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INTERMEDIATE ACCESS

TEACHUCOMP, INC.

...it's all about you

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TEACHUCOMP, INC.

Phone: (877) 925-8080

Web: <http://www.teachucomp.com>

INTRODUCTION AND OVERVIEW

Welcome to TeachUcomp, Inc.'s Intermediate Access course. This class continues build on the base knowledge gained within the Introductory Access course. This class is designed to give the student that possesses a basic knowledge of this program an enhanced skills base in Access. This class introduces and explains advanced query types, forms, and reports to students who are already familiar with creating and using tables and queries in Access.

Access is an excellent program to learn, as the skills that you learn within Access can save valuable time and money for organizations by automating, organizing and structuring their data processing capabilities.

Access is a multi-featured database program in which one creates powerful relational desktop databases or web-based apps that store and manipulate data. It is a very useful program and has many features that can automate and simplify job tasks. Whether you want it to create charts, reports, data entry forms, or data sources; Access can assist you in accomplishing these tasks quickly and easily.

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CHAPTER 9-

ADVANCED QUERY TYPES

9.1- MAKE TABLE QUERIES

9.2- UPDATE QUERIES

9.3- APPEND QUERIES

9.4- DELETE QUERIES

9.5- CROSSTAB QUERIES

9.6- THE FIND DUPLICATES QUERY

9.7- THE FIND UNMATCHED QUERY

ADVANCED QUERY TYPES

9.1- Make Table Queries:

Have you ever run a query and wished that you could save the result set of the query as a permanent table? In Access, that is exactly what the “Make Table” queries do. A “Make Table” query creates a new table as the output of a query, instead of simply displaying a query result set. This new permanent table can be useful in a variety of ways: you could use it as a basis for other queries; it could serve to backup important data; or it could show selected information from multiple underlying tables in a single table which you could then export to Microsoft Excel for spreadsheet-style analysis. Since the basis of the make table query is a standard ‘select’ query-type, you can restrict the columns and rows that are displayed in the new table by picking just the fields you wish to view and applying query criteria.

The fields that comprise the new table created from the make table query’s result set retain the data type and field size properties that were assigned to the original fields. However, other properties that you may have set for the base table’s fields will not be inherited by the new fields. So, you may need to re-enter validation rules, and other properties in the new table, if needed.

To create a make table query, first create a standard query in design view. Select only the fields that you want to include in your new table, and use criteria to restrict the rows selected, if needed. Then click the “Make Table” button in the “Query Type” group of the “Design” tab in the “Query Tools” contextual tab in the Ribbon to change the query type.

In the “Make Table” dialog box that appears, you can type a name for the new table that will be created when you run the query. You can also select whether to place the new table into the current database, or into another database by selecting the desired option button. If you select “Another Database:,” then you will have to click the “Browse...” button and use the dialog box that appears to select the database file into which you want to place the new table. When you have selected where to place the new table, click “OK” in the “Make Table” dialog box.

Once you are ready, you can run the query to create a new table. When you run a “Make Table” query that was based on a “Select” query, Access will delete the “Select” query. So be sure to save a copy before running the “Make Table” query. A dialog box will remind you of this if you forget.

Next, you will see a dialog box appear that confirms how many rows you are about to paste into a new table. Click the “Yes” button in the dialog box to paste the selected rows and fields into a new table.

9.2- Update Queries:

If you want to make large-scale updates to the data in your Access tables based on a specified criteria, you can create “Update” queries to update selected field values based on whether or not the record matches a specified criteria. For example, if you needed to update area codes in a phone number field based on whether or not the phone number contained a specified exchange, you could accomplish that with an update query.

Unlike the ‘select’ queries that we have created so far, when creating update queries all that you need to enter into the QBE grid are the actual fields that you wish to update and the fields that are needed for criteria purposes.

If you do not want to update *all* of the records in the selected table when you run an update query, then you **must** specify criteria by which to update the records. That way, when you run the update query you will apply the specified updates to only those selected records that match the given criteria.

To create an update query, first create a new query in design view. Then click the “Update” button in the “Query Type” group of the “Design” tab in the “Query Tools” contextual tab. When you do this, the layout of the QBE grid will change slightly. You will now see a new row appear in the QBE grid named “Update To:.” You then add only the fields from the selected table that you need to update and any fields needed for

ADVANCED QUERY TYPES

9.2- Update Queries (cont.):

criteria purposes, and place them into the QBE grid. After that, you enter the value to which you want to update the desired field into the “Update to:” row of the QBE grid, under the field which you wish to update.

Next, you apply the criteria by which you wish to select the records to be updated into the other field or fields, as needed. You can then run the query to begin the update.

When you run the query, you will see a dialog box appear that tells you how many rows you are about to update. If this number is correct, click “Yes” to continue to update the selected records. If this looks incorrect, you can click “No” to abandon the update and double-check your criteria. Be extremely careful when you make an update to your tables, as they can only be reversed by another “update” query, or by hand. You cannot “undo” the effects of an update query after it has been run.

9.3- Append Queries:

You can use append queries as a way of “copying and pasting” records from one table to another table, based on whether or not the records match a specified criteria. You can only append data from table fields to other table fields that share the same (or a compatible) “data type.” So, for example, you may append a “number” field into another “number” field. However, you cannot append a “number” field into a “text” field. The more similar the two fields are, the easier it will be for you to append the data.

If the fields have the same field name, the data is automatically selected to be appended into the field with the same name in the destination table. However, as long as the fields have common “Field Sizes” so you don’t lose appended data, and share the same data types, you can easily specify to which fields the copied data will be appended, even if they don’t share a common name. You can specify into which fields in the destination table the fields from which you are appending will be placed when you create the append query in design view.

To append only selected records from the original table into the destination table, you must use selection criteria in the appropriate fields of the QBE grid when you are creating this query. That way, only the records that meet the specified criteria will be appended to the destination table.

To create an append query, first create a query in design view. Then click the “Append” button in the “Query Type” group of the “Design” tab in the “Query Tools” contextual tab in the Ribbon. Doing this will launch the “Append” dialog box where you can select the name of the table into which you want to append the data from the “Table Name:” drop-down. You can also select whether to append the new data into a table in the current database, or another database by selecting the desired option button. If you select “Another Database:,” then you will have to click the “Browse...” button and use the dialog box that appears to select the database file which contains the table into which you will append the data. When you have selected the table into which to append the data, click “OK” in the “Append” dialog box.

You can then add the fields into the QBE grid that you wish to append into the table that you just selected. Next, click into the “Append to:” row in the QBE grid and select the field in the destination table into which you wish to append the selected field’s data from the drop-down menu of available field choices. In the “Criteria:” row, enter the criteria by which you wish to filter the records which are appended.

After you have selected the fields to append and into which fields they should be appended, you can run the query to append the data. You will see a dialog box appear, telling you how many rows you are about to append. If this is correct, click “Yes” to continue to append the selected records. If this looks incorrect, you can click “No” to abandon the appending and double-check your criteria.

ADVANCED QUERY TYPES

9.4- Delete Queries:

You can use a delete query to delete records in a table based on specified criteria. Deleting unnecessary records will speed up the performance of queries, reduce redundancies, and make for more smoothly operating databases.

When you run a delete query, you are deleting records that match a specified criteria. You do not delete field information only, you actually erase the entire record from the table. In order to not delete *all* of the records in your table, you must carefully select which records to delete by using query criteria.

To create a delete query, start by creating a query in query design view. Then add the table that contains the records to delete into the query design view. Next, click the “Delete” button in the “Query Type” group of the “Design” tab in the “Query Tools” contextual tab in the Ribbon.

Next, add the fields to the QBE grid that you need to use for criteria purposes and place the criteria by which you wish to select the records to delete into the “Criteria:” row. You can then run the query. You will see a dialog box appear, telling you how many rows you are about to delete from the selected table. If this is correct, click “Yes” to continue. If this looks incorrect, you can click “No” to abandon the record deletion and double-check your criteria.

9.5- Crosstab Queries:

You can create crosstab queries to answer questions about how field data within a single table relates to each other. Crosstab queries display one table field down the left side of the result table, and another table field across the top of the table. In the intersecting cells, you will see data about how the two fields are related via a third field. For example, if you had a table that showed the salesperson, the products sold, and the number of each sold, you could create a crosstab query that sums the total amounts sold of each product for each salesperson.

When you create a crosstab query, it is important to remember that the crosstab must be created from a single table or query. Many times, these types of queries are based on other queries that you may have created, as a single base table in your relational database rarely has the necessary data for meaningful crosstab analysis. Crosstab queries display their answers in a spreadsheet-like format and, as such, the result set of a crosstab query is not updateable.

Access gives you the “Crosstab Query Wizard” to assist you in creating crosstab queries. You can run this wizard by clicking the “Query Wizard” button in the “Queries” group (“Other” group in 2007) on the “Create” tab in the Ribbon. In the “New Query” dialog box that appears, select the “Crosstab Query Wizard” and then click “OK.”

In the “Crosstab Query Wizard,” the first screen prompts you to select the table or query that will serve as the basis of the crosstab query. You can select the desired table or query in this screen, and then click the “Next >” button to continue. The second screen will prompt you to select up to three fields that you want to display as the row headings at the left side of the crosstab query’s result set. Move the desired fields from the “Available Fields:” list to the “Selected Fields:” list using the “>” button. Then click “Next >” to continue. The next screen asks you to select which field you want for the column headings at the top of the crosstab result set. Select the desired field and click “Next >” to continue. On the next screen, you select what number you want shown in the intersecting cells of the column and row headings. In the “Fields:” list, select the desired field to calculate and then select which function to perform on that field from the “Functions:” list. If you wish to show a row summary, you can check the “Yes, include row sums” checkbox. Then click “Next >” to continue. In the last screen you can type a name for the crosstab into the field provided, and then click “Finish” to view the result set of the crosstab query.

ADVANCED QUERY TYPES

9.6- The Find Duplicates Query:

You can use the “Find Duplicates” query to find duplicate records within a table. To create a find duplicates query, click the “Query Wizard” button in the “Queries” group (“Other” group in 2007) on the “Create” tab in the Ribbon. In the “New Query” dialog box, select the “Find Duplicates Query Wizard” and then click “OK.”

The first screen of the “Find Duplicates Query Wizard” allows you to select the table within which you wish to find duplicate records. Make your selection and then click “Next >” to continue. In the second screen, you select by which fields you wish to examine the records to look for duplicates. You click on the fields within which you wish to look for duplicate information in the “Available fields:” list, and then click the “>” button to move them into the “Duplicate-value fields:” list. You cannot have more than 10 fields listed in the “Duplicate-value fields:” list. When you have added the necessary fields, click “Next >” to continue. In the third screen you can select any other additional fields you would like to display in addition to the ones within which you will be searching for duplicate values. You can click on the names of the fields you wish to view in the “Available fields:” list, and click the “>” button to move them into the “Additional query fields:” list. Then click “Next >” to continue to the last screen. In the last screen, you can type a name for the query into the text box available, and then click “Finish” to view the duplicates in a query result set.

Note that this is not the recommended process for removing duplicate records from a table. This query simply informs you of which records are duplicated in the selected table. While it is possible to delete the displayed records from the find duplicates query result set, you can also remove duplicates using the function of the primary key in a table.

If you want to remove duplicates from a table in Access, you can right-click on the table from which you wish to remove duplicates in the Navigation Pane, and then choose “Copy” from the pop-up menu that appears. Then right-click into the table list in the Navigation Pane, and choose “Paste” from the pop-up menu that appears. Doing that will cause the “Paste Table As” dialog box to appear. In this dialog box, type in a name of the copy of the table that you are about to make and select the “Structure Only” option in the “Paste Options” section of the dialog box. Then click “OK.”

Next, open the copy of the table structure that you made in table design view. If there are any primary key field assignments made, remove them by selecting the field or fields by which the primary key is assigned, and then clicking the “Primary Key” button in the “Tools” group on the “Design” tab of the “Table Tools” contextual tab in the Ribbon. Then select the combination of fields by which you wish to determine if there are duplicates in the original table, and click the “Primary Key” button again to assign the unique combination of values produced by the selected fields as the new “Primary Key.” Remember that the purpose of a primary key is to eliminate duplicate values within a table. So, once that is done, click the “Save” button in the Quick Access toolbar to save the structural changes you made.

At that point, create an “Append Query” to append the records from the original table that contains the duplicate records into the new table structure. When you run the append query, any records which contain a combined duplicate value in the primary key fields will not be appended into the copy of the table. You should see an error message that says that a certain number of rows were not appended due to table key violations. Those are the duplicate records, so you may append the records that were not removed into the copy that you created. Then the copy of the original table should contain duplicate-free records.

ADVANCED QUERY TYPES

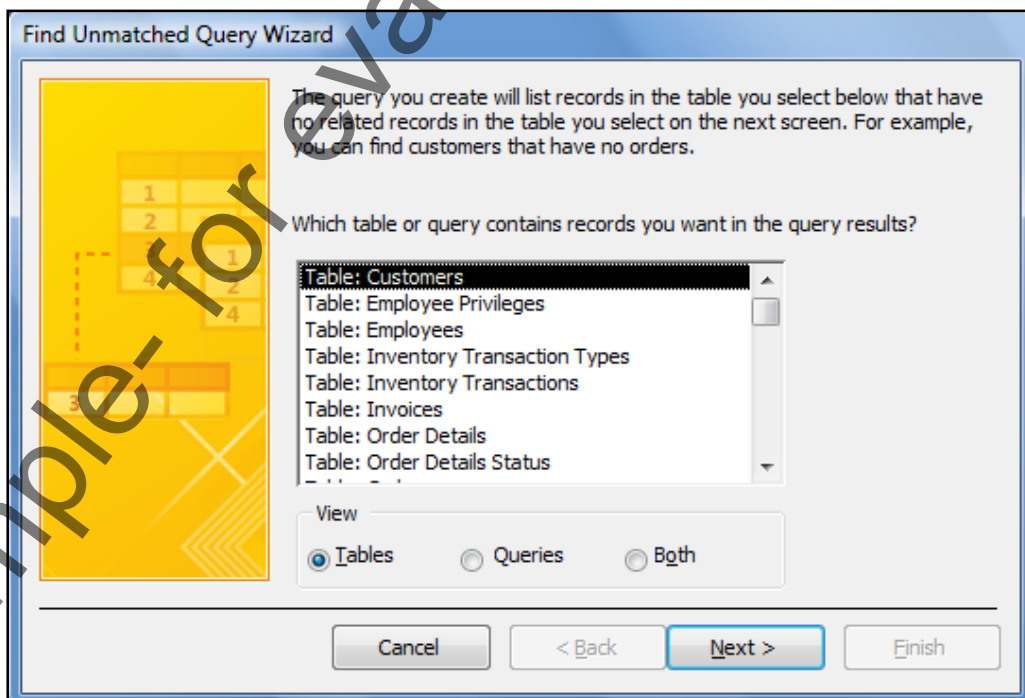
9.7- The Find Unmatched Query:

In a relational database, you aren't supposed to have records in a "child," or related, table which have no reference to a related record in a "parent" table. For example, in a "Sales" table that contains a "CustomerID" field, any reference placed into the "CustomerID" field should correspond to a valid "CustomerID" in the "Customers" table.

However, this isn't always the case. If properly constructed from the beginning, enforcing referential integrity on your Access tables will ensure that you do not have unmatched records. But if you are creating a new Access database from data that was not stored in a relational database that had referential integrity checks, then you may have unmatched field references within your tables. Using the "Find Unmatched" query finds such records in a "child" table field that do not contain any valid reference to a record in the parent table. Such records are said to be "orphaned." You can then re-create the necessary reference in the records shown, maintaining data validity.

To create a find unmatched query, click the "Query Wizard" button in the "Queries" group ("Other" group in 2007) on the "Create" tab in the Ribbon. Select the "Find Unmatched Query Wizard" in the "New Query" dialog box, and click "OK" to launch the "Find Unmatched Query Wizard."

In the first screen, select the name of the table or query that may contain unmatched, or "orphaned" records. Then click "Next >" to continue to screen two. In the second screen, select the name of the "parent" table that contains the records that should contain the matching values for the records in the first table selected. Then click "Next >" to continue. In the third screen, you must select the names of the two fields in each table by which the two tables should be joined. Then click the "<=>" button to link the two fields for the duration of the query to find unmatched records. Then click "Next >" to continue to the next screen. Here, you can select any additional fields you wish to display in the query results from the "Available fields:" list, and click the ">" button to move them into the "Selected fields:" list. Then click "Next >" to continue to the last screen where you can type a name for the query into the text box provided. Click "Finish" to then display the records from the first table that contain no matching records in the second table.



ACTIONS-

ADVANCED QUERY TYPES

CREATING A MAKE-TABLE QUERY:

1. Open the database.
2. Click the "Query Design" button in the "Queries" group ("Other" group in 2007) on the "Create" tab in the Ribbon.
3. Select the desired tables or queries to add from the "Show Table" dialog box.
4. Click "Add" to add the selected tables or queries to the new query.
5. Click "Close" in the "Show Table" dialog box, when finished.
6. Add the fields that you need into the QBE grid.
7. Click into the "Criteria" row under the appropriate fields.
8. Enter the desired criteria under the appropriate field(s).
9. Click the "Make Table" button in the "Query Type" group on the "Design" tab in the "Query Tools" contextual tab in the Ribbon to open the "Make Table" dialog box.
10. Type a name for the new table that will be created into the "Table Name:" text box.
11. Click "OK."
12. Run the query when you are ready.
13. Select "Yes" at the prompt to create the new table.

CREATING AN UPDATE QUERY:

1. Open the database.
2. Click the "Query Design" button in the "Queries" group ("Other" group in 2007) on the "Create" tab in the Ribbon.
3. Select the desired tables or queries to add from the "Show Table" dialog box.
4. Select the desired tables or queries to add to the update query from the "Show Table" dialog box.
5. Click "Add" to add the selected tables or queries to the new query.
6. Click "Close" in the "Show Table" dialog box.
7. Click the "Update" button in the "Query Type" group on the "Design" tab in the "Query Tools" contextual tab in the Ribbon.
8. Add the fields that you want to update as well as any field needed for criteria purposes into the QBE grid.
9. Click into the "Update to:" row under the field(s) that you wish to update.
10. Type in the value or expression (formula) to which you wish to update the field's value.
11. Add the necessary criteria by which to apply the update into the "Criteria:" row, under the appropriate fields.
12. Run the query.
13. Select "Yes" at the dialog box prompt to update the selected records.

ACTIONS-

ADVANCED QUERY TYPES

CREATING AN APPEND QUERY:

1. Open the database.
2. Click the "Query Design" button in the "Queries" group ("Other" group in 2007) on the "Create" tab in the Ribbon.
3. Select the desired tables or queries to add from the "Show Table" dialog box.
4. Click "Add" to add the selected table or query.
5. Click "Close" in the "Show Table" dialog box.
6. Click the "Append" button in the "Query Type" group on the "Design" tab in the "Query Tools" contextual tab in the Ribbon to open the "Append" dialog box.
7. Select the name of the table to which you want to append the data from the "Table Name:" drop-down.
8. Click "OK."
9. Place the fields from which you wish to append data into the QBE grid.
10. Click into the "Append to:" row under any unmatched field if necessary, and select the name of the matching field from the table into which the data will be appended from the drop-down list.
11. Click into the "Criteria:" row under any fields by which you want to restrict the records that are appended and enter any necessary criteria.
12. Run the query.
13. Select "Yes" at the dialog box prompt to append the data into the destination table.

CREATING A DELETE QUERY:

1. Open the database.
2. Click the "Query Design" button in the "Queries" group ("Other" group in 2007) on the "Create" tab in the Ribbon.
3. Select the desired tables or queries to add from the "Show Table" dialog box.
4. Click "Add" to add the selected table or query.
5. Click "Close" in the "Show Table" dialog box.
6. Click the "Delete" button in the "Query Type" group on the "Design" tab in the "Query Tools" contextual tab in the Ribbon.
7. Place the fields necessary for the query criteria into the QBE grid.
8. Click into the "Criteria:" row under the appropriate fields, and enter the necessary criteria.
9. Run the query.
10. Select "Yes" at the prompt.

ACTIONS-

ADVANCED QUERY TYPES

RUNNING THE CROSSTAB QUERY WIZARD:

1. Open the database.
2. Click the "Query Wizard" button in the "Queries" group ("Other" group in 2007) on the "Create" tab in the Ribbon.
3. Select "Crosstab Query Wizard" in the "New Query" dialog box.
4. Click "OK."
5. Select the desired table or query from which to create the crosstab query.
6. Click the "Next >" button.
7. Select the fields (up to 3) that you want to use to provide values for the row headings (at the left).
8. Click the "Next >" button.
9. Select the field that you would like to provide values for the column headings (at the top).
10. Click the "Next >" button.
11. Select the field you want to calculate at the intersection of the column and row headings and select the function to perform on that field.
12. Click the "Next >" button.
13. Enter a name for the crosstab query, and click the "Finish" button.

RUNNING THE FIND DUPLICATES QUERY WIZARD:

1. Open the database.
2. Click the "Query Wizard" button in the "Queries" group ("Other" group in 2007) on the "Create" tab in the Ribbon.
3. Select the "Find Duplicates Query Wizard" in the "New Query" dialog box.
4. Click "OK."
5. Select the name of the desired table or query in which you wish to search for duplicate records.
6. Click the "Next >" button.
7. Select the fields (up to 10) within which you wish to search for duplicate values.
8. Click the "Next >" button.
9. Select any other fields that you want to display in the query result set.
10. Click the "Next >" button.
11. Enter a name for your cross-tab query, and click the "Finish" button.

ACTIONS-

ADVANCED QUERY TYPES

RUNNING THE FIND UNMATCHED QUERY WIZARD:

1. Open the database.
2. Click the "Query Wizard" button in the "Queries" group ("Other" group in 2007) on the "Create" tab in the Ribbon.
3. Select the "Find Unmatched Query Wizard" in the "New Query" dialog box.
4. Click "OK."
5. Select the desired table which contains the field within which you want to search for unmatched records.
6. Click the "Next >" button.
7. Select the related table which contains the field within which you wish to search for values missing from the first table.
8. Click the "Next >" button.
9. Select the field to match from the fields listed in the table at the left side of this screen.
10. Select the matching field from the fields listed in the table at the right side of this screen.
11. Click the "<=>" button to link the two selected fields in the table for the duration of the query.
12. Click the "Next >" button.
13. Select any additional fields that you want to display in the query result set, and click the ">" button to add them to the list of fields at the right side of this tab.
14. Click the "Next >" button.
15. Enter a name for your new query, and click the "Finish" button.

EXERCISES- ADVANCED QUERY TYPES

Purpose:

1. To be able to create some advanced types of queries.

Exercises:

1. Open your Access application.
2. Open the "test" database you completed from the Exercise at the end of the last chapter in the "Introductory" manual.
3. Click the "Query Wizard" button in the "Queries" group ("Other" group in 2007) on the "Create" tab in the Ribbon.
4. Select the "Find Duplicates Query Wizard" in the "New Query" dialog box.
5. Click "OK."
6. Select "Table: Customers," and click "Next >."
7. Click "City," and click the ">" arrow to add it to the "Duplicate-value fields:" list.
8. Click "Next >" to continue.
9. Click "CompanyName," and click the ">" arrow to add it to the "Additional query fields:" list.
10. Click "Next >" to continue.
11. Click "Finish."
12. Close the query result set.
13. Close the database.

CHAPTER 10- CREATING FORMS

10.1- FORMS OVERVIEW

10.2- THE FORM WIZARD

10.3- CREATING FORMS

10.4- USING FORMS

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CREATING FORMS

10.1- Forms Overview:

Forms can have different functions within an Access database. You can use forms to create Navigation Forms in Access, where users can click buttons that perform different actions- such as opening other forms and reports. However, Access forms are primarily used as data entry forms that allow users to edit and enter table data. When performing data entry with forms, users enter information into form fields that are associated with data fields in a linked table. The data is then stored in the tables, just as if you had entered the data into the datasheet view of the table. Using data entry forms in your database simplifies and streamlines data entry, and provides more security for the table data than allowing a user to do data entry *directly* in the table in datasheet view.

10.2- The Form Wizard:

A simple way to create basic data entry forms is to use the “Form Wizard” provided by Access. If using Access 2013 or 2010, you can start the “Form Wizard” by clicking the “Form Wizard” button located on the “Create” tab in the “Forms” group within the Ribbon. If using Access 2007, you can start the “Form Wizard” by clicking the “More Forms” button in the “Forms” group on the “Create” tab in the Ribbon and then selecting the “Form Wizard” command from the button’s drop-down menu to launch the “Form Wizard” dialog box.

In the first screen of the “Form Wizard” dialog box, select the name of the table or query upon which you would like to base this form from the “Tables/Queries:” drop-down provided. Below that, use the buttons available to move the fields that you want to add to the form from the “Available Fields:” list into the “Selected Fields:” list. When you are finished, click the “Next >” button to continue.

Continue answering the questions posed to you in each screen of the “Form Wizard,” and then click the “Next >” button to continue. Once you have completed all of the screens and named your new form, click the “Finish” button at the end of the “Form Wizard” to create a basic data entry form.

10.3- Creating Forms:

There are several ways to create a basic data entry form using the buttons in the “Forms” button group on the “Create” tab in the Ribbon. Starting in Access 2010, some form choices have been moved to the “More Forms” drop-down button. To create a form using this method, first select the name of the table or query in the Navigation Pane for which you want to create an associated data entry form. Then click the type of form to create from the buttons listed in the “Forms” button group on the “Create” tab in the Ribbon. Access will instantly create a form of the specified type for the selected table or query.

Let’s examine some of the more popular form style choices. You can select a desired table or query from the Navigation Pane and then click the “Form” button to create a standard data entry form. In Access 2013, this creates a “Split Form” by default. In Access 2010:2007, it creates a form that displays one record at a time from the underlying data source.

You can click the “Split Form” button to create a split form that shows the current record at the top of the form and an accompanying datasheet view of the underlying data source at the bottom of the form.

You can click the “Multiple Items” button to create a form that displays multiple records in the form, with each record displayed in its own row. Note that starting in Access 2010, the “Split Form” and Multiple Items” form buttons have been moved to the drop-down menu that appears when you click the “More Forms” drop-down button.

CREATING FORMS

10.4- Using Forms:

Once you have created a data entry form, you can use it to edit, create, and navigate table records. Navigating within a data entry form is exactly like navigating through records in the datasheet of a table. You can use the “Tab” key on your keyboard to move through the data fields. You also have the same “record navigation” buttons in the lower left corner of the data entry form that you have in the datasheet view of a table. You can also use these to move through the records in the table. You can also add a new record into the table through the form by clicking the “New Record” button in the lower left corner of the data entry form. You just need to remember that a data entry form is simply a “face” for your database tables.

10.5- Form and Report Layout View:

Once you have created a form, you can edit it. You can change the placement of the fields within the form, add or remove fields from the form, or add color to the form objects or background. In order to perform many of these tasks, you will need to switch to either the “Layout View” or the “Design View” of the form.

To do this, right-click the form that you want to edit in design or layout view from the forms listed in the Navigation Pane. Select either the “Design View” or the “Layout View” choice in the pop-up menu that appears to open the selected form in design view or layout view. The major difference between the two views is that in “Layout View,” you will see the actual data from the underlying data source while editing the form. In “Design View,” you will not see any data from the underlying data source, but you do have more options for editing the properties of the form objects than is available in “Layout View.” In either view you can select the objects placed into the form and apply general formatting. You can also adjust the size or placement of selected form elements, called “controls,” in either view.

10.6- Form and Report Design View:

While Access may seem very complex with its multiple object types and the various views of each, it does actually use the same type of “Design View” and “Layout View” for both its forms and its reports. This helps to simplify the design process for these types of objects. To access the form and report design view, you right-click on the name of the form or report you want to modify from the listing shown in the Navigation Pane, and then select the “Design View” command in the pop-up menu that appears. You could also create a new form in design view by clicking the “Form Design” button in the “Forms” group on the “Create” tab within the Ribbon. This creates a new, blank form that you can modify as you desire in design view.

10.7- Viewing the Ruler and Grid:

When you edit forms and reports, you are often editing the objects inside of the forms and reports known as **controls**. Notice that in form or report design view there is a gridline displayed that you can use to place and align the form and report controls. There is also a ruler which you can use for measurements. They can both be turned on and off by clicking either the “Ruler” or “Grid” buttons. In Access 2013:2010, these buttons are located on the “Size/Space” drop-down button within the “Sizing & Ordering” group on the “Arrange” tab in the “Form Design Tools” or “Report Design Tools” contextual tab in the Ribbon. In Access 2007, these buttons are located in the “Show/Hide” section of the “Arrange” tab in the “Form Design Tools” or “Report Design Tools” contextual tab in the Ribbon. Each time you click one of these buttons you will toggle the display of the grid or ruler on or off in the design view of the form.

10.8- The “Snap To Grid” Feature:

When you place controls onto a form or report in design view, you can either enable or disable the “snap to grid” feature. When enabled, this feature forces the controls to align themselves with the underlying grid on the form or report. If disabled, you have a greater flexibility in placing controls on the form or report, but may find it more difficult to align the controls. Once again, this is a “toggle” command. So you perform the same action to both enable and disable this feature. You can do this by clicking the “Snap to Grid” button. In Access 2013:2010, this button is located on the “Size/Space” drop-down button within the “Sizing & Ordering” group on the “Arrange” tab in the “Form Design Tools” contextual tab in the Ribbon. In Access 2007, this button is located in the “Control Layout” group on the “Arrange” tab of the “Form Design Tools” contextual tab within the Ribbon.

10.9- Creating a Form in Design View:

Most forms are connected to an underlying table or query from which they display and/or update the table data. In form design view, you can access the list of fields available to the form and simply drag and drop them onto your form to quickly add data controls to the form for data entry or display.

To view the field list available for a form, just open the selected form in design view and click the “Add Existing Fields” button in the “Tools” group on the “Design” tab of the “Form Design Tools” contextual tab within the Ribbon. Either way, this will show the “Field List” in a pane at the right side of the form design view. If you have associated a data source with the form, then the available fields will be shown in the “Fields available for this view:” section of the “Field List” pane.

If there is no underlying data source associated with the form, then click the “Show all tables” hyperlink to display all of the available tables within this pane. Then click the small plus sign next to the name of the table that you would like to associated with the form to view its fields in the “Field List.” Then click and drag the desired fields from the table into your form. This also associates the selected table with the form.

Notice that when you add a field from the “Field List” into your form, you are actually adding two controls at once. The control at the left side is a text label that displays the name of the data field. The control at the right is the actual data field where the underlying data will display.

In the next chapter, you will examine the ways that you can manipulate the form controls in more detail. It is also worth noting that while you can add controls using the “Field List,” many more types of controls are available for use in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab within the Ribbon. You can use the buttons in this group to add many types of form controls into your form to create a more advanced form design. You will also examine these controls in greater detail in the next chapter.

ACTIONS-

CREATING FORMS

USING THE FORM WIZARD:

1. If using Access 2013 or 2010, click the “Form Wizard” button located on the “Create” tab in the “Forms” group within the Ribbon. If using Access 2007, click the “More Forms” button in the “Forms” group on the “Create” tab in the Ribbon and then select the “Form Wizard” command from the button’s drop-down menu to launch the “Form Wizard” dialog box.
2. In the first screen, you can select the drop-down list under “Tables/Queries:” to select a table or query upon which to base the form.
3. Move the fields that you want to display in the form from the “Available Fields:” list to the “Selected Fields:” list by selecting the name of the field to use and clicking the “>” button to move them.
4. Click “Next>” when you have added all the fields that you want to display to the “Selected Fields:” list.
5. In the next screen, select the layout for your form by selecting the option button that corresponds to the type of form layout you desire. Then click “Next>” to continue.
6. Select the desired form style by selecting the option button that corresponds to the type of style that you prefer. Then click “Next>” to continue.
7. In the last screen you can type a name for your form into the box provided, and select to either “Open the form to view or enter information” or “Modify the form’s design.”
8. Click “Finish” to create your form.

CREATING FORMS:

1. Select the name of the form or query in the Navigation Pane for which you want to create an associated data entry form.
2. Click on the type of form that you want to create from the buttons listed in the “Forms” button group on the “Create” tab in the Ribbon. Note that starting in Access 2010, some of the buttons have been moved to the drop-down menu that appears when you click the “More Forms” drop-down button.
3. You can click the “Form” button to create a standard data entry form that displays one record at a time from the underlying data source.
4. You can click the “Split Form” button to create a split form that shows the current record at the top of the form and an accompanying datasheet view of the underlying data source at the bottom of the form.
5. You can click the “Multiple Items” button to create a form that displays multiple records in the form, with each record displayed in its own row within the form.

USING A DATA ENTRY FORM:

1. Double-click the name of the form to open from the list of forms displayed in the Navigation Pane.
2. You can navigate through the records in the form using the record navigation buttons located in the lower left corner of the data entry form.
3. You can click the “First Record” button to view the first record in the form.
4. You can click the “Previous Record” button to view the previous record in the form.
5. You can click the “Next Record” button to view the next record in the form.
6. You can click the “Last Record” button to view the last record in the form.
7. You can click the “New Record” button to create a new blank record at the end of the form.

ACTIONS- CREATING FORMS

NAVIGATING FORM FIELDS:

1. Double-click the name of the form to open from the list of forms displayed in the Navigation Pane.
2. You can click into a field to enter data. As long as the field isn't "read-only" you should be able to edit the data in the field.
3. Press "Tab" on your keyboard to move to the next field, based on the tab order of the form controls.
4. Press "Shift"+"Tab" to move to the previous field, based on the tab order of the form controls.
5. Press "Enter" to move to the next field, based on the tab order of the form controls.

ADDING A NEW RECORD IN A DATA ENTRY FORM:

1. Double-click the name of the form to open from the list of forms displayed in the Navigation Pane.
2. Click the "New Record" button in the lower left corner of the form to move to the empty record at the end of the associated table.
3. Move through the fields in the form, entering information as needed into each one.
4. When you are done entering new records, click the "X" in the upper right corner to close the form.

EDITING RECORDS IN A FORM:

1. Double-click the name of the form to open from the list of forms displayed in the Navigation Pane.
2. Navigate to the record that you want to edit, and click into the field that you want to change.
3. Make your changes to the selected field.

OPENING A FORM IN LAYOUT VIEW:

1. Open the database that contains the form that you want to edit in layout view.
2. Right-click the name of the specific form to edit from the list of forms in the Navigation Pane.
3. Select the "Layout View" command in the pop-up menu that appears to open the form in layout view.

OPENING A FORM IN DESIGN VIEW:

1. Open the database that contains the form that you want to edit in design view.
2. Right-click the name of the specific form to edit from the list of forms in the Navigation Pane.
3. Select the "Design View" command in the pop-up menu that appears to open the form in design view.

ACTIONS- CREATING FORMS

SHOWING AND HIDING THE RULER AND THE GRID IN DESIGN VIEW:

1. Open the database that contains the form that you want to edit in design view.
2. Right-click the name of the specific form to edit from the list of forms in the Navigation Pane.
3. Select the "Design View" command in the pop-up menu that appears to open the form in design view.
4. Click either the "Ruler" or "Grid" button to toggle their visibility.
5. In Access 2013:2010, these button are located on the "Size/Space" drop-down button within the "Sizing & Ordering" group on the "Arrange" tab in the "Form Design Tools" or "Report Design Tools" contextual tab in the Ribbon.
6. In Access 2007, these button are located in the "Show/Hide" section of the "Arrange" tab in the "Form Design Tools" or "Report Design Tools" contextual tab in the Ribbon.
7. Each time you click one of these buttons you will toggle the display of the grid or ruler on or off in the design view of the form.

ENABLING AND DISABLING THE "SNAP TO GRID" FEATURE IN DESIGN VIEW:

1. Open the database that contains the form that you want to edit in design view.
2. Right-click the name of the specific form to edit from the list of forms in the Navigation Pane.
3. Select the "Design View" command in the pop-up menu that appears to open the form in design view.
4. Click the "Snap to Grid" button. In Access 2013:2010, this button is located on the "Size/Space" drop-down button within the "Sizing & Ordering" group on the "Arrange" tab in the "Form Design Tools" or "Report Design Tools" contextual tab in the Ribbon.
5. In Access 2007, this button is located in the "Control Layout" group on the "Arrange" tab of the "Form Design Tools" or "Report Design Tools" contextual tab within the Ribbon.

CREATING FORMS IN DESIGN VIEW:

1. Open the database that contains the form that you want to edit in design view.
2. Right-click the name of the specific form to edit from the list of forms in the Navigation Pane.
3. Select the "Design View" command in the pop-up menu that appears to open the form in design view.
4. To remove a control from a form, click on any form control to select it and then press the "Delete" key on your keyboard.
5. To view the field list available for a form, just open the selected form in design view and click the "Add Existing Fields" button in the "Tools" group on the "Design" tab of the "Form Design Tools" contextual tab within the Ribbon. The "Field List" will appear in a pane at the right side of the form design view.
6. If you have associated a data source with the form, then the available fields will be shown in the "Fields available for this view:" section of the "Field List" pane.
7. If there is no underlying data source associated with the form, then click the "Show all tables" hyperlink to display all of the available tables within this pane.
8. Then you can click the small plus sign next to the name of the table that you would like to associated with the form to view its fields in the "Field List."
9. Then just click and drag the desired fields from the table into your form. This also associates the selected table with the form.

EXERCISES- CREATING FORMS

Purpose:

1. To be able to create a basic form for your database.

Exercises:

1. Open your Access application.
2. Open the “test” database you completed from the Exercise at the end of the previous chapter.
3. If using Access 2013:2010, click the “Form Wizard” button located on the “Create” tab in the “Forms” group within the Ribbon. If using Access 2007, click the “More Forms” button in the “Forms” group on the “Create” tab in the Ribbon and then select the “Form Wizard” command from the button’s drop-down menu to launch the “Form Wizard” dialog box.
4. In the first screen of the “Form Wizard,” use the “Tables/Queries” drop-down to select “Table: Customers.”
5. Click the “>>” arrow button to move all of the fields shown in the “Available fields:” list into the “Selected Fields:” list.
6. Click the “Next >” button.
7. Select “Justified.”
8. Click the “Next >” button.
9. If using Access 2007, select “Windows Vista” and then click the “Next >” button.
10. Enter “frmCustomers” into the “What title do you want for your form?” text box.
11. Select the “Open the form to view or enter information.” option button
12. Click “Finish.”
13. View the information in the form, and then close the form when you are finished.
14. Close the database.

CHAPTER 11-

FORM & REPORT CONTROLS

11.1- SELECTING CONTROLS

11.2- DELETING CONTROLS

11.3- MOVING AND RESIZING CONTROLS

11.4- SIZING CONTROLS TO FIT

11.5- NUDGING CONTROLS

11.6- ALIGNING, SPACING, AND SIZING CONTROLS

11.7- FORMATTING CONTROLS

11.8- VIEWING CONTROL PROPERTIES

FORM & REPORT CONTROLS

11.1- Selecting Controls:

When you are placing controls into forms and reports in “Design View,” you will often need to select, move, align and space the controls. In this lesson, you will look at the ways that you can accomplish these tasks. Before you can perform any of these tasks, however, you will need to be able to select the controls that you’ve placed on the form.

To select a control, simply click the control. It will appear with a thick, orange border with eight small squares around its perimeter. To select multiple controls, you will need to click the first control that you want to select, hold down the “Shift” key on your keyboard, and then click on any other controls that you would like to select as well. When you are finished selecting the controls, release the “Shift” key.

Another way to select controls is to click and drag your mouse, starting in the blank area of the form. As you click and drag you will see a selection area appear. Any form or report controls that you touch with the selection area are included for selection once you release your mouse button.

To de-select controls that you have selected, simply click into the blank area of the form. If you have multiple controls selected, and simply want to de-select a single selected control, then you can hold down the “Shift” key on your keyboard and then click the control that you want to de-select to remove from the group of selected controls.

If using “Layout View,” you can use the click method of selection for the form and report controls, however, you cannot lasso them with a selection marquee. When selected, you will not see any of the small squares that appear around the orange border of the controls, like you do in “Design View.” This is normal. Note that you can still move, align, and resize the selected controls in much the same way in either view, regardless of the minor superficial difference in the appearance of selected controls between the two views.

11.2- Deleting Controls:

Once you have taken the initial step of selecting the controls, you can then delete, copy, move, align, and space them as needed within your form or report. To delete selected controls, just press the “Delete” key on your keyboard. Note that if you delete a form field that you inserted into your form through the “Field List,” deleting the field will also delete the associated label control too. Also note that the opposite is not true. You can delete the label control in a paired field control without deleting the associated field.

11.3- Moving and Resizing Controls:

You can move and resize selected controls in a form or report that is displayed in design view. You may want to do this if the controls aren’t large enough to display the field data, or if they are not placed into the desired area in the form. When you select controls, you will notice that seven small orange squares and one large gray or brown square appear around the orange border of the selected controls. To resize a selected control, move your mouse pointer over the handle that represents the direction in which you want to resize the control until your mouse pointer turns into a small two-headed black arrow. When it does this, click and drag to resize the selected control or controls. Note that if you are using “Layout View,” you can simply place your mouse pointer anywhere over the orange border until you see the double-pointed black arrow, and then click and drag to resize the selected control or controls.

You can also move selected controls. This will allow you to pick up a control or a group of selected controls and place them into another part of the form. To do this in “Design View,” move your mouse pointer over the border of the selected control, but not where there is a resizing square, until the mouse pointer turns into a small four-pointed arrow. Click and drag on the border when your mouse pointer looks like that

FORM & REPORT CONTROLS

11.3- Moving and Resizing Controls (cont.):

to move the selected control or controls. When you release the left mouse button, you will drop the control or controls to wherever the mouse pointer is placed. In "Layout View," you simply place the mouse pointer directly over the center of a selected control until you see the four-pointed arrow appear. Then click and drag to move only the selected control or controls into the desired position within the form or report.

When you add controls to a form or report from the "Field List," they will appear as a "paired" control: one "label" control, and one "text box" control. This means that in addition to the actual data field, there will also be a paired label with the field's name in it. If you move one control in the paired set in "Design View," you move the other as well. Sometimes, however, you want to move one control without moving the other while in "Design View." The "handle" that you use to move a single part of a paired control is the large gray or brown square that appears in the upper left corner of the control when the control is selected. If you place your mouse pointer over this large handle, until it turns into the four-pointed arrow, you can click and drag at that point in time to move the individual control independently of its paired control partner. Then just release the mouse button to place it into a new position. Note that in "Layout View," the paired control effect is nullified. You always move only the selected control or controls when you reposition them within the form.

11.4- Sizing Controls to Fit:

You can also size controls to vertically fit their font display size in "Design View." You may do this if you increase the size of the font used to display the data in a control and then wish to resize the control vertically without having to align it to the next available gridline. To size a control to fit, simply select the control to size and then click the "To Fit" button ("Size To Fit" button in Access 2007). In Access 2013:2010, this button is located on the "Size/Space" drop-down in the "Sizing & Ordering" group on the "Arrange" tab on the "Form Design Tools" contextual tab within the Ribbon. In Access 2007, this button is located in the "Size" group on the "Arrange" tab of the "Form Design Tools" contextual tab within the Ribbon.

11.5- Nudging Controls:

You may also "nudge" selected controls to move them just a little bit, freeing them from the restrictions of the "Snap to Grid" feature. This can give you extra precision in their placement on the form or report. To do this, simply select the control(s) to nudge, hold down the "Ctrl" key on your keyboard, and then press the "Arrow keys" on your keyboard to "nudge" the controls up, down, left or right one pixel at a time.

11.6- Aligning, Spacing, and Sizing Controls:

In most forms you have controls that you want to align in columns or rows within your form. You may want to break the form or report up into different sections and align a smaller group of controls within a certain section. Either way, you can align selected controls easily in a form or report.

In "Design View," you select the controls to align, and click the desired alignment to apply from the alignment buttons available. In Access 2013:2010, these buttons are located on the "Align" drop-down button in the "Sizing & Ordering" group on the "Arrange" tab in the "Form Design Tools" contextual tab within the Ribbon. In Access 2007, these buttons are located in the "Control Alignment" group on the "Arrange" tab of the "Form Design Tools" contextual tab in the Ribbon.

To set the spacing between selected controls, you must click the desired spacing option button from the group of options that are available. In Access 2013:2010, these buttons are available in the "Spacing"

FORM & REPORT CONTROLS

11.6- Aligning, Spacing, and Sizing Controls (cont.):

section of the “Size/Space” drop-down button’s menu in the “Sizing & Ordering” group on the “Arrange” tab in the “Form Design Tools” contextual tab within the Ribbon. In Access 2007, these are located in the “Position” group on the “Arrange” tab of the “Form Design Tools” contextual tab in the Ribbon.

You can set the size of multiple selected controls to match the height of the tallest or shortest control or the width of the widest or narrowest control. To do this, select the desired controls in the form or report. If using Access 2013:2010, you then choose the desired sizing option from the choices available in the “Size” section of the “Size/Space” drop-down button’s menu of choices in the “Sizing & Ordering” group on the “Arrange” tab in the “Form Design Tools” contextual tab within the Ribbon. If using Access 2007, you then click the desired sizing option button in the “Size” group on the “Arrange” tab of the “Form Design Tools” contextual tab in the Ribbon.

11.7- Formatting Controls:

In “Design View,” you can format the appearance of selected controls in your forms and reports. In both “Design View” and “Layout View” in Access 2013:2010, you can select controls, and then apply formatting found in the “Font,” “Number,” “Background,” and “Control Formatting” groups on the “Format” tab in the “Form Design Tools” contextual tab within the Ribbon. You can also select themed formatting for your form by choosing from the buttons shown in the “Themes” group on the “Design” tab in the “Form Design Tools” contextual tab within the Ribbon.

In Access 2007, you can use the formatting buttons available in the “Font” and “Controls” groups on the “Design” tab of the “Form Design Tools” contextual tab within the Ribbon. You can also apply automatic formatting to a form using the “AutoFormat” button in the “AutoFormat” group on the “Arrange” tab in the “Form Design Tools” contextual tab within the Ribbon. When using the “Layout View,” you will have the same formatting options, however, they are in slightly different locations. You can use the buttons available in the “Font,” “Formatting,” “Controls,” and “AutoFormat” groups on the “Format” tab of the “Form Layout Tools” contextual tab in the Ribbon.

To apply formatting to your form or report controls in either view, first select the desired control or controls to format. Then click the necessary buttons in button groups listed to achieve your desired appearance.

11.8- Viewing Control Properties:

Each control you select has many individual properties whose values you can set within the “Property Sheet.” To view the properties for a selected control, select the desired control in the form or report and then click the “Property Sheet” button in the “Tools” group on the “Design” tab of the “Form Design Tools” contextual tab while using “Design View” to show the “Property Sheet” if needed. Each time you click this button, you turn the display of the “Property Sheet” on or off. When its display is enabled, you will see all of the properties of the selected control listed on one of the tabs shown in this pane. They are broken down into major property groups on each of the following tabs: “Format,” which contains properties relating to the appearance of the control; “Data,” which contains properties relating to the data values stored in the control (if any); “Event,” which contains properties relating to programming events which you shall examine when using macros; “Other,” which lists any miscellaneous properties; or “All,” which lists all of the properties available in alphabetical order. You can click into the desired property field and then change the settings for the selected control, as desired.

ACTIONS- FORM & REPORT CONTROLS

SELECTING MULTIPLE CONTROLS:

1. To select a control, simply click the control.
2. To select multiple controls, you will need to click the first control that you want to select, hold down the “Shift” key on your keyboard, and then click on any other controls that you would like to select as well. When you are finished selecting the controls, release the “Shift” key.
3. Another way to select controls is to click and drag your mouse, starting in the blank area of the form. As you click and drag you will see a selection area appear. Any form or report controls that you touch with the selection area are included for selection once you release your mouse button.
4. To de-select controls that you have selected, simply click into the blank area of the form. If you have multiple controls selected, and simply want to de-select a single selected control, then you can hold down the “Shift” key on your keyboard and then click the control that you want to de-select to remove from the group of selected controls.
5. If using “Layout View,” you can use the click method of selection for the form and report controls, however, you cannot lasso them with a selection marquee. When selected, you will not see any of the small squares that appear around the orange border of the controls, like you do in “Design View.” This is normal. Note that you can still move, align, and resize the selected controls in much the same way in either view, regardless of the minor superficial difference in the appearance of selected controls between the two views.

DELETING CONTROLS:

1. To delete selected controls, just press the “Delete” key on your keyboard.
2. If you delete a form field that you inserted into your form through the “Field List,” deleting the field will also delete the associated label control too. Contrarily, also note that you can delete the label control in a paired field control without deleting the associated field.

MOVING AND RESIZING CONTROLS:

1. To resize a selected control in “Design View,” move your mouse pointer over the handle that represents the direction in which you want to resize the control until your mouse pointer turns into a small two-headed black arrow. When it does this, click and drag to resize the selected control or controls.
2. If you are using “Layout View” you can simply place your mouse pointer anywhere over the orange border until you see the double-pointed black arrow. Then click and drag to resize the selected control.
3. To move selected controls in “Design View,” move your mouse pointer over the border of the selected control, but not where there is a resizing square, until the mouse pointer turns into a small four-pointed arrow. Click and drag on the border when your mouse pointer looks like that to move the selected control or controls.
4. To move selected controls in “Layout View,” you simply place the mouse pointer directly over the center of a selected control until you see the four-pointed arrow appear. Then click and drag to move only the selected control or controls into the desired position within the form or report.
5. To move a single part of a paired control in “Design View,” click and drag one part of the control using the large gray or brown square that appears in the upper left corner of the control when the control is selected. Note that in “Layout View,” the paired control effect is nullified. You always move only the selected control or controls when you reposition them within the form.

ACTIONS-

FORM & REPORT CONTROLS

SIZING CONTROLS TO FIT:

1. To size a control to fit, simply select the control to size and then click the “To Fit” button (“Size To Fit” button in Access 2007).
2. In Access 2013:2010, this button is located on the “Size/Space” drop-down in the “Sizing & Ordering” group on the “Arrange” tab on the “Form Design Tools” contextual tab within the Ribbon.
3. In Access 2007, this button is located in the “Size” group on the “Arrange” tab of the “Form Design Tools” contextual tab within the Ribbon.

NUDGING SELECTED CONTROLS:

1. Select the control or controls to nudge, hold down the “Ctrl” key on your keyboard, and then press the “Arrow keys” on your keyboard to “nudge” the controls up, down, left or right one pixel at a time.

ALIGNING, SPACING, AND SIZING SELECTED CONTROLS:

1. To align controls in “Design View,” select the controls to align and click the desired alignment to apply from the alignment buttons available.
2. In Access 2013:2010, these buttons are located on the “Align” drop-down button in the “Sizing & Ordering” group on the “Arrange” tab in the “Form Design Tools” contextual tab within the Ribbon.
3. In Access 2007, these buttons are located in the “Control Alignment” group on the “Arrange” tab of the “Form Design Tools” contextual tab in the Ribbon.
4. To set the spacing between selected controls, click the desired spacing option button from the group of options available.
5. In Access 2013:2010, these buttons are available in the “Spacing” section of the “Size/Space” drop-down button’s menu in the “Sizing & Ordering” group on the “Arrange” tab in the “Form Design Tools” contextual tab within the Ribbon.
6. In Access 2007, these are located in the “Position” group on the “Arrange” tab of the “Form Design Tools” contextual tab in the Ribbon.
7. You can set the size of multiple selected controls to match the height of the tallest or shortest control or the width of the widest or narrowest control. To do this, select the desired controls in the form or report.
8. If using Access 2013:2010, choose the desired sizing option from the choices available in the “Size” section of the “Size/Space” drop-down button’s menu of choices in the “Sizing & Ordering” group on the “Arrange” tab in the “Form Design Tools” contextual tab within the Ribbon.
9. If using Access 2007, you then click the desired sizing option button in the “Size” group on the “Arrange” tab of the “Form Design Tools” contextual tab in the Ribbon.

ACTIONS-

FORM & REPORT CONTROLS

FORMATTING SELECTED CONTROLS:

1. In “Design View,” you can format the appearance of selected controls in your forms and reports. In both “Design View” and “Layout View” in Access 2013:2010, you can select controls, and then apply formatting found in the “Font,” “Number,” “Background,” and “Control Formatting” groups on the “Format” tab in the “Form Design Tools” contextual tab within the Ribbon. You can also select themed formatting for your form by choosing from the buttons shown in the “Themes” group on the “Design” tab in the “Form Design Tools” contextual tab within the Ribbon.
2. In Access 2007, you can use the formatting buttons available in the “Font” and “Controls” groups on the “Design” tab of the “Form Design Tools” contextual tab within the Ribbon. You can also apply automatic formatting to a form using the “AutoFormat” button in the “AutoFormat” group on the “Arrange” tab in the “Form Design Tools” contextual tab within the Ribbon. When using the “Layout View,” you will have the same formatting options, however, they are in slightly different locations. You can use the buttons available in the “Font,” “Formatting,” “Controls,” and “AutoFormat” groups on the “Format” tab of the “Form Layout Tools” contextual tab in the Ribbon.
3. To apply formatting to your form or report controls in either view, first select the desired control or controls to format. Then click the necessary buttons in button groups listed to achieve your desired appearance.

VIEWING CONTROL PROPERTIES:

1. To view the properties for a selected control, first select the desired control in the form or report.
2. Next, either click the “Property Sheet” button in the “Tools” group on the “Design” tab of the “Form Design Tools” contextual tab if using “Design View,” or click the “Property Sheet” button in the “Tools” group on the “Arrange” tab of the “Form Layout Tools” contextual tab if using “Layout View.”
3. Each time you click the button, you turn the display of the “Property Sheet” on or off. When its display is enabled, you will see the “Property Sheet” appear in a pane at the right side of the form window. They are separated into major property groups on each of the following tabs: “Format,” which contains properties relating to the appearance of the control; “Data,” which contains properties relating to the data values stored in the control (if any); “Event,” which contains properties relating to programming events which you shall examine when using macros; “Other,” which lists any miscellaneous properties; or “All,” which lists all of the properties available in alphabetical order.
4. Click into the property field that you want to change and set the new value for the selected control.

EXERCISES- FORM & REPORT CONTROLS

Purpose:

1. To be able to manipulate controls in a form or report

Exercises:

1. Open your Access application.
2. Open the "test" database you completed from the Exercise at the end of the previous chapter.
3. Right-click on the "frmCustomers" form in the Navigation Pane and then choose the "Design View" command to open the selected form in "Design View."
4. Rearrange the form fields until it resembles the following images for Access 2013:2010 or 2007.
5. Click "Save" in the Quick Access toolbar to save your design changes.
6. Close the "frmCustomers" form.
7. Close the database.

Access 2013:2010

frmCustomers

Form Header

Detail

CustomerID

CustomerID

CompanyName

CompanyName

Address

City

State

Zip

Form Footer

Access 2007

frmCustomers

Form Header

Detail

CustomerID

CustomerID

CompanyName

CompanyName

Address

City

State

Zip

Form Footer

CHAPTER 12-

USING CONTROLS

12.1- THE CONTROLS GROUP

12.2- ADDING LABEL CONTROLS

12.3- ADDING LOGOS AND IMAGE CONTROLS

12.4- ADDING LINE AND RECTANGLE CONTROLS

12.5- ADDING COMBO BOX CONTROLS

12.6- ADDING LIST BOX CONTROLS

12.7- SETTING TAB ORDER

USING CONTROLS

12.1- The Controls Group:

Access gives you a button group that you can use to easily place controls of different types into your forms and reports quickly and easily when they are opened in “Design View.” This button group is the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab within the Ribbon. To add any type of control from this group, simply click the button that corresponds to the type of control you would like to insert. Place your mouse pointer into the location in the form at which you wish to place the control and then click and drag with the mouse pointer over the area in the form or report where you want to place the control. When you release your mouse button, the control will be inserted into the selected location and any additional information that you need to enter for the control will be prompted by the appropriate control’s wizard, if available.

In this lesson, you will examine adding sophisticated controls to forms or reports in Design View. To make this process easier, ensure that the “Use Control Wizards” button in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab within the Ribbon is activated. It will appear highlighted if it is activated. Note that in Access 2013:2010, this button appears in a separate section when you click the “More” drop-down button in the lower right corner of the control group. When this button is enabled, it ensures that when you create a control in your form or report, the associated “wizard” will automatically launch, assisting you in creating the selected type of control. This simplifies setting the properties of the control that you select.

12.2- Adding Label Controls:

Label controls add text descriptions to the forms and reports that you create. A label displays the text that you enter into it in “Design View” as a “read-only” label that appears for your users when viewing the form in “Form View.” The user does not interact with the label control. If you need an interactive text control, use the “Text Box” control, instead.

To create a label control in a form or report, first open the form or report in design view. Next, click the “Label” button in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon. Then click and drag over the area in the form or report that you want the label to cover. There is no “wizard” associated with adding labels. So, when you release the mouse button, the label control will insert itself into the form. At that point, simply type the text that you want the label to display. When you have finished adding text to the label, click into the blank area in the form to set the label’s text. Note that if you do not add text immediately after creating the label, the label will be removed from the form when you de-select it.

After creating the label, if you wish to later edit the text within the label, click it once to select it. Then place your mouse pointer over the actual text displayed in the selected label and click it once again to place the insertion point into the label. Then edit the text as needed. Once again, click off of the label into the blank area of the form to set your text changes when you are finished editing the label’s text.

USING CONTROLS

12.3- Adding Logos and Image Controls:

The “Logo” control and the “Image” control both insert a selected image into your form. The only difference between the two controls is that the “Logo” is automatically resized and then placed into the “Form Header” section within the form. When you use the “Image” control, you choose the size and placement of the selected image within the form.

To add a logo to your form, just click the “Logo” button. In Access 2013:2010, this button is located in the “Header/Footer” group on the “Design” tab of the “Form Design Tools” contextual tab within the Ribbon. In Access 2007 this button is located in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab within the Ribbon.

After you have clicked the “Logo” button, Access will open the “Insert Picture” dialog box which you can use to locate the image file that you want to use as the logo within the form. Select the image file and then click the “OK” button in the “Insert Picture” dialog box to automatically insert the logo into the “Form Header” section of your current form.

To insert an image into the form and also choose the size and placement of the image, click the “Image” button in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab within the Ribbon. Next, click and drag over the area in the form or report over which you want to place the image. When you release the mouse button, the control will insert itself into the form and also launch the “Insert Picture” dialog box. Use the “Insert Picture” dialog box to locate the image file that you want to insert. Select the image file and then click the “OK” button in the “Insert Picture” dialog box to insert the selected picture into the frame that you created.

12.4- Adding Line and Rectangle Controls:

You can use the “Line” and “Rectangle” controls to add separation to the different parts of your forms and reports. These can serve to break up the forms and reports that you create into different “sections,” if you would like.

To add a line or a rectangle, open the form or report in design view. Then click either the “Line” or “Rectangle” buttons in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon. Next, click and drag from one point to another point within the form or report over which you want to place the line or rectangle. The selected shape will appear when you release your mouse button. There is no “wizard” associated with adding either lines or rectangles.

12.5- Adding Combo Box Controls:

Combo box controls allow you to create drop-down menus from which your users can select a choice in order to create an entry within a field. The choices available in the combo box menu can come from a table or query, or you can type your own list of values from which the users can select. These controls can reduce the amount of data entry error in a field by limiting the range of data entry choices. If you created a “lookup” field within your Access tables, you will notice that these types of fields are automatically displayed in the forms as combo box controls when you add them from the “Field List.”

To add a combo box control to a form, open the form or report in design view. Next, click the “Combo Box” button in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon. Then click and drag over the area within the form where you want to place the combo box.

As long as you have the “Use Control Wizards” button selected in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon when you create the combo box control, a “Combo Box” wizard will appear to guide you through the rest of the process of creating the

USING CONTROLS

12.5- Adding Combo Box Controls (cont.):

combo box control. Simply answer the questions posed to you by the wizard for each screen, and click “Next >” until you are done. Then click “Finish” to create the desired combo box control within the form. Combo boxes are almost always exclusively used by forms and not by reports, as reports are read-only and you often will use the combo box to update values in the underlying data source.

12.6- Adding List Box Controls:

List box controls are very much like combo box controls, as they also allow you to create a list of choices from which your users can select to fill-in a field’s value. The difference between a combo box and a list box is that the combo box only displays the choices when a user clicks the drop-down arrow in the combo box. In a list box, the choices are shown constantly and whichever choice in the list is highlighted is the value selected. As such, list boxes tend to take up a bit more space in the form than combo boxes.

To insert a list box control, open the form in design view and then click the “List Box” button in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon. Then click and drag over the area within the form where you want to place the list box. As long as you have the “Use Control Wizards” button selected in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon when you create the list box control, a “List Box” wizard will launch to assist you in creating the list box control. Simply answer the questions posed to you by the wizard for each screen, and click “Next >” until you are done. Then click “Finish” to create the list box control in the form.

12.7- Setting Tab Order:

When a user opens a form in Access, they can move from field to field within the form by pressing the “Tab” key on their keyboard. The order in which the cursor will cycle through the available controls within the form is called the “tab order.” If the tab order isn’t set properly within a form, when a user presses the “Tab” key the focus may appear at a random control within the form. This is extremely aggravating to the users. You can set the tab order of a form to increase the ease of data entry within the form. You can either set the tab order automatically or manually.

To set the tab order automatically, open the form in design view and then click the “Tab Order” button. In Access 2013:2010, this button is located in the “Tools” group on the “Design” tab in the “Form Design Tools” contextual tab within the Ribbon. In Access 2007 this button is located in the “Control Layout” group on the “Arrange” tab of the “Form Design Tools” contextual tab within the Ribbon. This will launch the “Tab Order” dialog box. Here you can click the “Auto Order” button to automatically set the “Tab Order” of the controls within the selected section of the form.

To set the tab order manually, click and drag the gray row selector buttons at the left of the names of the controls displayed in the “Custom Order:” section into the desired tab order. When the focus of the controls is set to the correct order, click “OK” to set your custom tab order.

ACTIONS- USING CONTROLS

ADDING A LABEL CONTROL:

1. To create a label control in a form or report, first open the form or report in design view.
2. Next, click the "Label" button in the "Controls" group on the "Design" tab of the "Form Design Tools" contextual tab in the Ribbon.
3. Then click and drag over the area in the form or report that you want the label to cover.
4. When you release the mouse button, the label control will insert itself into the form. At that point, simply type the text that you want the label to display.
5. When you have finished adding text to the label, click into the blank area in the form to set the label's text.
6. After creating the label, if you wish to later edit the text within the label, click it once to select it.
7. Then place your mouse pointer over the actual text displayed in the selected label and click it once again to place the insertion point into the label.
8. Edit the text as needed.
9. Click off of the label into the blank area of the form to set your text changes when you are finished editing the label's text.

ADDING A LOGO OR IMAGE CONTROL:

1. To add a logo to your form, just click the "Logo" button. In Access 2013:2010 this button is located in the "Header/Footer" group on the "Design" tab of the "Form Design Tools" contextual tab within the Ribbon. In Access 2007 this button is located in the "Controls" group on the "Design" tab of the "Form Design Tools" contextual tab within the Ribbon.
2. Doing that will open the "Insert Picture" dialog box, which you can use to locate the image file that you want to use as the logo within the form. Select the image file and then click the "OK" button in the "Insert Picture" dialog box to automatically insert the logo into the "Form Header" section of your current form.
3. To insert an image into the form and also choose the size and placement of the image, click the "Image" button in the "Controls" group on the "Design" tab of the "Form Design Tools" contextual tab within the Ribbon.
4. Next, click and drag over the area in the form or report over which you want to place the image. When you release the mouse button, the control will insert itself into the form and also launch the "Insert Picture" dialog box.
5. Use the "Insert Picture" dialog box to locate the image file that you want to insert. Select the image file and then click the "OK" button in the "Insert Picture" dialog box to insert the selected picture into the frame that you created.

ADDING A LINE OR RECTANGLE CONTROL:

1. To add a line or a rectangle, open the form or report in design view.
2. Then click either the "Line" or "Rectangle" buttons in the "Controls" group on the "Design" tab of the "Form Design Tools" contextual tab in the Ribbon, as desired.
3. Next, click and drag from one point to another point within the form or report over which you want to place the line or rectangle. The selected shape will appear when you release your mouse button.

ACTIONS- USING CONTROLS

ADDING A COMBO BOX CONTROL:

1. To add a combo box control to a form, open the form or report in design view.
2. Next, click the “Combo Box” button in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon.
3. Then click and drag over the area within the form where you want to place the combo box.
4. As long as you have the “Use Control Wizards” button selected in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon when you create the combo box control, a “Combo Box” wizard will appear to guide you through the rest of the process of creating the combo box control. Note that in Access 2013:2010, this button appears in a separate section when you click the “More” drop-down button in the lower right corner of the control group.
5. Simply answer the questions posed to you by the wizard for each screen, and click “Next >” until you are done.
6. Then click “Finish” to create the desired combo box control within the form.

ADDING A LIST BOX CONTROL:

1. To insert a list box control, open the form in design view and then click the “List Box” button in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon.
2. Then click and drag over the area within the form where you want to place the list box.
3. As long as you have the “Use Control Wizards” button selected in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon when you create the list box control, a “List Box” wizard will launch to assist you in creating the list box control. Note that in Access 2013:2010, this button appears in a separate section when you click the “More” drop-down button in the lower right corner of the control group.
4. Simply answer the questions posed to you by the wizard for each screen, and click “Next >” until you are done.
5. Then click “Finish” to create the list box control in the form.

SETTING TAB ORDER:

1. To set the tab order automatically, open the form in design view and then click the “Tab Order” button. In Access 2013:2010, this button is located in the “Tools” group on the “Design” tab in the “Form Design Tools” contextual tab within the Ribbon. In Access 2007 this button is located in the “Control Layout” group on the “Arrange” tab of the “Form Design Tools” contextual tab within the Ribbon.
2. In the “Tab Order” dialog box, click the “Auto Order” button to automatically set the “Tab Order” of the controls within the selected section of the form.
3. To set the tab order manually, click and drag the gray row selector buttons at the left of the names of the controls displayed in the “Custom Order:” section into the desired tab order.
4. When the focus of the controls is set to the correct order, click “OK” to set your custom tab order.

EXERCISES- USING CONTROLS

Purpose:

1. To be able to add basic controls to a form to enhance its function and visual appeal.

Exercises:

1. Open your Access application.
2. Open the “test” database you completed from the Exercise at the end of the previous chapter.
3. Right-click on the “frmCustomers” form in the Navigation Pane and then choose the “Design View” command to open the selected form in “Design View.”
4. Click the “Label” control in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon.
5. Click and drag a label in the upper right corner of the “Detail” area within the form.
6. Type the following into the text label: “Please enter the customer information here. Use the navigation buttons in the lower left corner of the screen to navigate through the record set.”
7. Click into the main body of the form to de-select the label control.
8. Click on the “CustomerID” field, and press “Delete” on your keyboard.
9. Make sure that the “Use Control Wizards” button in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon is activated. Note that in Access 2013:2010, this button appears in a separate section when you click the “More” drop-down button in the lower right corner of the control group.
10. Click the “Combo Box” control button in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab in the Ribbon, and then click and drag over the area where the “CustomerID” field used to be.
11. When you release the mouse button, the “Combo Box Wizard” should automatically appear.
12. Select the “Find a record on my form based on the value I selected in my combo box.”
13. Click “Next >.”
14. Click “CustomerID” and click the “>” button to move it to the “Selected Fields:” area.
15. Click “CompanyName” and click the “>” button to move it to the “Selected Fields:” area.
16. Click “Next >.”
17. Click “Next >.”
18. Type “Select a company:” as the label.
19. Click “Finish.”
20. Arrange the fields in the form as shown in the picture below.
21. Click “Save” in the Quick Access toolbar and close the form and database when you are finished.

CHAPTER 13-

SUBFORMS

13.1- CREATING SUBFORMS

13.2- USING THE SUBFORM/SUBREPORT CONTROL

Sample- for evaluation purposes only!

SUBFORMS

13.1- Creating Subforms:

If you want to use a single form to display information from two or more related tables in your database, using subforms is the way to accomplish that goal. With subforms, you can view the data from one table (the “parent” table) and any related data from a related table (a “child” table) in an embedded subform within the original form. This can be an excellent way to create one main form that allows the user to edit information in multiple, related tables. In forms that use subforms, the main (outer) form displays table data that represents the “one” side of a “1-to-many” join. The linked subform will display table data that shows the “many” side of the relationship between the two tables.

You can display data in the subform in either “form” view, displaying one record at a time, or “datasheet” view, which shows multiple records at a time. Using the “Datasheet” view of the subform is common. You can add multiple subforms to a main form, and can also add subforms within other subforms.

When you create subforms, you start by creating two separate forms: one for each table. You can then drag the icon of the subform from the Navigation Pane into the main form when it is displayed in design view just as if it were a form control. It is often better to create the subform first, as you can then set the display properties for it, and decide how large it will be. This way, you can leave appropriate space in the main form for the embedded subform when you then design that.

After you have dragged the subform onto the main form in design view you will see it displayed as an embedded subform control. You can change the properties of the subform by selecting the subform just as if it were a control in the main form. If you double-click the selected subform, you can edit its properties in the “Property Sheet” panel, as well. You can also simply edit either form in the form design view to make changes to the forms there, as well.

13.2- Using the Subform/Subreport Control:

Another way to create a subform is to use the “Subform/Subreport” control that appears in the “Controls” group on the “Design” tab of the “Form Design Tools” contextual tab within the Ribbon. To use this tool, simply open the form into which you want to insert a subform in “Design View.” Then click the “Subform/Subreport” button in the “Controls” group. Next, click and drag over the area in the form where you want the subform to appear.

Assuming that the “Use Control Wizards” button in the “Controls” group of the “Design” tab in the “Form Design Tools” contextual tab is selected, then the “SubForm Wizard” dialog box will appear. In this dialog box, you select the form, table or query that will serve as the basis for the subform. Answer each question posed to you in each screen and click the “Next >” button to continue through the screens in the wizard. When you are finished, just click the “Finish” button to insert the subform into your main form.

ACTIONS- SUBFORMS

INSERTING A SUBFORM INTO A MAIN FORM:

1. Create two forms: one for the table that represents the “one” side of the relationship, and one that represents the “many” side of the relationship.
2. Open the main form (the “one” side of the relationship) in design view. Change the size of the design window until you can also see the contents of the database container as well as the main form.
3. Click and drag the icon of the subform from the database container into the main form and drop it in the location in the main form where you’d like it to appear.
4. Set any linking options between the data in the two forms, if necessary.

INSERTING A SUBFORM CONTROL:

1. Open the form into which you want to insert a subform in “Design View.”
2. Then click the “Subform/Subreport” button in the “Controls” group.
3. Next, click and drag over the area in the form where you want the subform to appear.
4. Assuming that the “Use Control Wizards” button in the “Controls” group of the “Design” tab in the “Form Design Tools” contextual tab is selected, then the “SubForm Wizard” dialog box will appear.
5. In this dialog box, you select the form, table or query that will serve as the basis for the subform.
6. Answer each question posed to you in each screen and click the “Next >” button to continue through the screens in the wizard.
7. When you are finished, just click the “Finish” button to insert the subform into your main form.

EXERCISES- SUBFORMS

Purpose:

1. To be able to add a subform to a main form.

Exercises:

1. Open your Access application.
2. Open the “test” database you completed from the Exercise at the end of the previous chapter.
3. Select the “Sales” table in the Navigation Pane.
4. Click the “More Forms” drop-down button in the “Forms” group on the “Create” tab in the Ribbon. Select the “Datasheet” command from the button’s drop-down menu.
5. Click “Save” in the Quick Access toolbar and name the form “subfrmSales” and then click “OK.”
6. Close the “subfrmSales” subform
7. Right-click the “frmCustomers” form in the Navigation Pane, and select the “Design View” command.
8. Extend the “Detail” area within the form to accommodate the subform that you are about to insert. You can do this by placing your mouse pointer over the bottom of the section, and then clicking and dragging downward when the mouse pointer changes into a vertical arrow intersected by a line.
9. Click and drag the “subfrmSales” subform out of the Navigation Pane, and drop it into the “Detail” area of the “frmCustomers” form.
10. Move and resize the “subfrmSales” subform control in the “frmCustomers” form until it resembles the picture below. Then save and close the form and the database.

The screenshot shows the Design View of the 'frmCustomers' form. The form has a 'Form Header' section with the title 'frmCustomers'. Below it is a 'Detail' section containing a table with the following fields: 'Company Name' (with a dropdown arrow), 'Address', 'City', 'State', and 'Zip'. At the bottom of the 'Detail' section is a subform control named 'subfrmSales'. The subform control is a smaller form with its own 'Detail' section containing three fields: 'SaleID', 'EmployeeID', and 'CustomerID'. The subform control is positioned at the bottom of the main form's 'Detail' section. The form is titled 'frmCustomers' and has a 'Form Footer' section at the bottom.

ACCESS KEYBOARD SHORTCUTS

Category: General Shortcuts

Command	Key
Open a database	Ctrl + O
Create a new database	Ctrl + N
Exit Access	Alt + F4
Print	Ctrl + P
Open "Page Setup" from "Print Preview"	S
Cancel "Print Preview" or "Layout Preview"	C or Esc
Save	Ctrl + S or Shift + F12
Open "Save As" dialog box	F12
Open a combo box (drop-down box)	Alt + Down Arrow or F4
Refresh a lookup field	F9
Move down one line in combo or list box	Down Arrow
Move down one page in combo or list box	Page Down
Move up one line in combo or list box	Up Arrow
Move up one page in combo or list box	Page Up
Exit the combo or list box	Tab
Open "Find" from Datasheet or Form View	Ctrl + F
Open "Replace" from Datasheet or Form View	Ctrl + H
Switch between Edit Mode and Navigation Mode in a datasheet	F2
Exit Navigation Mode in a form or report	Esc
Show/Hide Property Sheet in Design View	Alt + Enter or F4
Cycle between panes in Design View	F6
Open "Choose Builder" or Visual Basic Editor in Form and Report Design View	F7
Switch between Visual Basic Editor and Form or Report Design View windows	Shift + F7 or Alt + F11
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V

Move selected form or report control right	Right Arrow or Ctrl + Right Arrow
Move selected form or report control left	Left Arrow or Ctrl + Left Arrow
Move selected form or report control up	Up Arrow or Ctrl + Up Arrow
Move selected form or report control down	Down Arrow or Ctrl + Down Arrow
Increase height of control	Shift + Down Arrow
Reduce height of control	Shift + Up Arrow
Increase width of control	Shift + Right Arrow
Decrease width of control	Shift + Left Arrow
Show/Hide Navigation Pane	F11
Cycle between open windows	Ctrl + F6
Close the active window	Ctrl + W
Switch focus of controls	Tab
"Next" button in wizards	Alt + N
"Back" button in wizards	Alt + B
"Finish" button in wizards	Alt + F
Display hyperlink address	F2
Check Spelling	F7
Open "Zoom" when performing data entry in small fields	Shift + F2
Switch forward to next object view, if available	Ctrl + , (comma)
Switch back to previous object view, if available	Ctrl + . (period)

Category: Using the Navigation Pane

Command	Key
Rename selected Navigation Pane object	F2
Open (Run) selected Navigation Pane object	Enter
Design selected Navigation Pane object	Ctrl + Enter

ACCESS KEYBOARD SHORTCUTS

Category: Using Menus

Command	Key
Show pop-up menu	Shift + F10
Show access keys in Ribbon	Alt or F10
Show application menu	Alt + Spacebar
Close menus	Alt

Category: Using Windows and Dialog Boxes

Command	Key
Switch to next open application	Alt + Tab
Switch to previous application	Alt + Shift + Tab
Shown Windows "Start" Menu	Ctrl + Esc
Close active window in database	Ctrl + W
Switch to next open database window	Ctrl + F6
Switch to previous open database window	Ctrl + Shift + F6
Switch to next tab in dialog box	Ctrl + Tab
Switch to previous tab in dialog box	Ctrl + Shift + Tab
Move to next option or option group	Tab
Move to previous option or option group	Shift + Tab
Perform selected button action or toggle status of selected checkbox	Spacebar
Close dialog box	Alt + F4
Show/Hide the Field List Pane	Alt + F8
Send selected Navigation Pane object as an email message	Alt + F + E

Category: Working with Text and Data

Command	Key
Extend text selection one character right	Shift + Right Arrow
Extend text selection one word right	Ctrl + Shift + Right Arrow
Extend text selection one character left	Shift + Left Arrow
Extend text selection one word left	Ctrl + Shift + Left Arrow
Undo typing	Ctrl + Z or Alt + Backspace

Undo changes to field, then undo changes to record	Esc once to undo field, Esc twice to undo record
Insert current date	Ctrl + ; (semicolon)
Insert current time	Ctrl + : (colon)
Insert default field value	Ctrl + Alt + Spacebar
Insert previous record's field value	Ctrl + ' (apostrophe)
Add new record	Ctrl + + (plus sign)
Delete current record	Ctrl + - (minus sign)
Save changes to current record	Shift + Enter
Switch between options in a checkbox or option box	Spacebar
Insert a new line	Ctrl + Enter
Recalculate fields	F9
Requery underlying data	Shift + F9