

## MODIFYING A FORM IN DESIGN VIEW

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

### ADDING A TITLE


Labels that aren't associated with a text box may be added to a form that provides instructions or other information that would help to make the form more "user-friendly." A label to add a title to a form would be placed in the Form Header. This title will appear at the top of each form page. The Form must be in **Design View** to complete this operation. To add a title, complete the following steps:

- ❖ Open the Form **Payment Detail** in **Design View**.
- ❖ Click **View** on the **Menu Bar**.
- ❖ Click **Form Header-Footer** from the list that appears.
- ❖ The **Form Header** area above the detail area and the **Footer** area below the detail area will be displayed.
- ❖ If the **Toolbox** is not displayed, do one of the following:
  - Click the **Toolbox** icon on the toolbar.
  - Choose **View, Toolbox** from the **Menu Bar**.
- ❖ Click the **Label** button on the **Toolbox** (see illustration top right).
- ❖ The pointer changes to a **label pointer** (see illustration bottom right).
- ❖ Click the location for the label and type **Payment Detail Form**.
- ❖ Press **Enter** when finished.
- ❖ Click the **Label** to select it.
- ❖ Open the **Properties** box; if necessary (see illustration at right).
- ❖ Make the following changes, pressing **Tab** after each change.
  - It may be necessary for you to change the width of the box to be able to see the information in the list.
  - When you click the box for each of the items, a drop-down arrow will appear.
  - Click the arrow to find the information you need.
    - Change the **Font Name** to **Book Antiqua**.
    - Change the **Font Size** to **20**.
    - Change the **Font Weight** to **Bold**.
    - Change the **Font Color** to a color of your choice.
    - Change the **Text Alignment** to **Center**.
    - Change the **Height** of the **Label** to **0.5"**.
    - Change the **Width** of the **Label** box to **3"**.
- ❖ Click the **Other** tab.
- ❖ Select the text in the **Name** box and input **Payment Detail**.
- ❖ **Close** the **Form** and **Save** the changes.



## CREATING A LOOKUP LIST TO RESTRICT DATA ENTRY

This type of field is used to limit the type of data that can be entered into a field. The user is provided with a list of acceptable items that may be used in the field. To create this list, complete the following steps:

- ❖ Click the **Tables** object button, if necessary.
- ❖ Click the **Relationships** button to open the **Relationships** window (see illustration at right). 
- ❖ Remove the relationship for **Client ID** between the **Invoices** table and the **Clients** table. To do this:
  - Click the line that appears between the two tables.
  - Press the **Delete** key on the keyboard.
- ❖ Close the **Relationships** window, saving the changes when you do.
- ❖ Open the **Invoices** table in **Design View**.
- ❖ Click the **Field Type** list for the bottom **Client ID** field.
- ❖ Choose **Lookup Wizard** from the list of field names.
- ❖ The **Lookup Wizard** will be displayed.
- ❖ Click the option button for; **I will type the values that I want**.
- ❖ Click **Next** to move to the second step in the wizard.
- ❖ In the **Number of Columns** box, input the number **2**.
- ❖ Input the following information:
  - Col 1 = **1, 2, 3**
  - Col 2 = **Client Only, Agent Only, Both**
- ❖ Click **Next** to move to the third step in the wizard.
- ❖ In this box, read the information at the top of the box and then make sure that **Col1** is selected. This is the information that will appear in the table field.
- ❖ Click **Next** to move to the last step in the wizard.
- ❖ In the **Name** box, input **Client ID**.
- ❖ Click the **Finish** button.
- ❖ Close the table, saving the changes.

## CREATING A LIST BOX

A List Box is almost identical to the Combo Box except that the List Box can show multiple columns even when the focus is not in the control. The other difference is that typing in a list box works differently than in a Combo Box. A List Box is created in the same way as a Combo Box, except the **List Box** tool on the Toolbox is used. Since these two boxes are so similar, it is possible to use the command **Format, Change To** and choose **List Box** or **Combo Box** to go back and forth between the two control types.

- ❖ Click the **Forms** link in the **Objects** page.
- ❖ Click the option to **Create a form in Design View**.
- ❖ In the **Properties** box, make sure **Form** is selected.
- ❖ Click the **Data** tab and then choose **Invoices** from the **Record Source** list.
- ❖ The **Field List** should appear in the window.
- ❖ In the **Field List** box:
  - Select the **ID Invoice** field.
  - Hold down the **Shift** key and then select the **Terms code** field.
- ❖ Click and drag these fields to the **Form** grid.
- ❖ Move to about the **one-inch (1)** horizontal mark on the grid and then release the mouse button.

- ❖ Click the **List Box Control** button on the **Toolbox**.
- ❖ Drag this **Control** over to the **Detail** section of the Form.
- ❖ Release the mouse button.
- ❖ The **List Box Wizard** will be displayed.
- ❖ Click the option button for; **I will type the values that I want**.
- ❖ Click **Next** to move to the second step in the wizard.
- ❖ In the **Number of Columns** box, input the number **2**.
- ❖ Input the following information:
  - **Col 1 = 1, 2, 3**
  - **Col 2 = Client Only, Agent Only, Both**
- ❖ Click **Next** to move to the third step in the wizard.
- ❖ In this box, read the information at the top of the box and then make sure that **Col1** is selected.
- ❖ Click **Next** to move to the **fourth** step in the wizard.
- ❖ In this box, select the option to **Remember the value for later use**.
- ❖ Click **Next** to move to the last step in the wizard.
- ❖ In the **Name** box, input **Client ID**.
- ❖ Click the **Finish** button.
- ❖ Click the **Data** tab in the **Properties** box.
- ❖ Click the **Control Source** box and then select **Client ID** from the list.
- ❖ Change the **Height** of the field box to approximately **1-inch** by moving the mouse pointer to the bottom of the text box and then dragging the box up when the mouse pointer turns to a double-black arrow.
- ❖ **Close** the Form and **Save** it as **Invoices**.

## OPTION GROUPS

An Option Group is helpful when there are few choices to make for a field entry. This control shows all the options that are available for that particular field. When one option is clicked, the other option is automatically turned off. An Option Group can contain toggle buttons, option buttons, or check boxes. These buttons are simply different styles; they all do the same thing.

### Creating an Option Group

- ❖ Open the **Invoices Form** in **Design View**.
- ❖ Display the **Toolbox**, if necessary.
- ❖ Make sure the **Control Wizards** button is selected.
- ❖ Click the **Option Group** button (see illustration top right).
- ❖ The mouse pointer will change to show the **Option Group** icon (see illustration bottom right).
- ❖ Choose the **Client ID Field** from the **Field List**. This is the field that the **Option** button is to be created for.
- ❖ Drag the **Field Name** to the **four-inch (4) horizontal mark** in the form. This is where the **Option Group** is to appear.
- ❖ The **Option Group Wizard** will appear.
- ❖ On the first screen of the wizard, type the labels that will appear next to each button. These labels are: **Client only, Agent only, and Both**.
- ❖ Choose **Next** to move to the second step in the wizard.
- ❖ In this step, choose the option **Yes, the default choice is \_\_\_\_**.
- ❖ In the drop-down list, choose **Client only**.
- ❖ Click **Next** to move to the third step in the wizard.



- ❖ In this dialog box, leave the Values as they are since these are the values in the table.
  - Numbers starting with one are automatically assigned when creating the Option Group. These values do not have to be changed.
  - The values can be changed. It is important, however, to remember these restrictions:
    - These values have to be integers.
    - The values have to correspond with the values entered in the field.
- ❖ Click **Next** to move to the fourth step in the wizard
- ❖ In the **fourth step**, choose the option to **Store the value in this field**.
- ❖ Select **Client ID** as the field where the data is to be stored.
- ❖ Click **Next** to move to the **fifth step** in the wizard.
- ❖ Take a couple of minutes to look at the different options available.
- ❖ Choose any of the options you would like and then click **Next**.
- ❖ The **Caption** for this part of the form is going to be **Client Options**.
- ❖ **Close** and **Save** the **Form**.

### ADDING COMMAND BUTTONS TO A FORM

Command buttons are used to perform actions within the form such as moving to a new page in a multipage form, saving the form, printing the form, and deleting the current record. A list of the different operations that can be performed with a command button are described in the table below:

Function	Description
<b>Record Navigation</b>	Command buttons can be added to the form that move users to the next, previous, first, or last record.
<b>Record Operations</b>	It is possible to delete, duplicate, print, save, or undo an operation using a command button.
<b>Form Operations</b>	Command buttons can be used to print a form, open a page in multipage forms, close the form, plus other operations.
<b>Report Operations</b>	Command buttons can be used to print a report, send a report to a file, mail a report, or preview a report.
<b>Application</b>	Command buttons can be used to quit Access or run some other application.
<b>Miscellaneous</b>	Command buttons can be used to print a table, run a macro, run a query, or use the Auto Dialer.

To add a command button to a form, complete the steps below:

- ❖ Display the **Clients Form** in **Design View**.
- ❖ Click the right edge of the **Form** window and drag it to the right a couple of inches.
- ❖ Make sure the **Control Wizards** button on the **Toolbox** is selected.
- ❖ Click the **Command Button** on the **Toolbox** (see illustration top right).
- ❖ The **Mouse Pointer** will change to display the **Command Button** icon (see illustration bottom right).
- ❖ Move to the **2 inch** mark on the vertical ruler and **four inches** (4) on the horizontal ruler.
- ❖ Release the mouse button to place the **Command Button** at that point.
- ❖ The **Command Button Wizard** will display.
- ❖ Under the **Categories** list, choose **Form Operations**.
- ❖ In the **Actions** list, select **Open Form**.



- ❖ Click **Next** to continue to another step in the wizard.
- ❖ In this step, choose the **Invoices** form.
- ❖ Click **Next**.
- ❖ In this step, accept the option to **Open the form and show all the records**.
- ❖ Click **Next**.
- ❖ Click the **Text** option button.
- ❖ In the **Text** box, input **Open Invoice Form**.
- ❖ Click **Next** to continue.
- ❖ Input **Open Invoice Form** in the text box. This will provide the name for the button.
- ❖ Click **Finish** to exit the dialog box and insert the **Command Button** into the form.
- ❖ Click on the **Command Button** and drag it to the bottom, right side of the form.
- ❖ Save the **Form** by clicking the **Save** button on the toolbar.
- ❖ Click the **View** button and try out the **Command Button**.