

Chapter 4

Forms display set of data stored in related tables or queries in a database. They offer the advantage of presenting data in organized and attractive manner.

Access lets you decide how to display forms in your database by providing wide range of form styles.

Depending on your needs choosing right form view can greatly impact effectiveness presenting data.

Aims of Chapter 4

Learning about what is the form?

How can you prepare form with Auto form

Preparing form with help of wizard

How can you change your profile into Design view

Usage of Properties

How can you make header and footer in form?

Database3 : Database (Access 2007) - Microsoft Access

File Home Create External Data Database Tools Fields Table

All Tables

Table A Table B

ID	Name	Surname	Membership	Hometown	Last Visit	Click to Add
1	Alex	De Souza	<input checked="" type="checkbox"/>	Cruzario	13.04.2012	
2	Barbie	Doll	<input type="checkbox"/>	USA	02.04.2012	
3	Ivan	Divandelen	<input checked="" type="checkbox"/>	Russia	02.05.2011	
*	(New)		<input type="checkbox"/>			

← Table B

TEXT YES/NO TEXT DATE

ID	Address	Amount of Spending	Click to Add
1	Samandira Tesisler	300,00 TL	
2	Beverly Hills	400,00 TL	
3	Moscow	200,00 TL	
*	(New)		

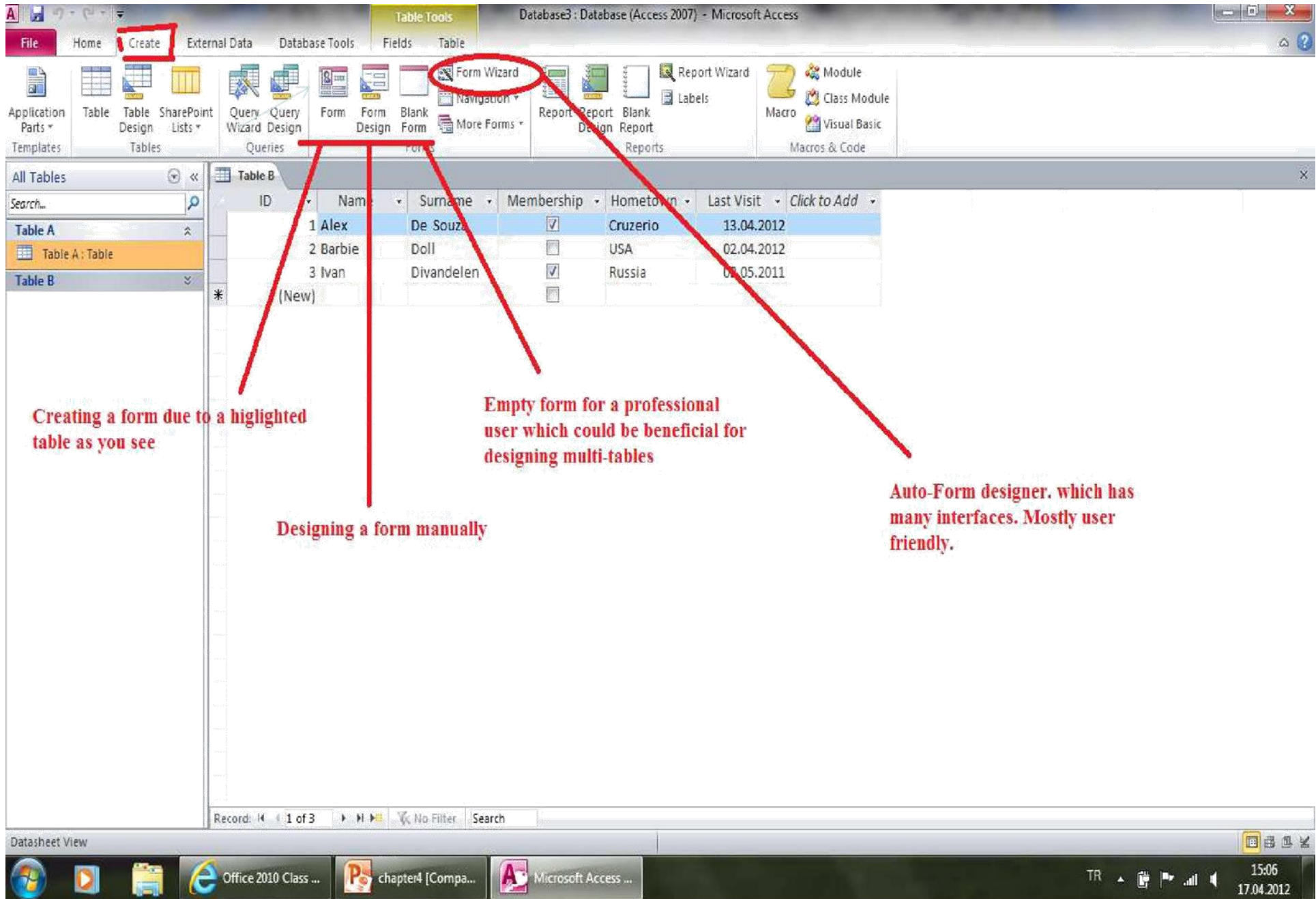
TEXT CURRENCY

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Datasheet View

Microsoft Access ... chapter4 [Compa... Microsoft Access ... Adsz - Paint

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SELECTION 1: FORM

File Home Create External Data Database Tools Design Arrange Format

Views Themes Controls Header / Footer Tools

All Tables
Table A
Table A: Table
Table B

Table A

ID	1
Address	Samandira Tesisler
Amount of Spending	300,00 TL

Property Sheet
Selection type: Text Box

Format	Data	Event	Other	All
Name	ID			
Control Source	ID			
Format				
Decimal Places	Auto			
Visible	Yes			
Text Format	Plain Text			
Datasheet Caption				
Show Date Picker	For dates			
Width	17,328cm			
Height	0,635cm			
Top	0,608cm			
Left	4,365cm			
Back Style	Normal			
Back Color	Background 1			
Border Style	Solid			
Border Width	Hairline			
Border Color	Background 1, 1			
Special Effect	Flat			
Scroll Bars	None			
Font Name	Calibri (Detail)			
Font Size	11			
Text Align	Left			
Font Weight	Normal			
Font Underline	No			
Font Italic	No			
Fore Color	Text 1, Lighter 2			
Line Spacing	0cm			
Is Hyperlink	No			
Display As Hyperlink	If Hyperlink			
Hyperlink Target				

Record 14 of 1 of 3

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16:11 17.04.2012

First you need to SAVE table

New Table appear there

You can see all saved data on this table by clicking arrows

For entering new data in to your database, you can use this arrow

Those are properties that you can change design layouts

SELECTION 2: FORM DESIGN

The screenshot shows the Microsoft Access 2007 interface in Design View. The title bar reads "Database3 : Database (Access 2007) - Microsoft Access". The ribbon includes "File", "Home", "Create", "External Data", "Database Tools", and "Form Design Tools". The "Form Design Tools" ribbon has sub-tabs for "Design", "Arrange", and "Format".

Annotations in red text and boxes highlight specific features:

- A red box around the "Internet Webpage" icon in the "Controls" group is annotated with: "You can add internet webpage link from this section".
- A red box around the "Insert Image" icon in the "Header / Footer" group is annotated with: "You can add photos or images".
- A red box around the "Add Existing Fields" icon in the "Header / Footer" group is annotated with: "From blank design you can select existing tables dataset from using this tip."

In the center of the design grid, a red-bordered rectangle contains the text: "This area would be designed by designer for users according to related information that you import from add existing field part. than you can move them according to blank rectangulars."

The "Field List" pane on the right shows the following fields:

Table	Field	Action
Table A	ID	
	Address	
	Amount of Spending	
Table B	ID	Edit Table
	Name	
	Surname	
	Membership	
	Hometown	
	Last Visit	

The Windows taskbar at the bottom shows the following open applications: "Gökçen message...", "chapter4 [Compa...", "Microsoft Access ...", and "Adsız - Paint". The system tray on the right shows the date and time: "16:36 17.04.2012".

SELECTION 3: AUTO DESIGNED FORMS WITH HELP OF FORM WIZARD

Database3 : Database (Access 2007) - Microsoft Access

File Home Create External Data Database Tools Fields Table

Form Wizard Navigation More Forms

Report Wizard Labels

Module Class Module Macro Visual Basic

All Tables Search... Table B Table A

Table A: Table

Table B

Click for this menu

Select table that you import data

You can obtain data from selected table

Form Wizard

Which fields do you want on your form?
You can choose from more than one table or query.

Tables/Queries

Table: Table A

Available Fields: ID, Address, Amount of Spending

Selected Fields:

Cancel < Back Next > Finish

After select tables and fields click to "Next" button

with help of this wizard you can automatically design a form

Record: 1 of 3 No Filter Search

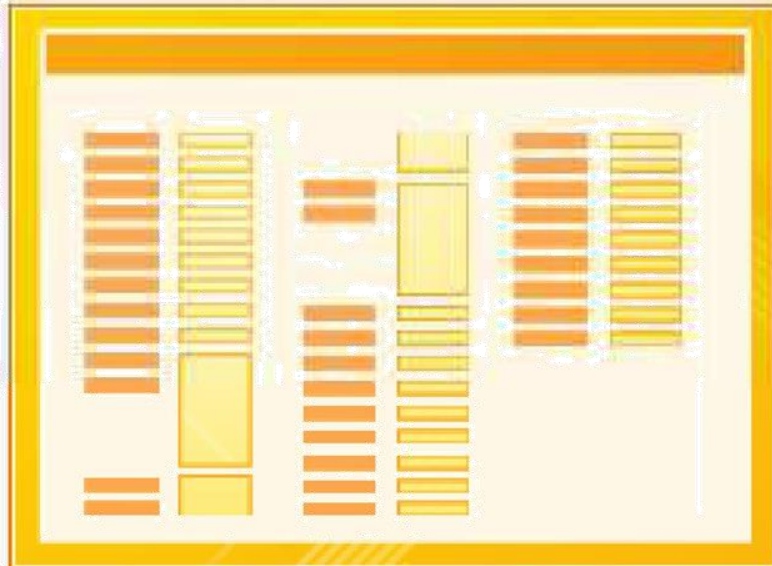
Form Wizard

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Form Wizard

What layout would you like for your form?



- Columnar
- Tabular
- Datasheet
- Justified

Cancel

< Back

Next >

Finish

Form Wizard



You can rename your form

What title do you want for your form?
Table A

That's all the information the wizard needs to create your form.
Do you want to open the form or modify the form's design?

- Open the form to view or enter information.
- Modify the form's design.

This choice would automatically modify form.

Cancel < Back Next > Finish

This is end of auto form

Field List
Fields available
+ Table B

CREATING COMBO BOX


Combo box are tools that you can use if multiple limited selections are available.

After click icon, you need to select field which has multiple answers

This menu helps you generate answers of that field

The screenshot shows the Microsoft Access interface with the 'Form Layout Tools' ribbon active. A red box highlights the 'Combo Box' icon in the 'Controls' group. Below it, a form for 'Table B' is displayed with fields for ID, Name, Surname, Membership, and Hometown. The 'Hometown' field is highlighted in yellow. A 'Combo Box Wizard' dialog box is open, showing three options for how to populate the combo box. The first option, 'I want the combo box to get the values from another table or query', is selected. The dialog box has 'Cancel', '< Back', 'Next >', and 'Finish' buttons.

Combo Box Wizard



This wizard creates a combo box, which displays a list of values you can choose from. How do you want your combo box to get its values?

I want the combo box to get the values from another table or query.

I will type in the values that I want.

Find a record on my form based on the value I selected in my combo box.

We are going to define selections ourselves.

Cancel < Back Next > Finish

Table A Table B

Table B

Define how many column you

1
Alex
De Souza
<input checked="" type="checkbox"/>
Cruzerio
13.04.2012

Define alternatives

Combo Box Wizard

What values do you want to see in your combo box? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.


Number of columns:

Col1
Antalya
Alanya
Bursa
Cruzerio
Diyarbakır
Madrid
*

Cancel < Back Next > Finish

1 of 3 No Filter Search

Combo Box Wizard



Microsoft Access can store the selected value from your combo box in your database, or remember the value so you can use it later to perform a task. When you select a value in your combo box, what do you want Microsoft Access to do?

Remember the value for later use.

Store that value in this field:

Cancel < Back Next > Finish

Combo Box Wizard

What label would you like for your combo box?

Combo20

Those are all the answers the wizard needs to create your combo box.

Cancel < Back Next > Finish

Microsoft Access 2007 interface showing the Form Layout Tools ribbon and the Table B form in Layout View. The form contains fields for ID, Name, Surname, Membership, Combo20, Hometown, and Last Visit. Red annotations highlight the Combo20 field and the View button in the bottom right corner.

with clicking this arrow you can see alternatives

You can delete this part

For testing combo box you need to select form view

Field	Value
ID	1
Name	Alex
Surname	De Souza
Membership	<input checked="" type="checkbox"/>
Combo20	Antalya
Hometown	Antalya
Last Visit	13.04.2012

Record: 1 of 3

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