

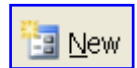
CREATING A FORM USING DESIGN VIEW

For this exercise, you will be using the **Access Training (Chamber)** database.

Although a wizard is the quickest and easiest way to create a form, it is also possible to create a form in Design View. Instead of answering a series of questions in a series of dialog boxes, it is possible to start working in Design view immediately. In Design view it is possible to create and modify controls, move the controls to different locations, and format controls. The fields added to a form will appear as controls in the form's detail section. The detail area is the only area visible when the form window is first displayed.

CREATING A FORM IN DESIGN VIEW

- ❖ In the **Database** window, click **Forms** on the **Objects** bar.
- ❖ Do one of the following:
 - Click **New** (see illustration at right) on the **Database** toolbar and then double-click **Design View**.
 - Double-click the **Create form in Design view** option in the **Database** window.



Using Control Wizards

These wizards are used to create controls on a form. Although there are many controls that can be used on a form, the procedures for creating each control are quite similar with minor variations depending on the type of control. Controls can be used to:



- ☞ Make the form look more professional.
- ☞ Decrease the amount of typing when entering records.
- ☞ Decrease the possibility of typing errors, making for far more reliable data.

There are several different types of controls available. These controls and what they do are explained in the link on **Toolbox Control Buttons** found on the **Access Web Page**. Most of these controls are created using the **Control Wizard** which provides step-by-step questions to help create each control.


Adding a Combo Box to a Form

A Combo Box provides a way for users of the form to pick from a list of options for some of the data that must be filled in. This box provides a text box with a default response in it. A list of responses will appear when the user clicks an arrow next to the box. A Wizard is provided that leads the creator of the form through the steps to create a Combo Box. These steps are:

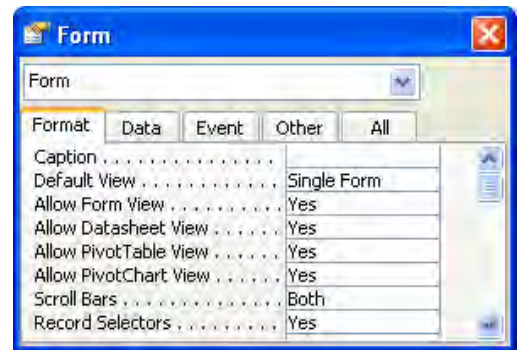
- **I will type the values I want.**
 - Choose this option and then click **Next** to continue.
 - In this box, it is possible to add one or more columns to the Combo box.
 - The first column is usually chosen as the one that will display in the combo box.
 - The second column may contain an explanation of the values in the first box.
 - Input the first value in the **Col1** box.
 - Press the **Tab** key and input the next value.
 - Continue this until all the values have been completed.
 - Click the **Next** button to continue.
 - If a field was not chosen from the Field List when creating the Combo Box, this dialog box provides that opportunity.
 - After choosing the field, choose **Next**.
 - In this dialog box, input a name for the Combo Box and then choose **Finish**.

- **Find a record on my form based on the value I selected in my Combo Box.**
 - Choose this option and then click **Next** to continue.
 - Choose the field or fields that will be used in the Combo Box.
 - Choose whether or not to adjust the width of the column.
 - Choose whether or not to Hide the key column.
 - Click **Next** to continue.
 - Input a name for the Combo Box and then click **Finish**.
- ❖ In the top region of the **Toolbox**, click the **Control Wizard** button to turn that option on, if necessary (see illustration top right). The button will turn orange when it is activated. 
- ❖ Click the **Combo Box** button in the **Toolbox** (see illustration bottom right). 
- ❖ In the **Design View** window, click anywhere in the **Detail** section.
- ❖ The **Combo Box Wizard** window will appear.
- ❖ In the **first** panel of the **Wizard**, choose **I want the combo box to look up the values in a table or query**.
- ❖ Click **Next** to move to the next window.
- ❖ In this window, choose **Table: Clients** from the list under **Which table or query should provide the values for your combo box**.
- ❖ Click **Next** to move to the next step.
- ❖ In the **third** panel, choose **Company Name** in the **Available Fields** list.
- ❖ Click the **right pointing arrow** (see illustration at right). 
- ❖ The **Company Name** field will appear in the **Selected Fields** box.
- ❖ Click **Next** to move to the next step in the Wizard.
- ❖ In the **One (1)** box under **What sort order do you want for your list**, click the list arrow and then choose **Company Name**.
- ❖ The **ID Client** field is automatically added to the list because it is the key column for this table.
- ❖ In the **fifth** panel, point to the **right** border of the upper reference area of the column (Company Name) and double-click to change the width to the longest entry.
- ❖ Click **Next** to move to the final panel.
- ❖ In the **final** panel, type **Client lookup** in the text box at the top.
- ❖ Click **Finish**.
- ❖ To test the Combo Box, **View** the form.
- ❖ Click the drop-down arrow to view the list of **Clients**.
- ❖ Save the form with the name **Payments Detail**.

Modifying Properties of a Form

- ❖ Click the **Design** button to return to **Design View**.
- ❖ Do one of the following:
 - Choose **View** from the **Menu Bar** and then select **Properties**.
 - Click the **Properties** button on the toolbar (see illustration at right). 
- ❖ In the **Properties** window (see illustration top of next page), make sure the top combo box reads **Form**.
- ❖ If it doesn't, click the drop-down arrow and choose **Form** from the list.
- ❖ Select the **Format** tab, if necessary.

- ❖ Click the **Width** cell. You will need to scroll down in the **Properties** window to locate this box.
- ❖ Select or backspace over the current contents and type **3.5**.
- ❖ Press the **Tab** key. The width of the **Form** will change to **3.5-inches**.
- ❖ In the **top combo box**, click the drop-down arrow and then choose **Detail**.
- ❖ Click the **Height** cell.
- ❖ Change the **Height** to **4**.
- ❖ Move the mouse pointer over the bottom of the form window until it turns to a double pointing arrow.
- ❖ Drag the window down until the entire form is visible.
- ❖ Save the **Form** by clicking the **Save** button on the toolbar.



Binding a Form to a Table

- ❖ In the **Properties** window, in the **top combo box**, choose **Form**.
- ❖ Click the **Data** tab.
- ❖ Click the **Record Source** cell.
- ❖ From the drop-down list, choose **Payments**.
- ❖ The **Field List** box entitled **Payments** should appear in the window.
- ❖ Save the **Form**.

Attaching a Field to a Form

- ❖ If the **Field List** box is not showing, do one of the following:
 - Click **View** on the **Menu Bar** and then click **Field List**.
 - Click the **Field List** button on the toolbar (see illustration at right).
- ❖ In the **Field List** box, click and hold on the **Amount Paid** field.
- ❖ Drag the field to an area in the **Form** beneath the **Client lookup** combo box.
- ❖ Release the mouse button.
 - The type of control created for this field was established when the Payment table was designed.
 - The width and height of the control are determined by its bound field's data type and field size.



Attaching a Control to a Form

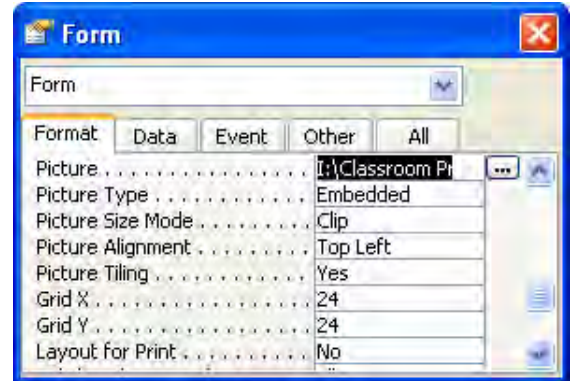
- ❖ If the **Toolbox** is not showing, do one of the following:
 - Click **View** on the **Menu Bar** and then choose **Toolbox**.
 - Click the **Toolbox** button on the toolbar (see illustration top right).
- ❖ In the **Toolbox**, click the **Text Box** (ab) icon (see illustration bottom right).
- ❖ In the **Form** window, point to a spot directly beneath the **left edge** of the **Amount paid** text box, approximately flush with its left edge, and click the left mouse button.
 - Make sure that you select the text box, not the label for the box.
 - A new text box will appear containing the word **Unbound**.
- ❖ With the **eight handle** boxes appearing around the text box control, go to the **Properties** window.
- ❖ Click the **Data** tab.
- ❖ Click the **Control Source** cell.



- ❖ In the drop-down list, choose **Date of payment**.
- ❖ The words **Date of Payment** should appear in the text box.
- ❖ Save the **Form** by clicking the **Save** button on the toolbar.

Adding a Graphical, Tiled Background to a Form

- ❖ In the **Properties** window, in the **top combo box**, choose **Form**.
- ❖ Click the **Format** tab.
- ❖ Click the **Picture** cell. You will need to scroll down to find this cell.
- ❖ Click the **ellipsis** button to the right of the cell.
- ❖ The **Insert Picture** dialog box will display.
- ❖ Click the **Look in** drop-down arrow to select the folder where the picture is stored.
- ❖ Double-click the **Access Training Logo** file.
- ❖ Click the **Picture Alignment** cell in the properties box.
- ❖ From the drop-down list, choose **Top Left**.
- ❖ Click the **Picture Tiling** cell in the **properties box**.
- ❖ From the drop-down list, choose **Yes**.
- ❖ The picture should completely cover the form.
- ❖ Close and save the form.



Applying an Auto Format to a Form

- ❖ Click **Forms** in the **Objects** bar and then choose **Clients**.
- ❖ Click the **Design** button to open the **Form** in **Design View**.
- ❖ Do one of the following:
 - Select **Format** from the **Menu Bar** and then click the **AutoFormat** option.
 - Click the **Auto Format** button on the toolbar (see illustration top right).
- ❖ The **Form AutoFormats** list will appear (see illustration bottom right).
- ❖ To view an illustration of each form, click one of the options in the **Auto Formats** list.
- ❖ After looking at each **Auto Format**, click **Expedition** and then click **OK**.
- ❖ **View** the **Form** to check the changes that were made.
- ❖ **Close** the **Form**.

