

# Tutorial 4

## Creating Forms and Reports

---

---

---

---

---

---

---

---

### Data Presentation

- So far, we've used datasheets to view/print/edit/enter/delete records
- Forms and reports are more powerful, flexible and attractive ways to present information to users

2

---

---

---

---

---

---

---

---

### Form

- An object that displays data on-screen using a custom layout
- Can view, print, enter, edit, delete records
- Displays only the information you want to see in the layout you want to see it
- Can be set up to resemble a paper form
- Has record navigation buttons to view other records
- A form's data comes from either a table or a query
  - if all data comes from single table, base the form on the table
  - if data comes from multiple tables, base the form on a query

3

---

---

---

---

---

---

---

---

## Form

- Create via Form Wizard or from scratch (Tutorial 6)
- 3 views of a Form:
  - Design View
    - create new form or modify the structure of an existing form
  - Form View
    - view/add/edit/delete data using the form itself
  - Layout View
    - a hybrid of Design View and Form View
    - can modify many aspects of form's layout/design while viewing data
- **Practice Time**
  - Use Form Wizard to create new **frmWriter**, displaying all fields from Writer table



4

---

---

---

---

---

---

---

---

## Adding a Picture to a Form

- Control
  - an object placed on a form to display field data, to decorate the form, or to provide functionality to a form
  - examples: label, text box, combo box, image, command button
- Steps to add Picture:
  1. Layout or Design View
  2. Controls section
  3. Logo button
  4. navigate to graphic file
- Click a control to select it
- Drag control to move/place it
- **Practice Time**
  - add issue25.bmp to **frmWriter's** Form Header section
  - place and size the graphic as demonstrated



5

---

---

---

---

---

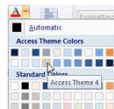
---

---

---

## Modifying a Form

- First select the control, then modify it
- Changing the Color of the Form Title
- Changing the Type of Line
- Moving a Field
  - drag-and-drop
- **Practice Time: Layout View**
  - change the label from **frmWriter** to **Writer**
  - resize the data controls
  - delete the **Bio** field from the form



6

---

---

---

---

---

---


---

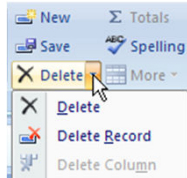
---



## Maintaining Table Data Using a Form

- Add/delete/change records so they're up-to-date
- A form is more conveniently laid out than a table datasheet and/or query results datasheet
- Can use Visual Basic code to make the form more usable and to validate data (CIS217)

- Pencil icon 
  - what does it mean?



10

---

---

---

---

---

---

---

---

## Creating a Form with a Main Form and a Subform

- Vividly illustrates a 1:Many relationship between records stored in separate tables
- Example
  - Guest table has 1:Many relationship with Reservation table
  - Guest records display on the main form
  - Reservation records display on the subform
  - Two sets of Navigation Buttons
- The main form and the subform are each saved as separate Form objects
- We'll use again in Tutorial 6



11

---

---

---

---

---

---

---

---

## Report

- An object you use to view and print records in a custom layout
- Reports give more control over how data is displayed and greater flexibility in presenting summary information than a form or datasheet
  - can sort data rows
  - can present data in groups, calculate summaries such as group totals and grand totals
- A read-only view of data
  - can't use a report to enter/delete/modify data

12

---

---

---

---

---

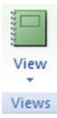
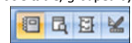
---

---

---

## Report

- Create via Report Wizard or create from scratch
- 4 views of a Report:
  - Print Preview
    - verify the actual data by reviewing every page in the report
  - Design View
    - create a new report or modify the structure of an existing report
  - Report View
    - interactive view that can be filtered before printing or to copy a selected portion of the report
  - Layout View
    - can modify many aspects of report design while seeing actual data
    - a hybrid of Report View and Design View
- Practice Time
  - Create new **rptArticle** showing all fields from Article table, grouped by Type and sorted by Title

13

---

---

---

---

---

---

---


---

---

---

## Modifying a Report in Layout View

- First select the control, then modify it
- Edit the Report's Title
- Moving a Field
  - how select multiple controls?
- Resizing a Field
- Inserting a Picture
  - just as in a Form
- Practice Time
  - modify **rptArticle** to remove rpt from label text
  - widen title and writerid controls so values are not truncated



14

---

---

---

---

---

---

---

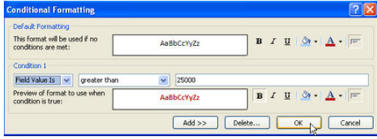
---

---

---

## Using Conditional Formatting

- Adjusts an object's formatting depending on a tested condition
- Format tab | Font Group | Conditional Button
- Conditional Formatting dialog box
  - Define up to 3 conditions & formats applied when each condition is True
- Practice Time:
  - Modify **rptArticle** to use bold and red formatting for length when an article's length exceeds 2000 words.



15

---

---

---

---

---

---

---

---

---

---