



Tutorial 6

Using Form Tools and Creating Custom Forms



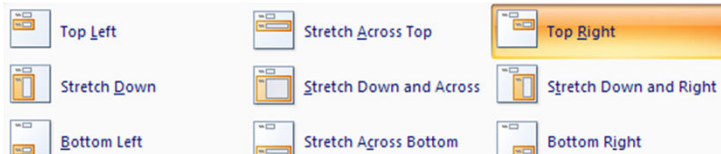
Creating Simple Forms

- Datasheet Tool
 - creates a form that uses a datasheet format to display records from an underlying table or query
- Multiple Items Tool
 - creates a customizable form that uses a datasheet format to display multiple records from an underlying table or query
 - row height increased to provide word wrap
- Split Form Tool
 - simultaneously displays data in Form View and Datasheet View
 - the two views are synchronized; selecting a field in one view selects the same field in the other view
 - can add, change, or delete data from either view
 - typically, use Datasheet to navigate to a record, then use Form view to update it

Arrange Options

- Control Layout
 - a group of controls that can be manipulated together
 - Tabular or Stacked
- Anchor Property
 - automatically resizes a control and places it on the screen as screen size and/or resolution changes
 - applies to all controls in a Control Layout group
 - Access doesn't adjust Font Size

Contract Num:	3011
Customer ID:	11001
Contract Amt:	4,000
Signing Date:	02/09/2010
Start Date:	02/22/2010
Contract Type:	Residential landscape plan

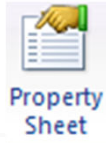


Session 2

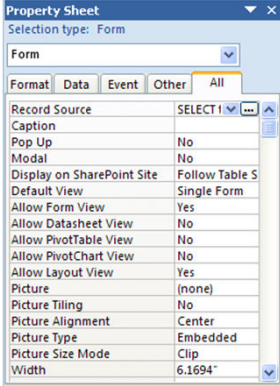
Custom Forms

- Take control of a form's contents, behavior and appearance
- These skills also apply to custom Reports (Tutorial 7)
- Commonly want a form to resemble the [paper form](#) that captures the source data
- Bound Form
 - has a table or query as its Record Source
- Unbound Form
 - do not have a Record Source... do not display table
 - examples: dialog box , Switchboard

The Form Design Window



- Property
 - a characteristic of an object, such as name, width, color
 - determine an object's appearance & behavior
 - all objects have properties
 - form properties
 - section properties
 - control properties
- Property Sheet
 - displays the selected object's properties
 - open via Properties Sheet Button or [F4] or [Alt]+[Enter]
- Record Source Property
 - specifies the source of data for a form (or report)
 - if data comes from a [single table](#), base the form on the [table](#)
 - if data comes from [multiple tables](#), base the form on a [query](#)



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Form Sections

- Form Header
 - displays information like a form's title, combo box to navigate, command buttons
 - appears at top of screen, won't scroll off the screen as scroll through Detail section
 - when printed, Form Header appears at top of 1st page only
- Page Header
 - information to be [printed](#) at top of each page (e.g.: title, column headings)
- Detail**
 - displays the records from the underlying table or query
 - can display either 1 record at a time or several ([DefaultView](#) property)
- Page Footer
 - information to be [printed](#) at bottom of each page (e.g.: date or page numbers)
- Form Footer
 - typically used for command buttons or info about using the form
 - appears at bottom of screen, won't scroll off the screen as scroll through Detail section
 - when printed, the Form Footer appears on last page
- Sections have Properties
 - egs: Height, Back Color
 - each section has its own Height, but every section has same Width

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Controls

- An object placed on a form to display field data, decorate the form, or provide functionality to a form
 - egs: text box, combo box, check box, label, image, command button
- 3 **categories** of controls:
 - **bound control**
 - a control whose source of data is a field in a table or query
 - e.g.: a text box that displays LastName field
 - used to display/enter/edit field values
 - **ControlSource** property (lib)
 - place bound fields on form by dragging from **Field List**
 - **unbound control**
 - a control that doesn't have a source of data
 - e.g.: a label that displays company name on the form
 - used to display static information: lines, pictures
 - **calculated control**
 - a control whose source of data is an **expression**
 - e.g.: a text box with **=Sum(InvoiceAmt)** as its **ControlSource** property
 - typically use a text box to show the calculated result

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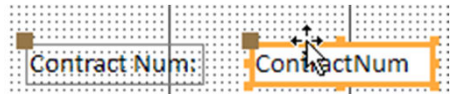
Practice Time

- Review the form and identify
 - each type of control: text box, label, image, combo box, subform
 - which controls are bound, unbound, calculated
 - which controls are in each section
- Use Form Wizard to create new form that displays Writer table's Writerid, LastName, FirstName, LastContact, Freelancer, ReprintPayment fields and Article table's Title, Type, Issue, Length fields, using main form with subform. Save as **frmWritersAndArticles**.

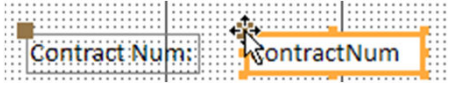
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Moving and Resizing Controls

- How move text box and its associated label together?



- How move text box but not its associated label?

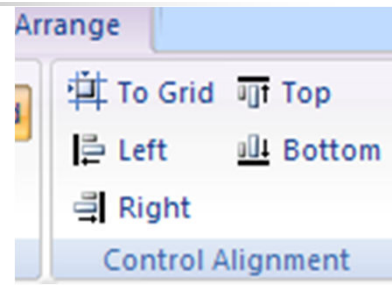
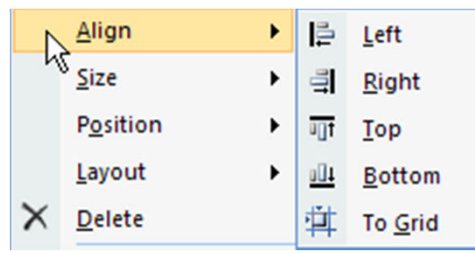


- How resize a selected control?



Aligning and Deleting Controls

- Can align multiple controls via:
 - Arrange Tab
 - right-click a selected control



- Deleting selected control(s)
 - when delete a bound control, its associated label is also deleted



Practice Time

- Modify the form to move, resize, align, delete the Writer related controls in the Detail section, as illustrated. Ignore the calculated controls. Save as **frmWritersAndArticles**.

Writers and Articles

Business Perspective

25th Anniversary Issue

Writer to display Johnson, Leroy W.

WriterID J525 Phone (210) 895-2046

Writer Name Johnson Leroy W. Reprint Payment \$150

Freelancer Yes Last Contact 1/29/2000 3187 days ago

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Changing a Label's Caption

- A label's text is controlled by its **Caption** property
- By default, bound controls from Field List use the field's **Caption** or **FieldName** as the label's text
- Entering a **multi-line** label (nib)
 - [Ctrl]+[Enter] in label's Caption
- **Practice Time**
 - Change the label's caption from Last Name to Writer Name.
 - Change the title label's caption
 - Eliminate the colon (:) after Phone
 - Save as **frmWritersAndArticles**

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Adding a Combo Box to a Form

- Combo Box
 - list box displays rows selected from the lookup table (or a local List of Values)
 - text box displays the value for the first non-hidden column for the selected row
 - ensures data integrity since the combo box lists only legitimate choices
 - Control Wizard makes it easy

Weston Community Parks Foundation	
Northwest Transit Station	11064
O'Brien, Karen	11027
Pappas, Olivia	11048
Phillips, Edward	11085
Riley, Connor	11073
RiverView Development Company	11040
Sierra Investment Company	11072
Smith, Jerome	11060
Sullivan, Amber	11004
Tang, Hwan	11053
Three Tulips Café	11080
Town of Holland	11065
Walker Investment Company	11087
Wallner, Pam	11032
Weiss, John	11015
Weston Community Parks Foundatio	11088

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Using Form Headers and Footers

- Can be added (AC324)
 - Directly
 - right-click a section, select Form Header/Footer
 - Indirectly
 - Logo button
 - Title button
 - Page Number
 - Date & Time button
- Set a section's Height to 0" if you don't plan to use it
- **Practice Time**
 - add issue25.bmp logo to **frmWritersAndArticles** form header
 - resize to 1x3 and place as shown

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Adding a Combo Box to Find Records

- Makes it easy to navigate to a record based on a primary key field
- Combo Box Wizard
 - Find a record on my form based on the value I select in combo box
 - Wizard set combo box properties and created a **macro** that navigates to the selected record when user selects a row in the combo box
- Is an unbound control
 - i.e., its ControlSource property is null
- Form's Record Source must be a table or query
 - not an SQL statement

Practice Time

- use Combo Box Wizard to modify `frmWritersAndArticles` to include a navigation combo box, as illustrated
- use the combo box to navigate to different writer records
- modify to show concatenated name and sort




Subform Concepts

- Vividly illustrates a 1:Many relationship between records stored in separate tables
 - Writer has **1:Many** relationship with Article
 - Writer records display on the **main** form
 - Article records display on the **subform**
 - two sets of Navigation Buttons
- The main form and the subform are each saved as separate Form objects
 - subform object's `SourceObject` property (nib)

Article's Title	Type	Issue	Length
Trans-Alaskan Oil Pipeline Opening	BUS	1977 Jul	803
Farm Aid Abuses	EXP	1978 Apr	1866
Dot-Coms Go Bust	BUS	2001 Jan	1830
\$100 Billion AOL Time Warner Merger Approved	BUS	2001 Jan	1702

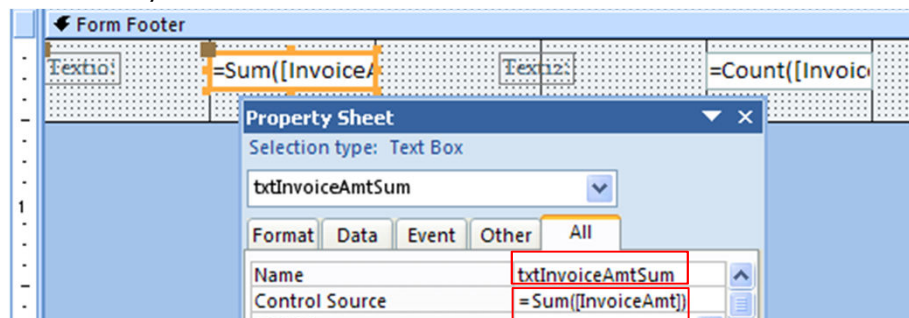
Adding a Subform

- Subform/SubReport control 
- Subform Wizard
 - guides you through specifying subform's source of data and fields, builds a form and places it on the main form as a subform
- How does the subform know which Articles to display for a Writer?
 - subform's **Link Child Fields** property (nib)
 - subform's **Link Master Fields** property (nib)
 - Subform Wizard set the **Link Child Fields** and **Link Master Fields** properties
- **Practice Time**
 - delete the subform's label
 - resize and place the subform as illustrated
 - adjust subform column widths as illustrated

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Adding Calculated Controls to a Subform's Form Footer

- The subform's Form Footer had two text boxes
- Use a text box to display a **calculated result**
 - its **ControlSource** property indicates what to calculate
 - its **Name** property names the control so its result can be referenced by other controls



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Adding Calculated Controls to a Main Form

- The main form had text boxes that displayed the calculated values from the subform's text boxes

Number of Invoices:	<input type="text" value="2"/>
Invoice Amount Total:	<input type="text" value="\$4,000.00"/>

Invoice Num	Invoice Date	Invoice Item	Invoice Amt
2011	03/23/2010	Schematic Plan	\$1,500.00
2012	05/10/2010	Planting Plan	\$2,500.00

- Note the subform's name is needed to refer to one of its controls

Property Sheet

Selection type: Text Box

Text14

Format Data Event Other All

Name	Text14
Control Source	= [frmInvoiceSubform].[Form]! [txtInvoiceAmtSum]
Format	Currency

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Practice Time

- Modify **frmWritersAndArticles** subform to place controls in the subform's footer to count the articles and average their lengths. Be sure to name each summary text box so it can be referenced by other controls.
- Name the subform control so its summary controls can be referenced by the main form.
- Modify **frmWritersAndArticles** main form to have controls that refer to the summaries produced by the controls in the subform's footer.
- Switch to form view to ensure the article summaries are working correctly.
- Save **frmWritersAndArticles** when correct.

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Additional Properties

- ControlTipText property
 - specifies text that appears when use mouse to point to a control
- Back Style property (nib)
 - Normal = the control has its interior color set by its BackColor
 - Transparent= the color of the section behind the control is visible
- Border Style property (nib)
 - Normal = the control has a border set by its Border Color
 - Transparent= the control's border is not visible
- Enabled Property (nib)
 - determines whether or not a user can enter a control
- Locked property (nib)
 - determines whether a user can change a control's value

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Practice Time

- use ControlTip Text to provide tip for navigation combo box
- use Back Style, Border Style, Enabled, Locked properties to format the calculated controls on main form, as illustrated
- format the Average length text box to display comma formatting and no decimal digits
- add a textbox to calculate days ago, as illustrated
- use Back Style, Border Style, Enabled, Locked properties to format the new days ago calculated control
- save **frmWritersAndArticles** when correct

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Changing the Tab Order

- Tab Stop property
 - determines whether a user can press [Tab] to navigate to a control
- Tab Index property
 - determines the order in which users navigate through form controls by pressing [Tab]
 - 0, 1, 2, etc.
- Two ways to set the Tab Order:
 - Manually assign each control's **Tab Index** property
 - Design tab | Tools group | Tab Order
 - sets each control's Tab Index property for you
 - can either drag-and-drop or use the Auto Order button
- **Practice Time**
 - set the Tab Order for **frmWritersAndArticles**
 - test that the tab order works correctly

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Adding Lines and Rectangles to a Form



- Lines are small and can be difficult to see/select/resize/move
 - especially when close to a section boundary
- Use keyboard arrow keys to move a line (or other selected object) with the **keyboard**
 - what happens when you hold [Ctrl] while pressing an arrow key?
- Why hold [Shift] while **creating** or **resizing** a line or rectangle?
- How change thickness of a line or rectangle?
- **Practice Time**
 - modify **frmWritersAndArticles** to use a rectangle to group the summary controls displaying article count and average length

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Tutorial 8

Using a Tab Control Embedding a Chart

Session 2
(pages 440-452 only)

Using a Tab Control

- Why use a Tab Control?
- Caption property
 - defines the text on each tab in a Tab control
- Navigation Caption property
 - a form property defines text displayed in Record Navigation pane


Invoice Num	Invoice Date	Invoice Item	Invoice Amt	Invoice Paid
2011	03/23/2010	Schematic Plan	\$1,500.00	<input checked="" type="checkbox"/>
2012	05/10/2010	Planting Plan	\$2,500.00	<input checked="" type="checkbox"/>
*				<input type="checkbox"/>

Practice Time

- Modify **frmWritersAndArticles** to include a tab control with three (3) tabs: Writer, Articles and Article Type Chart.
- Move the writer-related controls to the Writer tab.
- Move the article subform to the Article tab.
- Keep the summary controls in the Detail section so they're visible no matter which tab is displayed. Reposition them as illustrated.
- Reposition the tab control on the form, as illustrated.
- Adjust the subform's height and width to use the space provided by the tab control.
- Adjust the Form's width and the Detail section's height.
- Add Gender, Homepage and Bio fields to the Writer tab.
- Remove colons from labels.
- Set the navigation captions (Writer, Article) as illustrated.
- Save **frmWritersAndArticles** when correct.

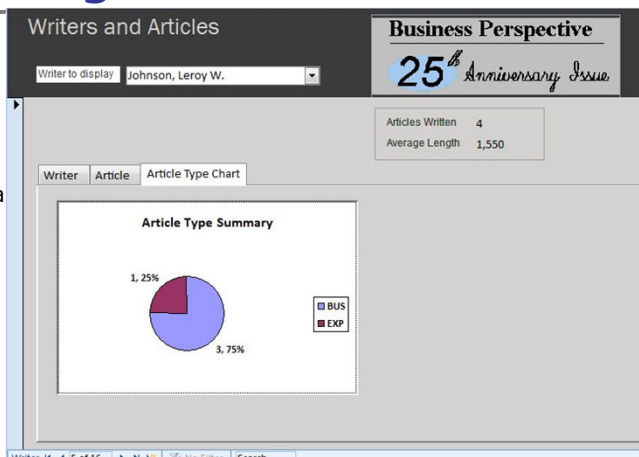
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Embedding a Chart in a Form

- Chart Control 
- Chart Wizard
 1. identify source of data
 2. identify fields to plot
 3. select chart type
 4. select link fields from main form to chart
 5. enter title for chart

Practice Time

- modify **frmWritersAndArticles** to add a pie chart of Type
- modify chart to include data labels of count and percent (nib)



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