ACCESS

2 | Working with Forms

If you have ever entered your personal information on a college application, filled out a loan application, or purchased an item from an online retailer, you have used a form. You also use forms to sign up for social media and email accounts. In this chapter, you will create and work with Access forms that provide an attractive, easy-to-use interface that allows users to focus on one table record at a time.

LEARNING OBJECTIVES

- Create basic forms
- Create forms using the Forms Wizard
- Modify forms using Layout View
- Modify forms using Design View
- Set properties for form sections and form controls
- Set the tab order of a form
- Create multiple item forms and split forms

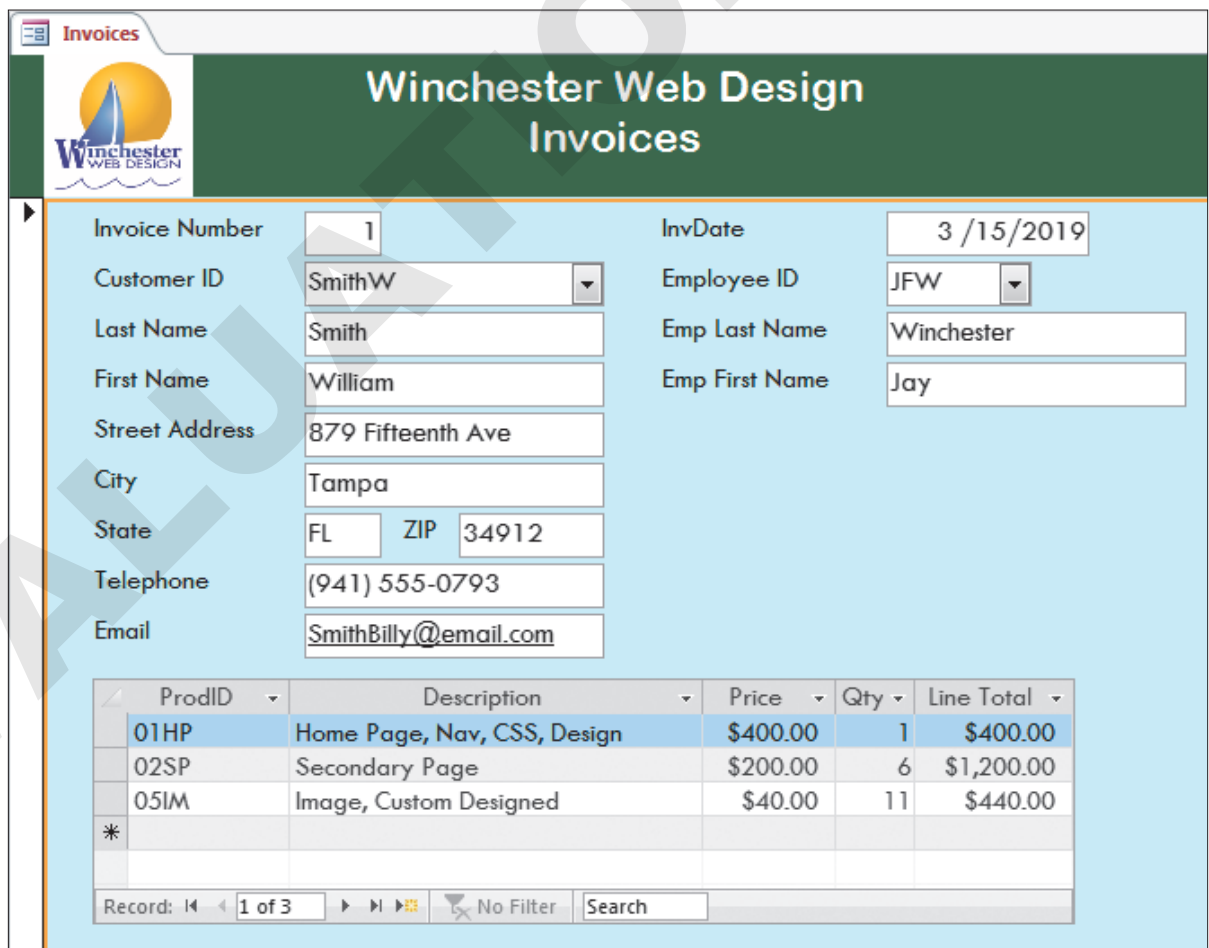📂 Project: Designing Forms at Winchester Web Design

As the information technology (IT) director at Winchester Web Design, you are responsible for designing and formatting the forms and reports in the company database to make them more attractive, consistent, and user-friendly. Part of your job is to customize forms so they better identify the company. To accomplish this, you plan to create a consistent color scheme and add the corporate name and logo to all company forms.

Creating Forms

A form is a database object used to enter, edit, or view the data for individual table records. Forms are a nice alternative to the row and column arrangement of table Datasheet View. Being able to view and focus on a single record can help ensure data accuracy.

Record Sources

Forms display data from a record source, which is typically a single table or query. However, if a relationship exists between two or more tables, fields from all related tables can be displayed on the same form. An example is an Invoice form that displays fields from the Invoice, Products, Customers, and Employee tables.

A form with controls containing data from fields in the Invoice, Products, Customers, and Employee tables

Creating and Using Basic Forms

The Form button instantly creates a basic form based on the table or query selected in the Navigation pane. This is the easiest way to create a form using all fields from the selected table or query. Only one table or query can be used in a basic form.

☰ Create→Forms→Form 🖼️

DEVELOP YOUR SKILLS: A2-D1

In this exercise, you will create a basic form and edit a record using the form.

1. Open **A2-D1-WinDesign** from your **Access Chapter 2** folder and save it as: **A2-D1-WinDesignRev**

   When completing exercises, always choose to Enable Content.

2. Choose the **Employee Spouses** table in the Navigation pane by clicking the table name (don't double-click).

3. Choose **Create→Forms→Form** 🖼️.

   A basic form is created based on all fields in the Employee Spouses table and is displayed in Layout View. Layout View is used to size and position form controls.

4. Click the **View menu** button ▾ and choose **Form View** 📄.

   Form View is used for entering, editing, and viewing table records one at a time. The navigation controls located in the record selector at the bottom of the form are used to browse table records and create new records.

5. Navigate to record 2 (the Tom Franklin record) by clicking once on the **Next Record** button in the navigation controls.

   Record: ◄ ◄ 1 of 3 (►) ►► ►※ 🍸x No Filter Search

6. Change the last four digits of the phone number to: **6767**

7. Choose **File→Save** or click **Save** 💾 on the Quick Access toolbar and save the form as: **Employee Spouses**

8. Click the **Close** ☒ button on the right side of the form.

Creating Forms with the Form Wizard

The Form Wizard is a great way to get started with the creation of most forms. It allows you to build a form using the fields you choose from one or more tables or queries (record source). When choosing the fields your form requires, the Add and Remove buttons allow you to add or remove the field selected, while the Add All or Remove All buttons add or remove all fields within the record source with one command. You can also choose from multiple layout options—including Columnar, Tabular, Datasheet, and Justified—from within the Wizard. The form can then easily be modified using Layout View or Design View.

⚠️ View the video "Working with the Form Wizard."

☰ Create→Forms→Form Wizard 🖼️

ACCESS

Creating Forms   **45**

DEVELOP YOUR SKILLS: A2-D2

In this exercise, you will use the Form Wizard to create a form.

1. Choose the **Customers** table in the Navigation pane.
2. Choose **Create→Forms→Form Wizard** 📇.

   Customers is chosen in the Tables/Queries list because you chose it before starting the Wizard.
3. Click the **Add All Fields** >> button and click **Next**.

   This adds all fields from the Customers table to the Selected Fields list. You could add fields from other tables and queries as well, although you won't do that now.
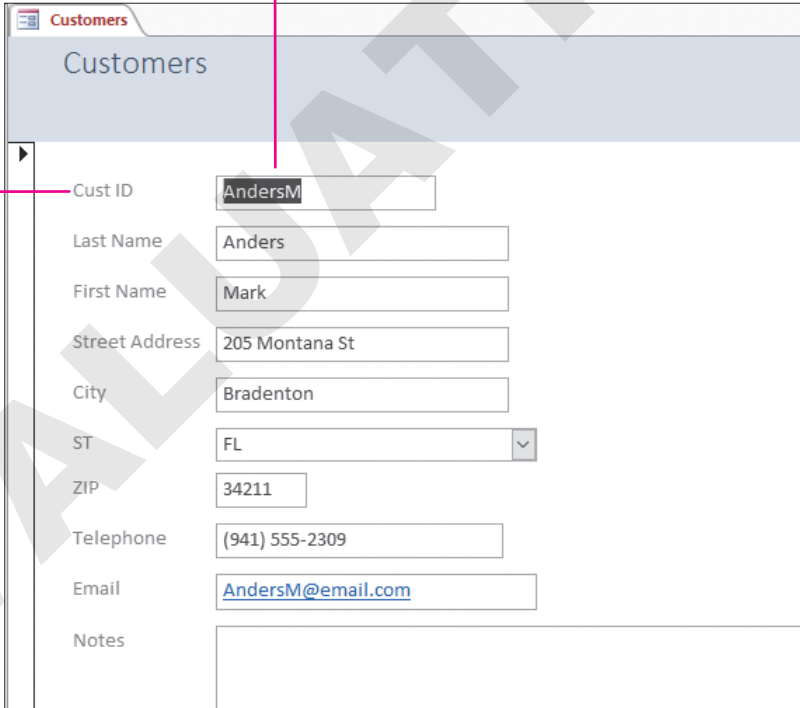4. Click **Next** again to accept the Columnar layout format option.
5. Leave the form name as *Customers* and click **Finish**.

   The form is displayed in Form View and is ready for data entry or editing.

Changing Forms in Layout View

A typical form has a header section where tiles, logos, and decorative elements are displayed and a detail section with control labels and text boxes. In a basic form, most labels will contain the name of the field, while the text box displays the field data for that record.

These objects can easily be sized, moved, edited, and removed in Layout View. Multiple objects can be selected by holding the Ctrl key while clicking each desired one. Selecting multiple objects allows you to format or edit those objects at one time.

View the video "Reorganizing Forms in Layout View."

☰ Home→Views→Layout View 📄

DEVELOP YOUR SKILLS: A2-D3

In this exercise, you will size, position, and edit controls, and you'll get extensive practice selecting multiple controls.

1. With the Customers form still open, click the **View menu** button ▾ and choose **Layout View** 📄.
2. Click the **Street Address** label to select it.
3. Click in the selected label, just to the right of *Address*.
4. Tap the Backspace key until the word *Address* has been removed.

   The label should now be Street.

5. Click in the **ST** label and rename it to: **State**
6. Click in the **ZIP** label and change it to: **Zip**

Size Text Boxes

7. Click the large, empty **Notes** text box (not the label) to select it.
8. Hover the mouse pointer over the right edge until the adjust pointer appears.

9. Drag left, reducing the box width to equal the Email text box width.
10. Reduce the width of the State text box so it is slightly wider than the two-character state abbreviation.
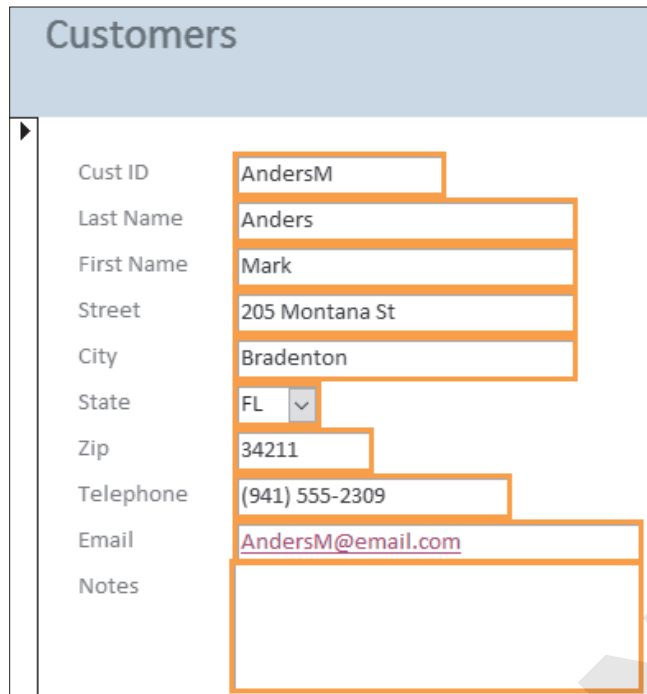

Change the Position of Labels and Text Boxes

In the next few steps, you will move the text boxes so they are closer to their descriptive labels.
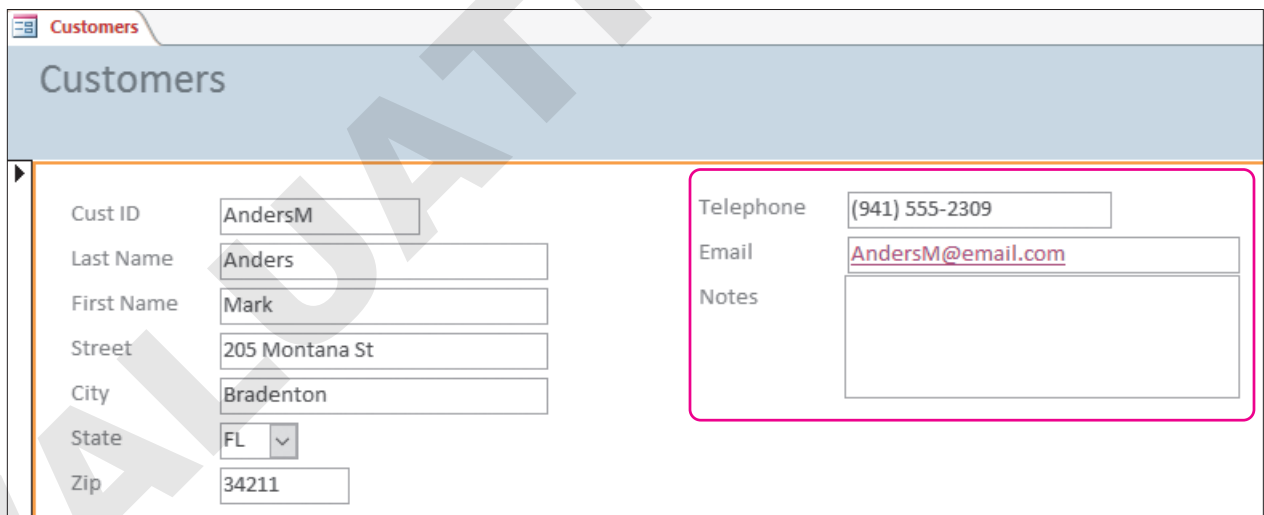
11. Click the large **Notes** text box.
12. Press and hold Ctrl and click the **Email** text box.

    Both boxes should be selected.

13. Press and hold Ctrl while you select all other text boxes in the column.

    Use Undo if you accidentally move the boxes while selecting.

14. Tap the **left arrow** ⬅ key repeatedly to move the text boxes closer to their labels.

15. Click any empty part of the form (white background) to deselect all boxes.

16. Use the mouse and Ctrl key to select the **Telephone**, **Email**, and **Notes** labels and text boxes.

17. Use the keyboard or drag with the mouse (when the four-headed arrow appears) to move the labels and text boxes up and right as shown.

18. Choose **File→Save** or click **Save** 💾 on the Quick Access toolbar to save the changes to the form.

Changing Forms in Design View

Form Layout View is a great tool for controlling the visual layout of a form, including editing, sizing, and rearranging labels and text boxes. However, some form design details can be more precisely set using Design View. In Design View you can set section properties as well as which Sections to include in a form. The Property Sheet is used in both Layout View and Design View to specify the details for any form object.

≡ Form Layout Tools→Design→Views→Design View

≡ Form Design Tools→Design→Tools→Property Sheet

Modifying Form Header and Footer Sections

The Form Header and Footer sections appear at the top and bottom of the form. The Form Header is the typical location for decorative features such as the title and logo controls, which are available in the Header / Footer group on the Home tab of the Ribbon.
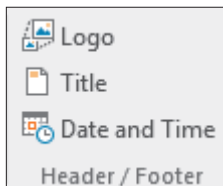
Form Footers are used less frequently; however, you can place static data there, such as the date or various contact information. Form Footers are available with the same controls offered to the Form Header section. The Form Header and Form Footer can be modified in either Layout View or Design View.

DEVELOP YOUR SKILLS: A2-D4

In this exercise, you will format the Form Header and field labels and insert a logo to make the form look more professional.

1. With the Customers form still open, choose **Form Layout Tools→Design→Views→ Design View**.

   The Form Header section contains the Customers title and the text boxes, and their labels are located in the Detail section.

2. Click in the **Customers** title box in the form header and change the title to: **Winchester Customers**

   Next you will use the Property Sheet to precisely size, position, and format the title.

ACCESS

3. Choose **Form Design Tools→Design→Tools→Property Sheet** .

The Property Sheet shows the settings for the currently selected object (the Customers title box).

4. Click in the **Width** box in the Property Sheet and then set the width to **5.5** and press Enter.

Tip! *After setting a property, press Enter or Tab. Property settings don't take effect until after the current property box is no longer active.*

5. Click in the **Left** box and enter: **1.5**

6. Choose **Lucida Calligraphy** for the Font Name setting and enter **30** for the Font Size setting.

7. Choose **Home→Text Formatting→Font Color** ⬛ **menu button** ▾ and choose a blue color of your choice.

You can set text formats in this manner or directly in the Property Sheet, if desired.

Set Control Properties in the Detail Section

8. Click the **Cust ID** label (not the text box) in the Detail section.

The name CustID_Label *appears at the top of the Property Sheet. The Property Sheet always indicates which control is selected.*

Property Sheet
Selection type: Label
CustID_Label

9. Press and hold Ctrl and click all labels in the Detail section to select them all.

Properties can be set for multiple controls at the same time, provided the controls are of the same type (labels or text boxes). Notice in the Property Sheet that many properties, like Width and Height, are identical for all labels. Other properties, like Top and Left positioning, are blank because they are not the same for all labels.

10. Apply the same blue font color you just applied to the title to the selected labels.

Insert a Logo

11. Choose **Form Design Tools→Design→Header/Footer→Logo** .

12. Navigate to your **Access Chapter 2** folder, choose **WWD-Logo.bmp**, and click **OK**.

Access places the logo in the upper-left corner of the Report Header section, but it's a bit small. The logo should be selected so the Property Sheet will show the logo properties.

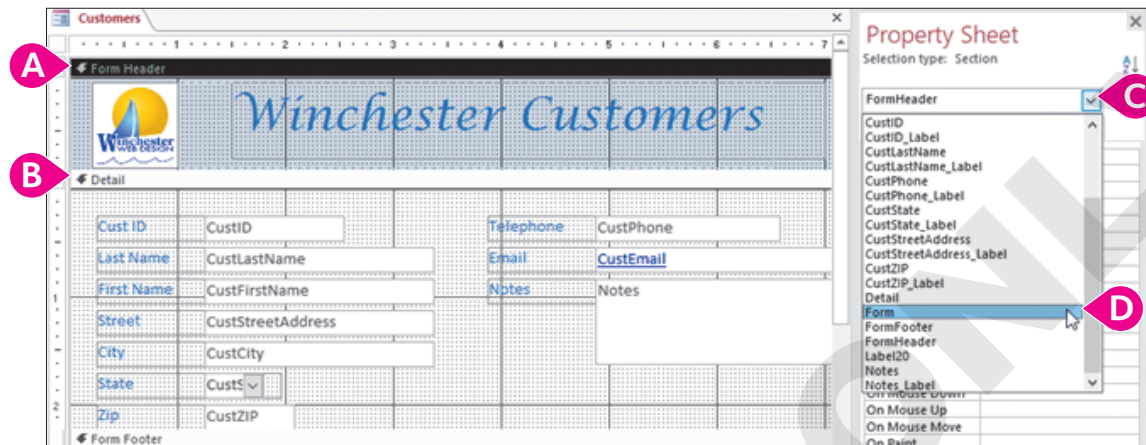13. Set both the width and height to: **0.8**

The form header will increase in height slightly to accommodate the logo.

14. Switch to **Form View** to see the changes.

Explore Property Sheets for Sections and the Form

15. Switch to **Design View** ⬙.

16. Follow these steps to explore section and report properties :

(A) Click the **Form Header** section bar and view the Property Sheet.

The Property Sheet should be set to FormHeader. Here you can specify the visibility of the header area and set formats like the background color.

**(B)** Click the **Detail** section bar and examine its properties.

(C) Click the **Selection Type menu** button ▼ in the Property Sheet.

(D) Scroll through the list and choose **Form** from the list.

The Form properties control the overall appearance and functionality of the form.

Tip! *Properties for the form can also be accessed by clicking the Select Form box at the top-left corner of the form.*
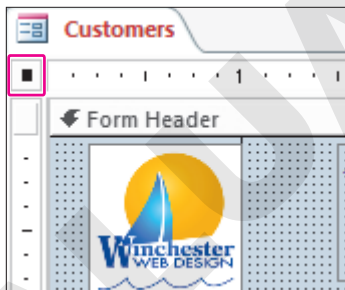
Tab Order

The most effective way to enter a record using a form is to use Tab to move from one field to the next. Forms have a tab order that determines which field the insertion point moves to each time the Tab key is tapped. The tab order can be changed to allow fields to be entered in a different sequence. This may be necessary if fields are rearranged on a form and when fields from more than one table appear on the same form.

≡ Design→Tools→Tab Order ▤

ACCESS

DEVELOP YOUR SKILLS: A2-D5

In this exercise, you will change the form tab order to make the telephone number the second field in the tab order.

1. Switch to **Form View** 📧.

2. Use the ⌜Tab⌝ key to cycle through the fields.

   The last name field is the first field in the tab order after the CustID field.

3. Switch to **Design View** 🗹.

4. Choose **Form Design Tools→Design→Tools→Tab Order** 🖳.

5. Follow these steps to adjust the tab order:

| Tab Order	
Section:	**Custom Order:**
Form Header **(A)**	CustID
Detail	CustLastName **(C)**
Form Footer	CustFirstName
	CustStreetAddress
	CustCity
	CustState
(B)	CustZIP
	CustPhone
	CustEmail
	Notes
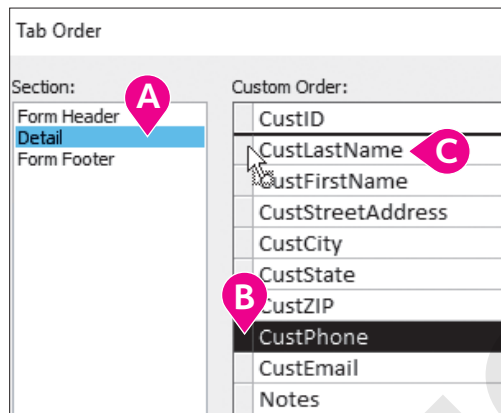
(A) Choose **Detail** from the section pane to the left to see the current tab order for fields in the Detail section.

(B) Click the small selection box next to the CustPhone field.

(C) Drag the **CustPhone** selection box up and drop it above the CustLastName field. CustPhone should now be second in the tab order.

6. Click **OK** to complete the tab order change.

7. Switch to **Form View** 📧 and tap ⌜Tab⌝ repeatedly to cycle through the fields.

   The tab order remains the same with the exception of the CustPhone field, which is now second in the order.

Themes

Themes are prepackaged groups of design elements such as background colors, font families, font sizes, and other properties. When themes are applied, they impact all objects in the database (tables, forms, queries, and reports). The Themes group on the Ribbon lets you change just the colors or fonts or the overall design, including both the colors and fonts.
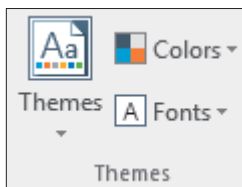
≡ Form Design Tools→Design→Themes→Themes 🗛

DEVELOP YOUR SKILLS: A2-D6

In this exercise, you will apply a theme to your form and adjust theme colors and fonts.

1. Switch to **Design View** and choose **Form Design Tools→Design→Themes→Themes** 📇.

2. Hover over the thumbnail of the first available theme (first row, first column) in the gallery.

   A ToolTip showing the theme name appears near the bottom of the mouse pointer and a live preview of the theme appears in the working area.
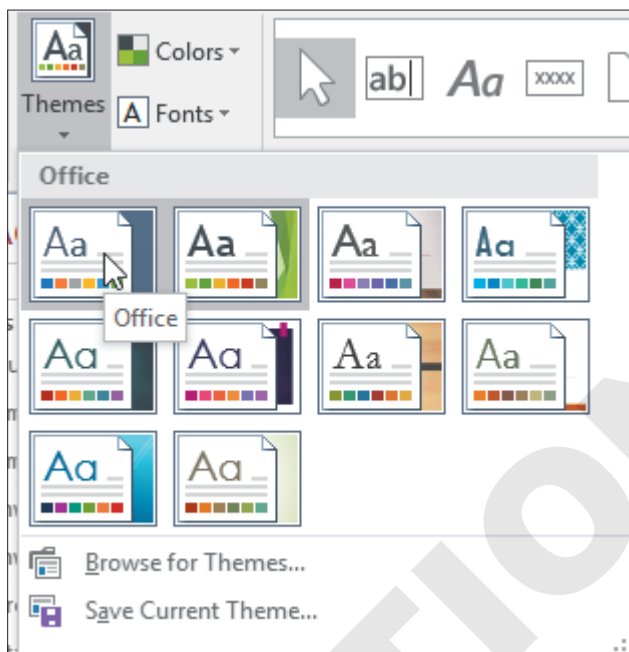
Tip! *With the exception of the first theme (Office), themes in the gallery are listed in alphabetical order from left to right, top to bottom.*

3. Click to choose the **Office** theme from the gallery.

4. Choose **Design→Themes→Colors** 🎨 **menu button** ▾ .

5. Choose **Blue Warm** from the menu.

6. Choose **Design→Themes→Fonts** 🄰 **menu button** ▾ and then choose **Franklin Gothic** from the menu.

7. Switch to **Form View** 📄 to see how your finished form looks with the new theme.

   Access themes are subtle, applying small, incremental changes to the form. Keep in mind that themes are applied to all objects in the database (tables, forms, queries, and reports). And once a theme is applied, it cannot be undone.

8. Close your form, saving the changes if prompted to do so.

Creating Other Types of Forms

The basic form may not always meet the needs of an organization. Some organizations will benefit by equipping staff to view multiple records or compare a form to a corresponding table within the same object. Different departments within an organization may need to access the same database tables but view different fields from within those tables. A good example would be the difference between

what a customer service representative and a salesperson might need. They will both have a need to access customer information, but the salesperson will want to see sales history, sales opportunities, and other information that a customer service representative won't need. For these and other reasons, organizations may desire a variety of forms designed to make their staff highly efficient.

Creating Multiple Item Forms

Most forms are designed to let the user focus on one record at a time. Sometimes, however, it is necessary to print multiple items in a table using a layout more appropriate for printing and distributing than a table datasheet. The multiple item form is used for those occasions.

Multiple item forms resemble datasheets because data appears in rows and columns. However, multiple item forms can be customized to enhance the appearance of the form using colors, graphics, and other design elements.

≡ Create→Forms→More Forms→Multiple Items 🖼️

DEVELOP YOUR SKILLS: A2-D7

In this exercise, you will create a multiple item form.

1. Choose the **Customers** table in the Navigation pane.
2. Choose **Create→Forms→More Forms→Multiple Items** 🖼️.

   Notice the form's datasheet-like appearance.
3. Choose **Form Layout Tools→Design→Themes→Themes** 🖼️ and choose a theme that has text sizes and formatting you like.
4. If necessary, click any of the customer ID data below the CustID column header to select all cells in that column.

   The selected cells will have faint yellow borders.
5. Hover the mouse pointer over the right edge until the adjust pointer appears.
6. Drag the right border of the selected cells to the left, reducing the column width to just accommodate the largest entry.
7. Reduce the widths of the remaining columns; see if you can get the form to fit on your screen.
8. Change the title to: **Customers MultiForm**
9. Click the **Forms** icon in the form header next to the Customers MultiForm title and tap ⌨Delete⌨ to remove it.
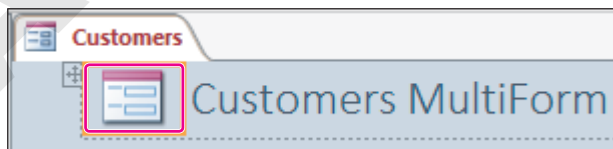
   Your completed form is now ready to be used as an alternative to a datasheet for data entry and other uses.
10. Close the form, saving it as: **CustomersMultiForm**

Creating Split Forms

A <mark>split form</mark> simultaneously shows a table in Datasheet View and a form displaying a single record from the table. The views are synchronized so that a selected record in one view is also selected in the other view.

≡　Create→Forms→More Forms→Split Form ▦

DEVELOP YOUR SKILLS: A2-D8

In this exercise, you will create a split form.

1. Choose the **Customers** table in the Navigation pane.
2. Choose **Create→Forms→More Forms→Split Form** ▦.

   Click any record in the datasheet and notice that it displays in the form.
3. Choose **Form Layout Tools→Design→Themes→Themes** 🅰 and choose a theme that has text sizes and formatting you like.
4. Change the title to: **Customers SplitForm**
5. In the header, remove the Forms icon located next to the title control.
6. Choose **File→Close** to close the database, saving the form as: **CustomersSplitForm**

Sorting and Filtering Records by Form Field

Like tables, forms allow the user to filter or sort data using the commands provided in the Sort and Filter group. Ready-to-use filters are available for each data type, allowing a different filter to be used for each field. You can apply filters to any single field or to multiple fields—as long as those fields are present in Form View.
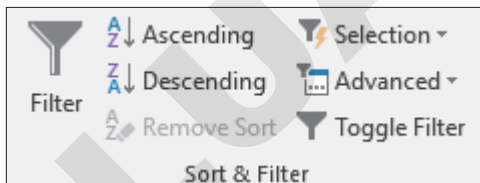
Filtering a Form

The Filter by Form command creates a blank form with a look and layout that mimics the original. This form allows you to filter multiple fields at one time by entering values directly in the text box or selecting from a drop-down list located in the field. When the filter is applied, only the records that match the values you entered will be displayed.

≡　Home→Sort & Filter→Advanced→Filter by Form 🗔

ACCESS

DEVELOP YOUR SKILLS: A2-D9

In this exercise, you will first sort records in a form. You will also add and then remove a filter from the form.

1. Open the **Customers** form from the Navigation pane.

2. Select the **Last Name** text box control.

3. Choose **Home→Sort & Filter→Descending** ![icon].

   The Last Name field is now sorted in descending order, making William Smith *the first record in the form.*

4. Choose **Home→Sort & Filter→Remove Sort** ![icon].

   The sort is removed, and the records are now back to the order held previously.

Filter by Form

5. Choose **Home→Sort & Filter→Advanced**.

6. Choose **Filter by Form** ![icon] from the menu.

   A blank form appears with two new tabs at the bottom of the form.

7. Follow these steps to create a filtered form:
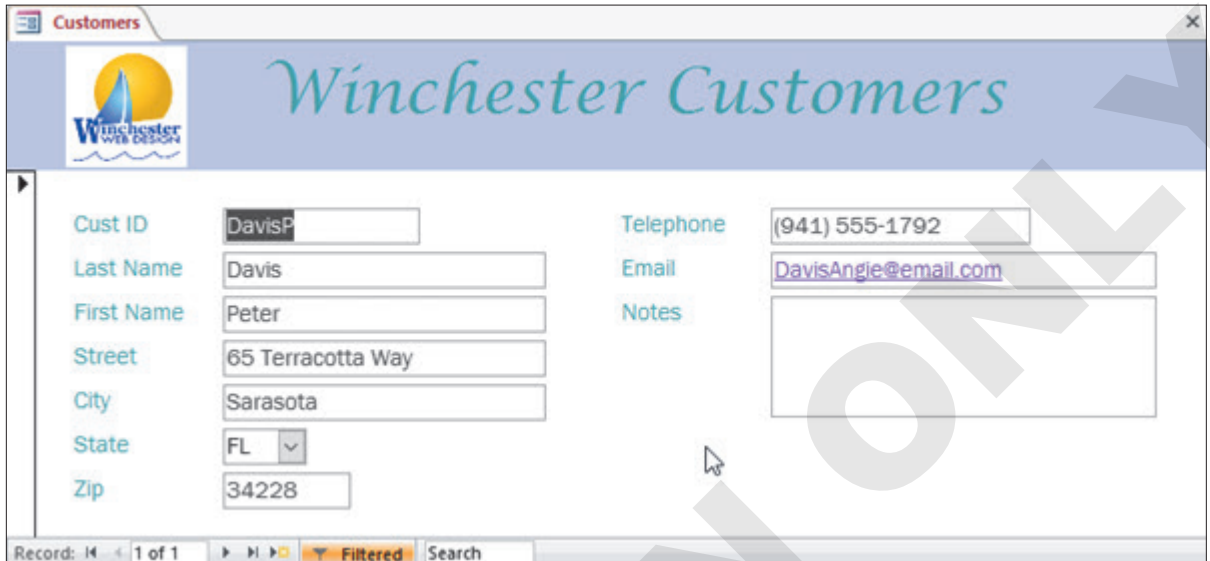
Ⓐ Select the **City** text box control.

Ⓑ Click the drop-down **menu** button ▾ that appears to the right.

Ⓒ Choose **Sarasota** from the list.

8. Choose **Home→Sort & Filter→Toggle Filter** to apply the filter.

The Customers form is restored with the navigation control indicating the form is filtered to one record. This is the only record in our form with Sarasota in the City field.

Tip! *The field drop-down menu provides a list of all data entered into the active field. This is a helpful option if you are not familiar with the data in a field or are unsure about keying in the values you would like to use in a filter.*

9. Choose **Home→Sort & Filter→Toggle Filter** to remove the filter.

10. Save and then close your database file.

Self-Assessment

Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or online (eLab course or Student Resource Center).

ACCESS

📌 Reinforce Your Skills

REINFORCE YOUR SKILLS: A2-R1

Create and Customize a Form

Kids for Change has hired you to create a new form and customize it with a new design. In this exercise, you will use the Form Wizard to create a form, add an image, and set several formatting properties.

1. Open **A2-R1-K4C** from your **Access Chapter 2** folder and save it as: **A2-R1-K4CRev**

   Enable the content when prompted.

2. Choose the **Children** table in the Navigation pane.

3. Choose **Create→Forms→Form Wizard** 🖼️.

4. Add all fields from the Children table to the Selected Fields list and click **Next**.

5. Keep the Columnar layout and click **Next**.

6. Name the form **Kids for Change Children Volunteers** and click **Finish**.

Edit and Format the Title

7. Switch to **Design View** 📐.

8. Click in the title box and position the insertion point just in front of the letter *C* in *Children*.

9. Press and hold the [Shift] key and tap [Enter] to force *Children Volunteers* to a new line.

10. If necessary, display the **Property Sheet** 📋.

11. Set these properties for the title:

Property	New Value
Width	3
Font Name	**Arial**
Font Size	18
Text Align	**Center**
Font Weight	**Semi-bold**

Insert a Logo and Set Properties

12. Choose **Form Design Tools→Design→Header/Footer→Logo** 🖼️.

13. Navigate to your **Access Chapter 2** folder, choose **K4C-Logo.bmp**, and click **OK**.

14. Set these properties for the logo:

Property	New Value
Width	0.7
Height	0.7
Left	3.3

Format Text Boxes and Labels

15. Click the **Child ID** label in the Detail section.

16. Press and hold Ctrl while you select all other labels.

17. Set these properties for the labels:

Property	New Value
Width	**1.5**
Height	**0.25**
Special Effect	**Raised**
Font Name	**Arial**
Font Weight	**Semi-bold**

18. Select all text boxes in the Detail section and set these properties:

Property	New Value
Height	**0.25**
Font Name	**Arial**
Font Weight	**Semi-bold**

19. Choose **Form Design Tools→Design→Themes→Themes** and apply the **Slice** theme.

20. Switch to **Form View** to see your completed form.

21. Choose **File→Close** to close the database and save the changes to your form.

REINFORCE YOUR SKILLS: A2-R2

Create a Multiple Item Form and Apply a Theme

Kids for Change has hired you to redesign its database forms and apply a consistent and attractive theme to both new and existing forms. In this exercise, you will create a multiple item form for entering and managing staff information. Then you will apply a theme to the new form.

1. Open **A2-R2-K4C** from your **Access Chapter 2** folder and save it as: **A2-R2-K4CRev**

2. Choose the **Staff** table in the Navigation pane and choose **Create→Forms→More Forms→ Multiple Items**.

3. Change the title to: **Kids for Change Staff**

4. Delete the small image that is just to the left of the *Kids for Change Staff* title.

5. Choose **Form Layout Tools→Design→Themes→Themes** and apply the **Ion** theme.

6. Reduce the widths of all columns to fit the widest entries in the columns.

7. Switch to **Form View** to see your completed form.

8. Choose **File→Close** to close the database, saving the form as: **Staff-MultiItem**

ACCESS

REINFORCE YOUR SKILLS: A2-R3

Create and Sort a Form

You have been asked to help facilitate the management of the Kids for Change Activities table. In this exercise, you will create a form with a title and an image. Then you will sort the form to display the activities by day.

1. Open **A2-R3-K4C** from your **Access Chapter 2** folder and save it as: **A2-R3-K4CRev**

2. Using the Form Wizard, create a form that includes all fields in the **Activities** table. Choose the **Columnar** layout and save the form as: **Activities Form**

3. Switch to **Layout View** and change the title to: **Kids for Change Activities**

4. Widen the title box so the text doesn't wrap inside the box.

   You may need to click outside of the title box and then click on the title again before sizing it.

5. Reduce the widths of all labels so they are just slightly wider than the label text.

6. Use the form to navigate through the ten records and reduce the width of the text boxes to be slightly wider than the widest entries.

7. Move the text boxes closer to the labels.

8. Move the **Day of Week** and **Meet Time** labels and text boxes. Add a little extra space between all rows as shown here:

9. Choose **Form Layout Tools→Design→Header/Footer→Logo** 🖼.

10. Navigate to your **Access Chapter 2** folder, choose **K4C-Logo.bmp**, and click **OK**.

11. Set these properties:

Property	New Value
Width	**0.7**
Height	**0.7**
Left	**3.6**

12. Reduce the height of the title box so it's just high enough to hold the title and then move it down in the Form Header so it is vertically centered in the header area.

13. Choose **Form Layout Tools→Design→Themes→Themes** 🔲 and apply the theme of your choice.

If you apply a theme that increases the text size, you may need to go back and adjust the controls' sizes again.

Apply a Sort

Now you will sort the records in order by the day of the week the activity occurs so you and others can easily see the weekly Kids for Change offerings.

14. Switch to **Form View** 🔲.

15. Select the **Day of Week** text box control.

16. Choose **Sort & Filter→Ascending** 🔲.

17. Choose **File→Close** to close the database, saving the changes to the form.

ACCESS

📎 Apply Your Skills

Create and Modify a Form

Universal Corporate Events is a planner of corporate and professional events. You have been tasked with revamping the image of Universal Corporate Events, including everything from reports to forms. In this exercise, you will create a new Personnel form.

1. Open **A2-A1-UniversalCorp** from your **Access Chapter 2** folder and save it as:
   A2-A1-UniversalCorpRev

2. Using the Form Wizard, create a form that includes all fields in the **Personnel** table. Choose the **Columnar** layout and save the form as: **Personnel Mgmt**

3. Switch to **Layout View** and display the Property Sheet.

4. Click in the **title** box and set these properties for the title:

Property	New Value
Width	**4**
Left	**1.5**
Text Align	**Center**

5. Edit the title, creating a two-line title with **Universal Corporate Events** on the first line and **Personnel** on the second.

   Remember to use the [Ctrl] + [Enter] *keystroke combination to push Personnel to the second line.*

6. Insert **UCE-Logo.bmp**, located in your **Access Chapter 2** folder.

7. Set both the Width and Height properties to: **0.7**

Modify the Detail Section

8. Apply the **Slice** theme to the form.

9. Set the Width property of all labels to: **1.2**

10. Set the Width property of the EmpID, ST, and ZIP text boxes to: **0.6**

11. Set the Width property of the First Name, Last Name, Address, and City text boxes to: **1.5**

12. Set the Width property of the **Email Address** and **Salary Grade** text boxes to: **2**

13. Select all text boxes and move them closer to the labels.

14. Reposition the **Telephone**, **Email Address**, **Date Hired**, and **Salary Grade** labels and text boxes up and to the right of the other fields, creating a two-column form.

15. Switch to **Design View** and change the tab order, making EmpPhone the second field in sequence and leaving the rest of the tab order as it currently is.

16. Switch to **Form View** to view the database and test the tab order.

17. When you are finished, close the database, saving the changes you've made to the form.

APPLY YOUR SKILLS: A2-A2

Edit and Format Labels and Text Boxes

In this exercise, you will create a new Personnel form.

1. Open **A2-A2-UniversalCorp** from your **Access Chapter 2** folder and save it as: **A2-A2-UniversalCorpRev**
2. Open the **Event Schedules** form and switch to **Layout View**.
3. Change the *Location* label to: **Venue**
4. Change the *Event ID* label to: **Event Code**
5. Display the Property Sheet and change the properties for the Universal Corporate Events title as follows:

Property	New Value
Width	**4.5**
Height	**0.3**
Font Name	**Georgia**

6. Set these properties for the Scheduling subtitle:

Property	New Value
Width	**4.5**
Height	**0.3**
Font Name	**Georgia**
Font Weight	**Light**

7. Select all the labels in the Detail section and set these properties:

Property	New Value
Width	**1.3**
Height	**0.3**
Font Name	**Arial**
Font Size	**12**
Font Weight	**Semi-bold**

8. Select all the text boxes in the Detail section and set these properties:

Property	New Value
Height	**0.3**
Left	**1.5**
Font Name	**Arial**
Font Size	**14**

ACCESS

9. Apply the **Slice** theme.

10. Switch to **Form View** and then make any changes needed.

11. Close the database, saving the changes to the form.

APPLY YOUR SKILLS: A2-A3

Create a Form with a Logo and Filter

In this exercise, you will create a new form for managing UCE's event venue information, add and format a Form Header and title, and add an original company logo. You will then add a filter to the form to show only the events occurring in the city of Sarasota.

1. Open **A2-A3-UniversalCorp** from your **Access Chapter 2** folder and save it as:
   A2-A3-UniversalCorpRev

2. Using the Form Wizard, create a form that includes all fields in the **Venues** table. Choose the **Columnar** layout and save the form as: **Event Venues**

3. Switch to **Layout View** and display the Property Sheet.

4. Click in the title box and set these properties:

Property	New Value
Height	**0.35**
Top	**0.25**
Left	**1.5**
Font Name	**Georgia**

5. Insert the **UCE-Logo.bmp** logo, which is located in your **Access Chapter 2** folder.

6. Set the Width and Height properties of the logo to: **0.8**

7. Select all the labels in the Detail section and set these properties:

Property	New Value
Width	**1.5**
Height	**0.25**
Font Name	**Arial**
Font Size	**12**
Font Weight	**Semi-bold**

8. Select all the text boxes in the Detail section and set these properties:

Property	New Value
Height	**0.25**
Left	**1.6**
Font Name	**Arial**
Font Size	**12**

9. Apply any theme with an alternative theme color and the theme font of your choice.

10. Change the tab order, making **VenuWebsite** the second-to-last field in sequence and leaving the rest of the tab order as is.

11. Switch to **Form View** to see your completed form.

Apply a Sort and Filter

Universal Corporate Events would like to add an additional event in the city of Sarasota. It wants to review any events that are currently scheduled there before making a selection. Now you will add a filter to show only events occurring in the city of Sarasota.

12. Sort the **City** field in descending order.

13. Use the **Filter by Form** command to display only the records that include the city of Sarasota.

14. Choose **File→Close** to close the database, saving any changes to your form.

ACCESS

📄 Project Grader

If your class is using eLab (labyrinthelab.com), you may upload your completed Project Grader assignments for automatic grading. You may complete these projects even if your class doesn't use eLab, though you will not be able to upload your work.

PROJECT GRADER: A2-P1

Taylor Games: Creating Forms

Taylor Games wants to provide forms for employees to enter inventory and orders. You will first create a basic order form and improve readability and layout. You will also create an inventory split form and enhance its appearance.

1. Download and open your Project Grader starting file.
   - *Using eLab:* Download **A2_P1_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
   - *Not using eLab:* Open **A2_P1_Start** from your **Access Chapter 2** folder.
2. Create a basic form based on the **Orders** table.
3. Change the Date label to: **Order Date**
4. Set these properties for all label controls:

Property	Value
Width	**1**
Height	**0.3**

5. Set these properties for all text box controls:

Property	Value
Width	**2**
Height	**0.3**

6. Set the SKU text box Font Weight property to: **Bold**
7. Insert a **Logo** control in the Form Header and set properties for it as follows:

Property	Value
Picture	Use **Taylor Games Logo-B.png** from your **Access Chapter 2** folder.
Size Mode	**Zoom**
Width	**0.75**
Height	**0.5**

8. Set the following properties for the Title control located in the Form Header (contains the title *Orders*):

Property	Value
Width	**2**
Font Size	**26**
Text Align	**Center**
Font Weight	**Bold**

9. Apply the **Facet** theme (the second theme in the Office category).

10. Save the form with the name: **Orders**

11. Create a new split form based on the **Inventory** table.

12. Set the Width property of all label controls to: **1**

13. Set the following properties for all text box controls:

Property	Value
Width	**3**
Height	**0.25**

14. Set the SKU text box Font Weight property to: **Bold**

15. Insert a **Logo** control in the Form Header and set properties for it as follows:

Property	Value
Picture	Use **Taylor Games Logo-B.png** from your **Access Chapter 2** folder.
Size Mode	**Zoom**
Width	**0.75**
Height	**0.5**

16. Set the following properties for the Title control located in the Form Header (contains the title *Inventory*):

Property	Value
Width	**2**
Font Size	**26**
Text Align	**Center**
Font Weight	**Bold**

17. Apply the **Facet** theme (the second theme in the Office category)..

18. Save the form with the name: **Inventory**

19. Close all open forms and then save your database.
   - *Using eLab:* Save it to your **Access Chapter 2** folder as **A2_P1_eSubmission** and attach the file to your eLab assignment for grading.
   - *Not using eLab:* Save it to your **Access Chapter 2** folder as: **A2_P1_Submission**

WebVision: Work with Forms

WebVision is updating a database to provide forms for employees to enter data. You will first create a form using the Form Wizard and modify it for employee use. You will also create a multiple item form and enhance its appearance.

1. Download and open your Project Grader starting file.
   - *Using eLab:* Download **A2_P2_eStart** from the Assignments page. You *must* start with this file or your work cannot be automatically graded.
   - *Not using eLab:* Open **A2_P2_Start** from your **Access Chapter 2** folder.

2. Create a new form using the Form Wizard and the following guidelines:
   - It should be based on the **Orders** table.
   - Add all available fields.
   - Use **Columnar** layout.
   - Set the title as: **Orders**

3. Change the Date label to: **Order Date**

4. Set these properties for all label controls:

Property	Value
Width	**1.2**
Height	**0.25**

5. Set these properties for all text box controls:

Property	Value
Width	**0.75**
Height	**0.25**
Left	**1.5**
Text Align	**Left**

6. Delete the **Title** control from the Form Header (contains the title *Orders*) then insert a new **Title** control and set these properties for it:

Property	Value
Width	**2**
Height	**0.35**
Font Weight	**Bold**

7. Follow these guidelines to insert a **Logo** control in the Form Header and set properties for it:

Property	Value
Picture	Use **WebVision Logo.jpg** from your **Access Chapter 2** folder.
Width	**1.75**

8. Apply the **Gallery** theme (the third theme in the Office category).

9. Set the tab order from top to bottom for the fields in the Detail section as: OrderID, RepID, Date, Amount.

10. Save the form.

11. Create a new multiple item form based on the **Sales Reps** table.

12. Set the Width property to **1** and the Height property to **0.25** for all controls in the Rep ID column:

13. Delete the **Form Icon** and **Title** controls from the Form Header.

14. Insert a new **Logo** control and set these properties for it:

Property	Value
Picture	Use **WebVision Logo.jpg** from your **Access Chapter 2** folder.
Width	**1.75**
Height	**0.35**

15. Insert a new **Title** control and set these properties for it:

Property	Value
Width	**2**
Font Weight	**Bold**

16. Save the form with the name: **Sales Reps**

17. Close all open forms and then save your database.
   - *Using eLab:* Save to your **Access Chapter 2** folder as **A2_P2_eSubmission** and attach the file to your eLab assignment for grading.
   - *Not using eLab:* Save to your **Access Chapter 2** folder as: **A2_P2_Submission**

ACCESS

◢ Extend Your Skills

These exercises challenge you to think critically and apply your new skills. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.

A2-E1   That's the Way I See It

You've been asked to create a sales invoice form for Blue Jean Landscaping that shows all fields from the Sales Invoices query. Open **A2-E1-BJL** and create a well-designed form that is based on the Sales Invoices query and that includes a title and logo (use **BJL-Logo.bmp**). Make sure all fields are appropriately positioned and sized using the largest entries in the database as a guideline for determining the appropriate text box sizing. Apply a theme of your choice. Apply a filter to show only records with the Last Name of Ford. Save your form as: `Sales Invoices`

A2-E2   Be Your Own Boss

Blue Jean Landscaping wants a split form that's based on the Services table. The split form should include all fields from the table, a company logo, and the company name in the Form Header along with a *Landscape Services* subtitle. Begin with the file **A2-E2-BJL** and use the logo file **BJL-Logo.bmp**. Make sure all fields are appropriately positioned and sized using the largest entries in the database as a guideline for determining the appropriate text box sizing. Apply a theme of your choice. Sort the Equip ID field in ascending order. Save your form as: `Services Split Form`

A2-E3   Demonstrate Proficiency

You've been asked by the management of Stormy BBQ, a local BBQ restaurant, to create consistent forms and reports. Open the **A2-E3-StormyBBQ** database and examine the Merchandise form. Create a new form from the Restaurants table that closely matches the Merchandise form. Replicate the layout and formatting of fields and of the Form Header. You may not be able to create a perfect match but try to get the layout and formatting as close to the Merchandise form as possible. Add the **SBQ-Logo.bmp** file. Name your new form: `Restaurants`