Record: 1 of 17' and record navigation icons (back, forward, first, last) circled in red. The status bar also includes 'No Filter' and a search box.

Close

Title

Fields ...

Record navigation

Creating Forms

Controls

Its common to add other controls to a form

To modify a form it must be in Design View

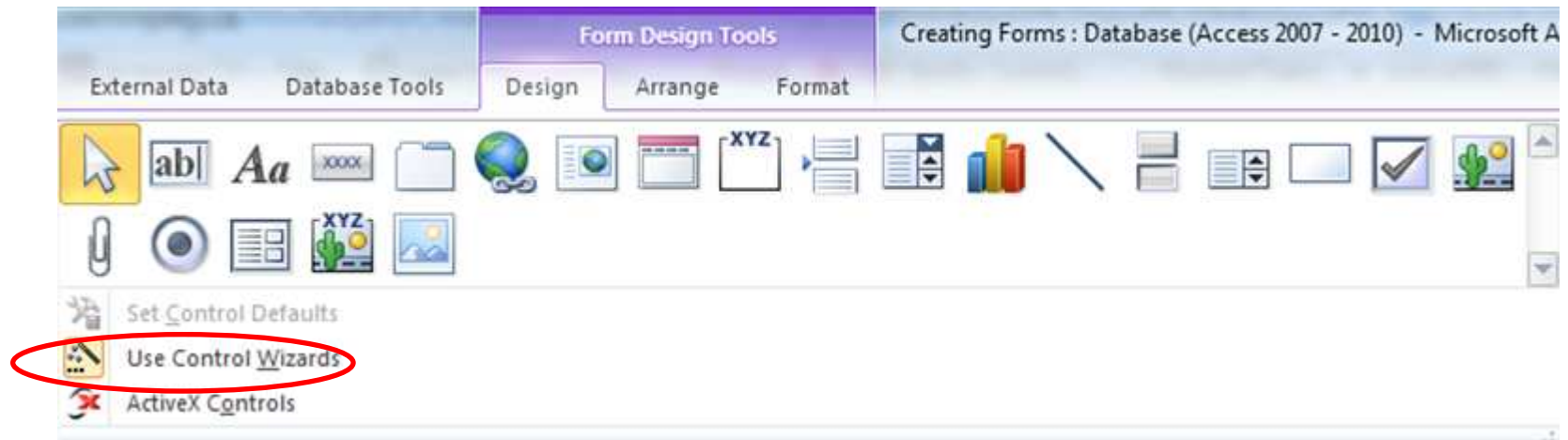
Click on the Design tab and you see a number of controls for text boxes, labels, etc.

For ACS-2814 we will consider:

For now: text box, label, button, check box

As time permits: toggle, combo box , option group

Make sure that 'Control Wizards' is turned on ... to ensure you get a series of prompts



Creating Forms

Label control

Used for field labels and form headings

Useful properties: font name, font size, caption, width, height, colour, fill/back colour

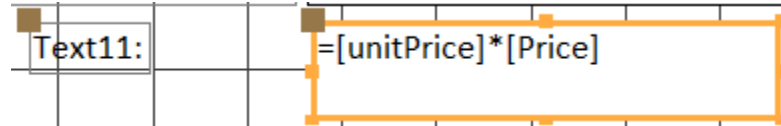
Creating Forms

Text Box control

When you choose a text box control both a label and a text box are added to a form.

Properties:

Control source specifies a table field (or a calculation) for which a value is displayed



Creating Forms

Check Box control

appropriate for a yes/no field
design view

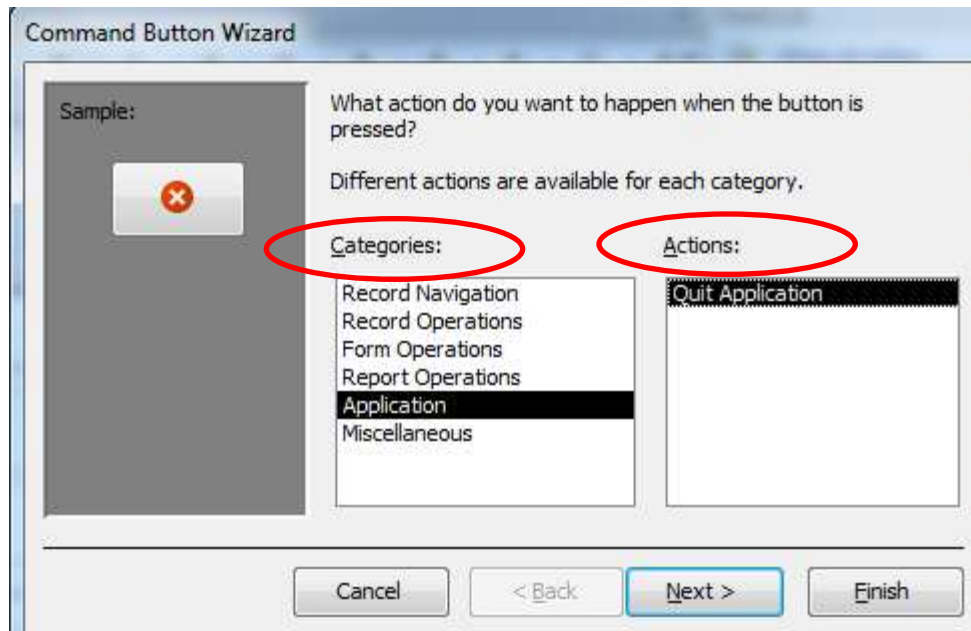


Creating Forms

Button control

MS Access groups buttons into different categories based on their purpose
e.g. A button that, when clicked,

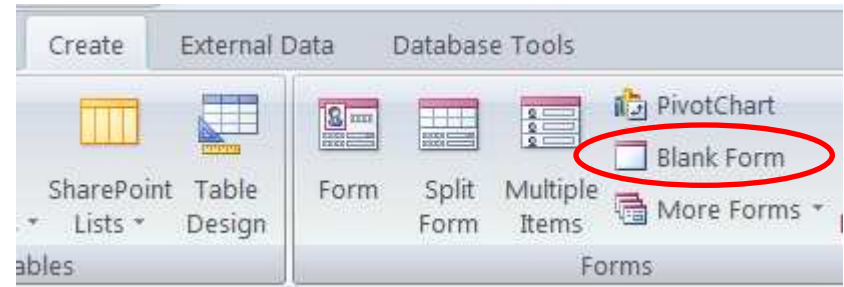
- causes MS Access to quit is in the Application category
- causes another form to pop up is in the Form Operations category
- ...



Creating Forms

Button control

To create a main menu start with a blank form



Then in Design View create a form heading label and add buttons for navigation ... for opening other forms, for quitting the application/MS Access

