
Using Forms
Creating a Form

• A form enables you to arrange fields of a record in any layout you wish
• You can enter, edit, delete and navigate data in forms just like query and table datasheets
Form Wizard

• One way to create a form is by using the Form Wizard

• The Wizard asks you questions to determine the information you want
Form Wizard: Selected Fields

- Ascending button
- Field names are shown as labels
- Next record button
- Text boxes display data from the Tours table
- New (blank) record button
Bound and Unbound Controls

• Every item on a form is a control, such as text boxes and labels
• Bound controls display data
• Unbound controls do not display data
# Form Controls

<table>
<thead>
<tr>
<th>name</th>
<th>used to</th>
<th>bound</th>
<th>unbound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label</td>
<td>Provide consistent descriptive text as you navigate from record to record; the label is the most common type of unbound control and can also be used as a hyperlink to another database object, external file, or Web page</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Text box</td>
<td>Display, edit, or enter data for each record from an underlying record source; the text box is the most common type of bound control</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>List box</td>
<td>Display a list of possible data entries</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Combo box</td>
<td>Display a list of possible data entries for a field, and provide a text box for an entry from the keyboard; combines the list box and text box controls</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Tab control</td>
<td>Create a three-dimensional aspect to a form</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Check box</td>
<td>Display “yes” or “no” answers for a field; if the box is checked, it means “yes”</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Toggle button</td>
<td>Display “yes” or “no” answers for a field; if the button is pressed, it means “yes”</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Option button</td>
<td>Display a choice for a field</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Option group</td>
<td>Display and organize choices (usually presented as option buttons) for a field</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Bound object frame</td>
<td>Display data stored by an OLE (object linking and embedding) field, such as a picture</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Unbound object frame</td>
<td>Display a picture or clip art image that doesn’t change from record to record</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Line and Rectangle</td>
<td>Draw lines and rectangles on the form</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Command button</td>
<td>Provide an easy way to initiate a command or run a macro</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>
Using Form Layout View

- Allows some design changes to the form
- A new feature of Access 2007
- You can add / delete fields
- You can change formatting such as fonts and colors
Using Form Layout View

Tours Entry Form

- Tour ID: 2
- Tour Name: Sunny Days Scuba
- Tour Start Date: 7/25/2010
- Duration: 7
- City: Islamadora
- State Abbrev: FL
- Category: Adventure
Using Form Design View

• Another way to create a form is by using Form Design View
• Design View displays no data
• Provides sole access to the detailed structure of the form, such as Form Headers and Footers
# Mouse Actions in Form Design View

<table>
<thead>
<tr>
<th>shape</th>
<th>when does this shape appear?</th>
<th>action</th>
</tr>
</thead>
<tbody>
<tr>
<td>![pointer]</td>
<td>When you point to any unselected control on the form (the default mouse pointer)</td>
<td>Single-clicking with this mouse pointer selects a control</td>
</tr>
<tr>
<td>![arrow]</td>
<td>When you point to the edge of a selected control (but not when you are pointing to a sizing handle)</td>
<td>Dragging one control with this mouse pointer moves all selected controls</td>
</tr>
<tr>
<td>![handle]</td>
<td>When you point to the larger sizing handle in the upper-left corner of a selected control</td>
<td>Dragging the larger sizing handle moves only the single control where the pointer is currently positioned, not other controls that may also be selected</td>
</tr>
<tr>
<td>![sizing]</td>
<td>When you point to any sizing handle (except the larger one in the upper-left corner)</td>
<td>Dragging with one of these mouse pointers resizes the control</td>
</tr>
</tbody>
</table>

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Adding / Deleting Fields on a Form

• Can be done in Layout View or Design View using Field List window
• To **add** a field: drag it from the Field List to the location you want
• When you **add** a new field, 2 controls are created: label and text box
• To **delete** a field: click to select the field, then press [Delete]
Form Layout View: Adding Controls

Add Existing Fields button
Field list

Upper section of the Field List shows tables and fields used in the form

Lower section of the Field List shows related tables

Expand button
Modifying Form Controls

• Many common properties can be modified in Form View or Layout View

• Some properties (such as Control Source) can only be viewed and changed on the Property Sheet
Modifying Form Controls

- Property Sheet: a list of all properties (characteristics) for a selected control
- Control Source property determines field binding (the field to which a text box is connected)
Property Sheet

Property Sheet button

Property Sheet indicates that Category combo box is selected

“Adventure” is entered as the default value property for the Category field
Property Sheet: Close-Up View

Property Sheet button

Property Sheet indicates that Category combo box is selected

"Adventure" is entered as the default value property for the Category field
Creating Calculations

• Calculations are used to add items such as subtotals and counts to a form

• Expressions are needed to create a calculation
Creating Calculations

- Expression: an equal sign and a combination of symbols
- Square brackets must surround a field name in an expression
- Field name must be typed exactly as it was in Table Design View (except for capitalization)
Creating Expressions and Text Boxes
Modifying Tab Order

• **Tab Stop**: determines whether the field accepts the focus and therefore determines where the focus moves as you press [Tab]

• **Tab Order**: the order the focus moves as you press [Tab]

• All text boxes and combo boxes have a tab stop and are included in the tab order
Modifying Tab Properties

Calculated field is selected on the form

New name for the calculated field

Tab Stop property set to No for the calculated field
Inserting an Image

• Examples are pictures, logos, clip art
• The form section you place it in determines where it will appear on the form
• For example, determine whether you want the image at the top of the form or next to each record
### Form Sections & Multimedia Controls

**TABLE C-4: Form sections**

<table>
<thead>
<tr>
<th>section</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Header</td>
<td>Controls placed in the Form Header section print only once at the top of the printout</td>
</tr>
<tr>
<td>Detail</td>
<td>Controls placed in the Detail section appear in Form View and print once for every record in the underlying table or query object</td>
</tr>
<tr>
<td>Form Footer</td>
<td>Controls placed in the Form Footer section print only once at the end of the printout</td>
</tr>
</tbody>
</table>

**TABLE C-5: Multimedia controls**

<table>
<thead>
<tr>
<th>control</th>
<th>button</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image</td>
<td>![Image]</td>
<td>Adds a single piece of clip art, a photo, or a logo to a form</td>
</tr>
<tr>
<td>Unbound object frame</td>
<td>![Unbound Object Frame]</td>
<td>Adds a sound clip, movie clip, document, or other type of unbound data (data that isn’t stored in a table of the database) to a form</td>
</tr>
<tr>
<td>Bound object frame</td>
<td>![Bound Object Frame]</td>
<td>Displays the contents of a field with an OLE Object (object linking and embedding) data type; an OLE Object field might contain pictures, sound clips, documents, or other data created by other software applications</td>
</tr>
</tbody>
</table>
Inserting an Image in the Form Header Section

![Image showing how to insert a logo in the form header of Microsoft Access](image-url)