

## CREATING A FORM USING DESIGN VIEW

For this exercise, you will be using the **Access Training** 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 the **Create Tab**.
- ❖ In the **Forms Group**, click the **Form Design** button.
- ❖ The **Form Design** window will display.
- ❖ The **Form Design Tools** tab will appear at the top of the window.
  - The two tabs under this option are Design and Arrange.
  - For an explanation of the groups and buttons on these tabs, see the appropriate document on the **Access 2007 Web Page**.

### 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:

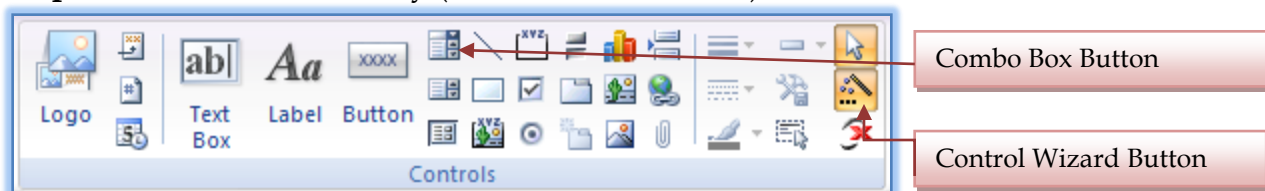
- ☞ Make the form look more professional.
- ☞ Decrease the amount of typing when entering records.
- ☞ Decrease the possibility of typing errors, making for far more reliable data.

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 2007 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.**
- **Find a record on my form based on the value I selected in my Combo Box.**
- ❖ On the **Form Design Tools Design Tab**, click the **Control Wizard** button in the **Controls Group** to turn it on, if necessary (see illustration below).



- ❖ Click the **Combo Box** button in the **Controls Group** (see illustration above).
- ❖ 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 next panel.
- ❖ This panel will have **IDClient** selected as the unique field.
- ❖ Click **Next** to move to the last step in the wizard.
- ❖ 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 **View** button to return to **Design View**.
- ❖ In the **Tools Group**, click the **Property Sheet** button.
- ❖ In the **Property Sheet** window, 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.
- ❖ 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

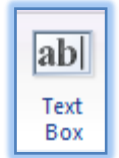
- ❖ In the **Property Sheet** window, in the **top combo box**, choose **Form**.
- ❖ Click the **Data** tab.
- ❖ Click the **Record Source** cell.
- ❖ From the drop-down list, choose **Payments**.
- ❖ The **Field List** box entitled **Payments** should appear in the window.
- ❖ Save the **Form**.

### Attaching a Field to a Form

- ❖ Click the **Add Existing Fields** button in the **Tools Group** on the **Design Tab**.
- ❖ In the **Field List**, 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

- ❖ In the **Controls Group**, click the **Text Box** button (see illustration at 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.
- ❖ Close the **Field List** window.
- ❖ Reopen the **Property Sheet** window, if necessary.
- ❖ With the **eight handle** boxes appearing around the text box control, go to the **Property Sheet** 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.
- ❖ 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.
- ❖ Save the form.