FastCourse Series

Access Chapter 6: Customizing Input Forms

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Learning Objectives

- After studying this chapter, you will be able to:
  - Create a form that contains a subform
  - Add a calculated control to a form
  - Add a total row to a form
  - Disable form fields
  - Lock form fields
  - Add Screen Tips to forms
  - Create pop-up forms

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Subforms

- Subforms:
  - Are a secondary form placed on a main form
  - Have a secondary function
  - Are a subset of linked data
- Use the Form Wizard or the Subform control on the Property Sheet.
- Subforms have their own Property Sheets that control layout and design.

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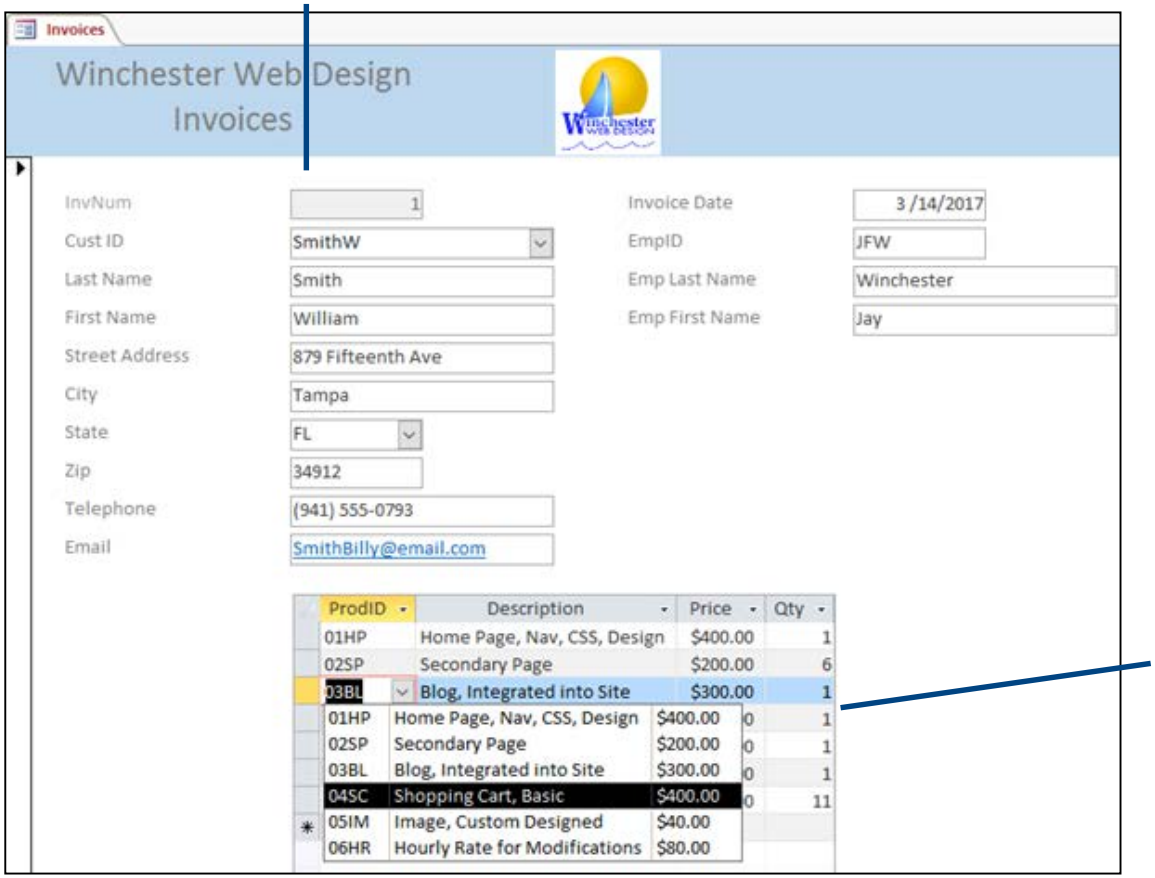
Subforms (cont.)

This main form displays customer and employee information.



The detailed data from tables related to the main form appears in a subform.

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Adding Calculations to Forms

- You can add calculations to forms:
  - Based on a query that already has a calculated field
  - Using the Form Wizard
- Totals feature
  - Use count, sum, and average to create totals for numeric fields.
  - This is useful when creating totals for all records in a sheet.
  - Calculated controls are useful for a single record.
    - Expression Builder

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Setting Properties to Control Data Entry

- Some fields on a table should not be accessed.
  - Disable or lock those fields.
- Descriptive ControlTips appear in the status bar.
- Set both forms and reports containing supplemental data to open in pop-up windows on top of other database objects.
  - Modal Pop Up
  - Modeless Pop Up

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