

9

Customizing the Database Interface and Startup Options



Shared databases can experience a growing number of issues that accompany the unpredictable actions of multiple users. To limit these issues, designers can modify interface and startup options to help reinforce consistent data entry and protect vital data. In this chapter, you will create a navigation form, which is an attractive, user-friendly interface that allows for quick and accurate data entry. You will also split a database to protect the database tables and their data while still allowing users to create and modify their own personal queries, forms, and reports. Finally, you will set and modify various Access options.

LEARNING OBJECTIVES

- ▶ Set Access options
- ▶ Split a database
- ▶ Explore switchboards and create a navigation form
- ▶ Set and modify startup options

Project: Customizing—As You Like It

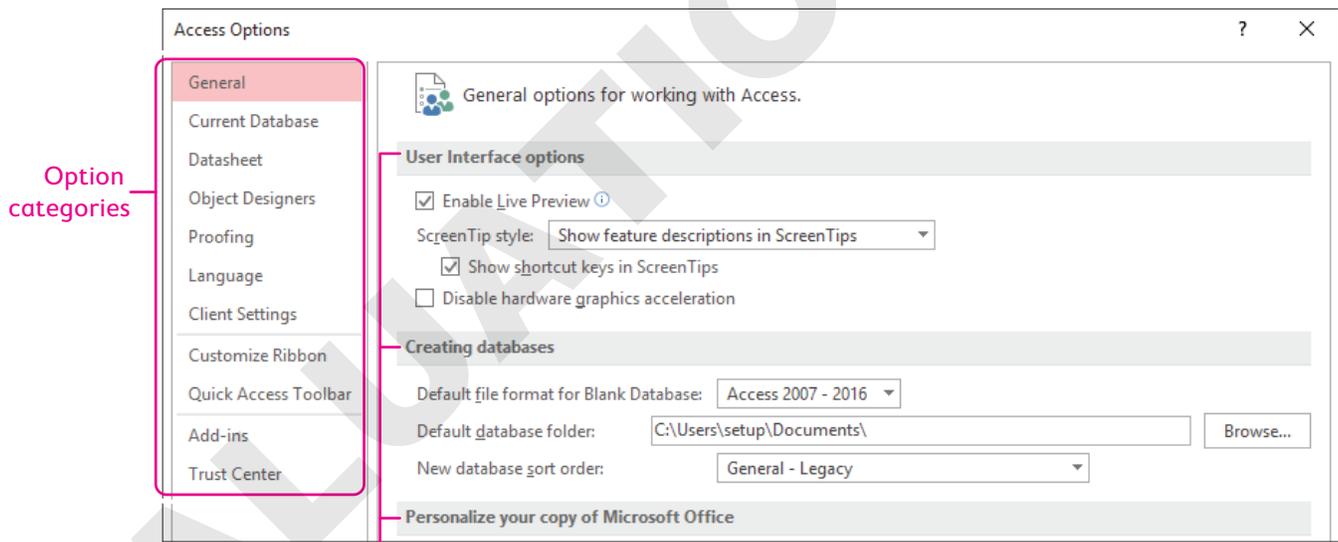
Winchester Web Design is a website development company that specializes in building websites for small businesses. You are building the company's database, which is almost complete. The owner is concerned about its ease of use and future maintenance and would like to allow individuals to make their own customized queries and reports while maintaining a standard company interface and ensuring data validity and database security.

Setting Access Options

Each Microsoft Office application provides options to control the way the application performs. Access options can control the color of datasheets, set default fonts, create sections on the Navigation pane, add a title to the application window, customize the Quick Access toolbar, set a default startup form, and so on. Some options control settings for the active database, while others control default settings for all databases used on a particular device.

Displaying Access Options

The Access Options dialog box groups features by type. It lists the categories in a panel on the left side and their associated options in the panel on the right side. Some options are used frequently while others are rarely used.



Option sections for the selected General category show current settings.

Datasheet Effects

Users may prefer a specific font or cell style and don't want to apply the desired changes each time they enter data. Options to customize how a datasheet will appear by default can be found in the Datasheet category of the Access Options dialog box. Examples of datasheet options that can be set include gridlines, cell effects, column widths, and font properties.

☰ File→Options→Datasheet

DEVELOP YOUR SKILLS: A9-D1

In this exercise, you will display and explore options in the Access Options dialog box.

Before You Begin: Download the student exercise files from your eLab course or the Student Resource Center (labyrinthelab.com/office19) and determine your file storage location before beginning this exercise.

1. Open **A9-D1-WinDesign** from your **Access Chapter 9** folder and save it as: **A9-D1-WinDesignRev**
2. Choose **File→Options** and click the **Datasheet** category.
3. Explore the options for the current database but don't change any.

These settings apply to any database opened using your installation of Access. Changing these settings will affect any database opened on this device from here out.

4. Click **Cancel** when you have finished.

Note!

Unless otherwise directed, keep Access and any databases or database objects being used open at the end of each exercise.

Setting Personal Information and Database Properties

The Access Options dialog box includes a General category that allows you to set the format in which databases are created and to set personal information for your copy of Microsoft Office.

Database properties are similar to other object properties, except they identify or describe an *entire* database, such as the database title and author, names of objects contained in the database, or the date and time it was created or last updated.

☰ File→Options→General

☰ File→Info

DEVELOP YOUR SKILLS: A9-D2

In this exercise, you will you will personalize your copy of Microsoft Office and change database properties.

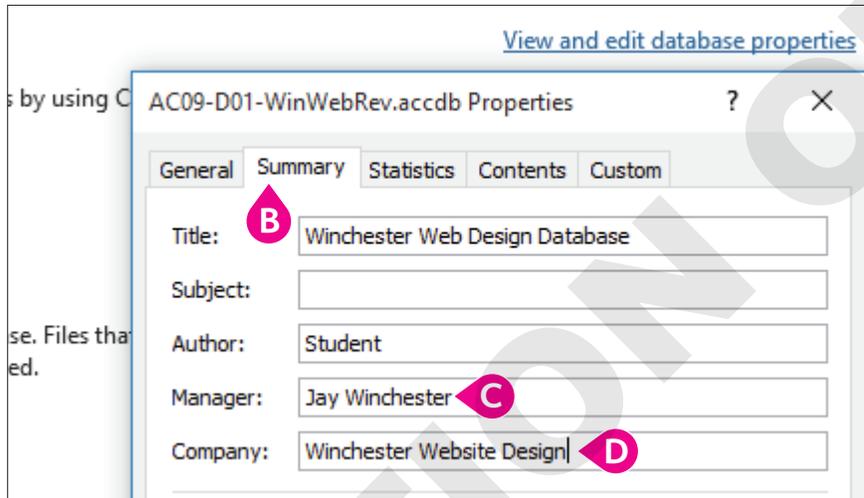
1. Choose **File**→**Options**.

The Access Options window opens with the Datasheet category selected.

2. Explore the general options for the database but don't change them.
3. Click **Cancel** to close the Access Options dialog box.

Now you will set database properties.

4. Choose **File**→**Info** and follow these steps to set the database properties:



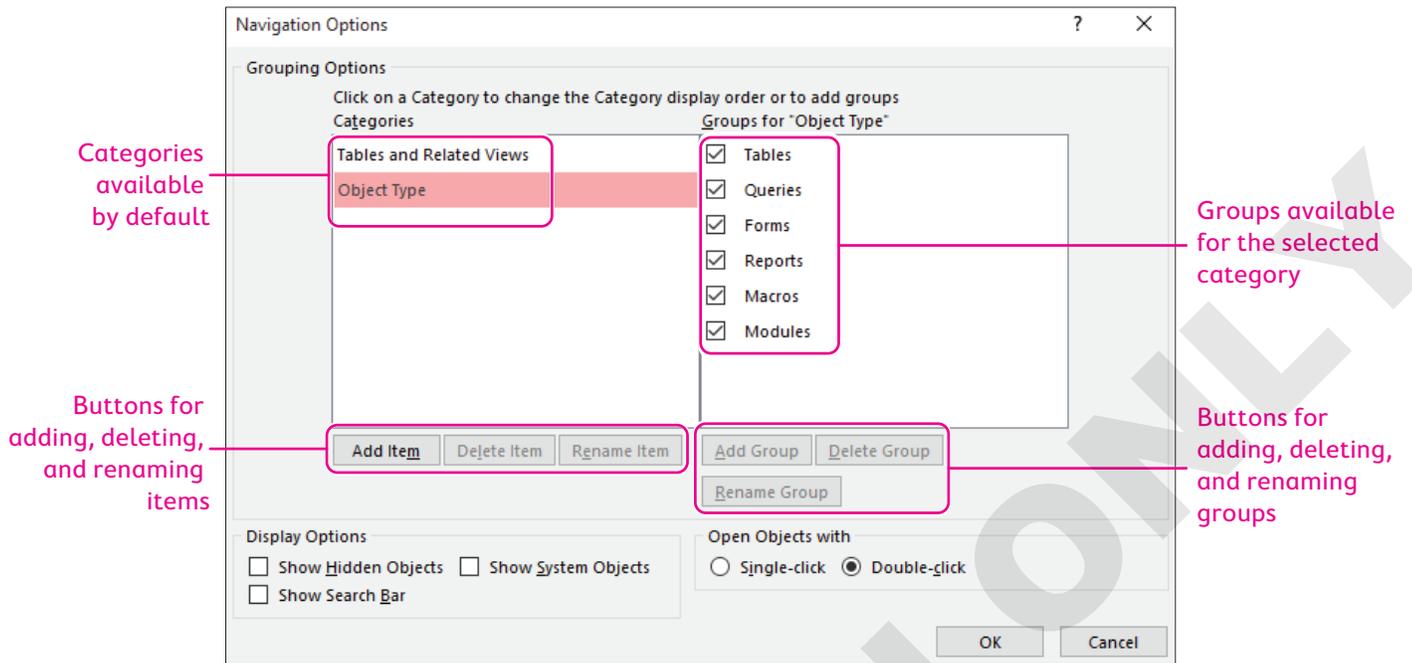
- A Click the **View and Edit Database Properties** link.
 - B If necessary, click the **Summary** tab on the Properties dialog box.
 - C Type **Jay Winchester** in the Manager line.
 - D Type **Winchester Website Design** in the Company line.
5. Click **OK**.

Customizing the Navigation Pane

The Navigation pane is your tool for selecting database objects and identifying objects associated with each object type. You use the Navigation pane to display objects in different views. You can also customize it to contain additional sections to make the pane even more useful.

Navigation Pane Categories and Groups

The Navigation Options dialog box shows two list boxes: one that identifies the categories of objects displayed on the Navigation pane and one that shows the groups available for display on the pane.



Working with Groups

Access prevents you from changing, deleting, or adding additional object type groups to the essential Tables and Related Views and Object Type categories. However, the Custom category allows you to rename, delete, and add groups to a category. When you add or rename groups in the Navigation pane, you must reassign objects to the groups so Access knows where to place them.

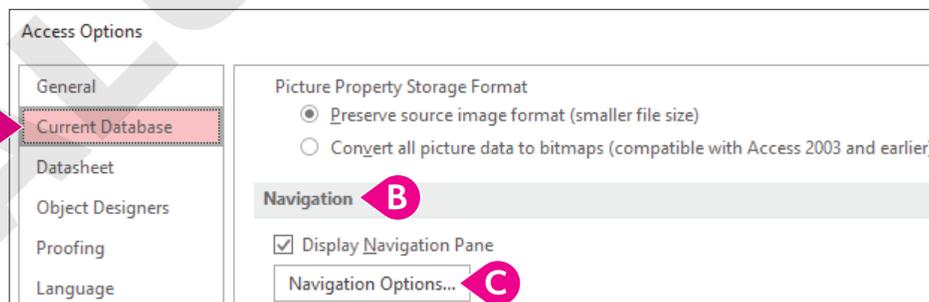
Note!

Customizing the Navigation pane applies the control settings to the active database only. You must customize the Navigation pane for any other databases.

DEVELOP YOUR SKILLS: A9-D3

In this exercise, you will customize the Navigation pane and assign objects to new Navigation pane groups.

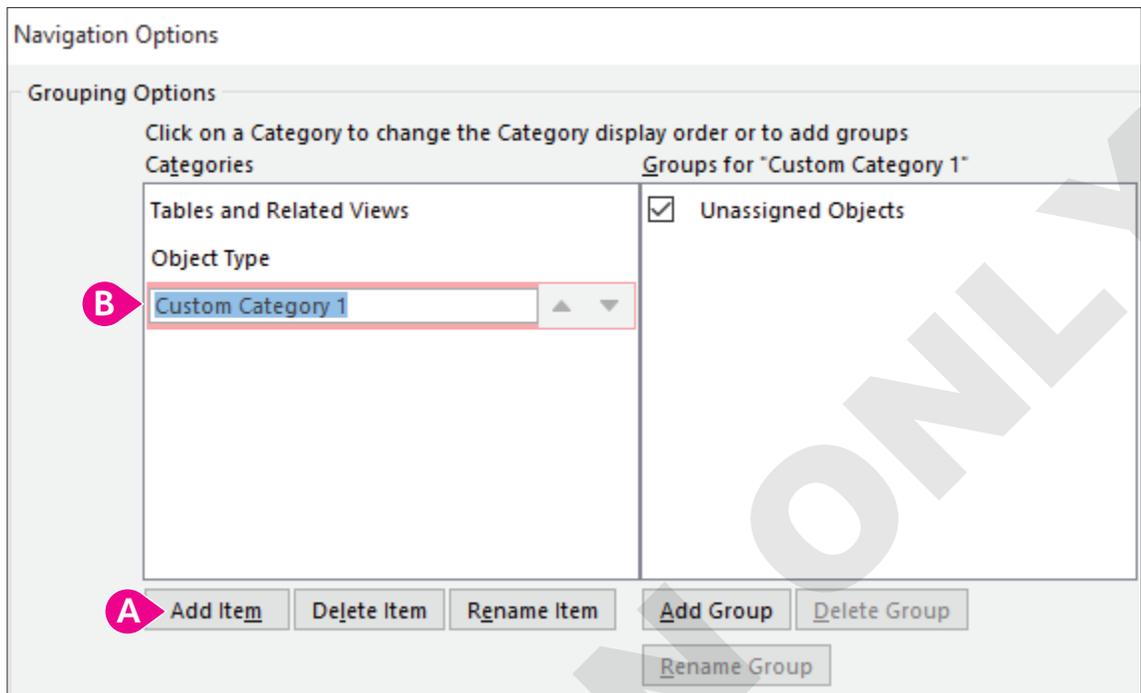
1. Choose **File**→**Options** and follow these steps to customize the Navigation pane:



- A** Choose **Current Database**.
- B** Scroll, if necessary, to the Navigation section.
- C** Click the **Navigation Options...** button.

Access displays the Navigation Options dialog box.

2. Follow these steps to create a new item:

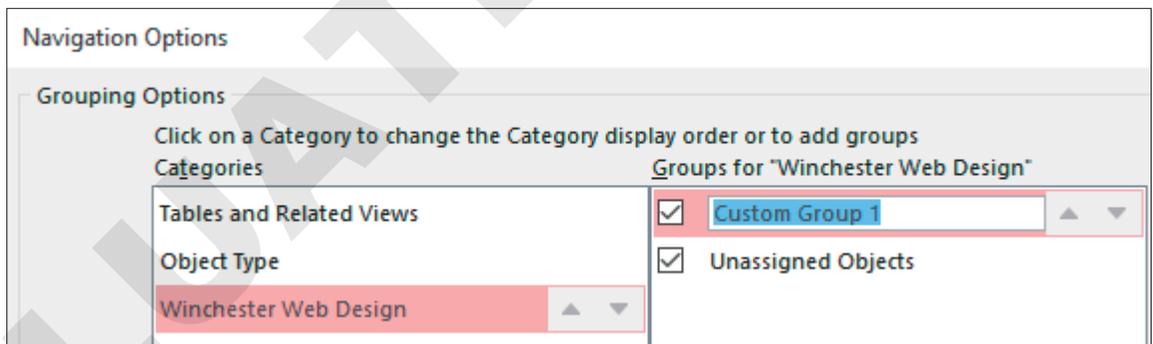


A Click **Add Item**.

B Type **Winchester Web Design** in the Custom Category 1 box and tap **Enter**.

A new item named Winchester Web Design appears in the Categories list.

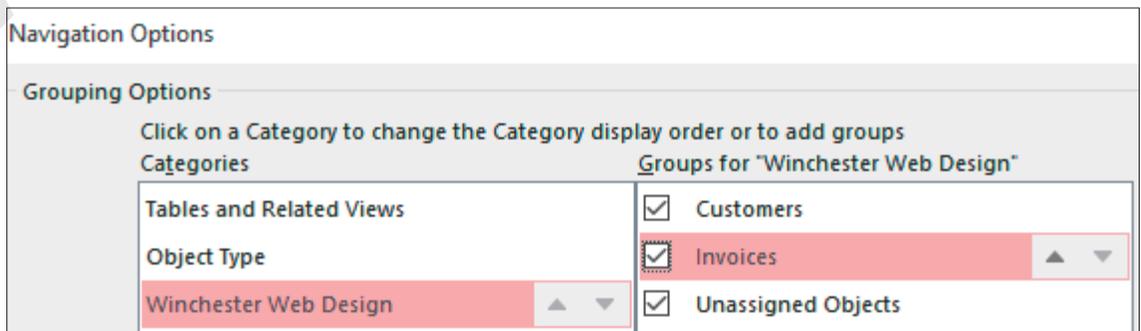
3. Click **Add Group**.



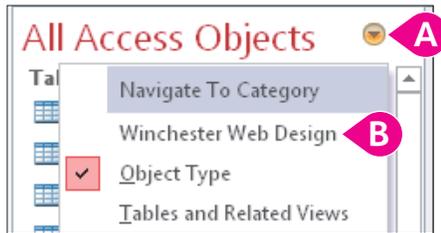
A new item named Custom Group 1 appears in the Groups list.

4. Type **Customers** in the Custom Group 1 box and tap **Enter**.

5. Click **Add Group** and then type **Invoices** and tap **Enter**.



6. Click **OK** to close the Navigation Options dialog box. Click **OK** to close the Access Options dialog box.
7. Follow these steps to display the new Winchester Web Design category:



- A** Click the **Navigation Pane Options** button.
- B** Choose **Winchester Web Design**.

All objects for the Winchester Web Design category are in the Unassigned Objects group.

8. In the Unassigned Objects group on the Navigation pane, right-click the **Customers** table object and choose **Add to Group**→**Customers**.
9. One at a time, right-click the **Customers Form**, the **Customer Invoice Report**, and the **Customer Invoice Subreport** to add them to the Customers group.
10. Assign these objects to the Invoice group:
 - **InvoiceDetails**
 - **Invoices**
 - **Invoice Details Query**
 - **Invoices Query**
 - **Invoice Form**
 - **Invoice Details Subform**
 - **Invoice Details Report**
11. Click the **Navigation Pane Options** button and choose **Object Type**.

The Navigation pane returns to the more traditional view, which groups objects by type (Tables, Queries, Forms, and Reports).

Setting Up Current Database Formats

Current database settings enable you to change the way Access displays and works with the *active* database. You can, for example, change the text Access displays in the title bar when the database is open, show or hide the Navigation pane, enable views, or change the way Access displays open objects.

Changing Title Text in the Application Bar

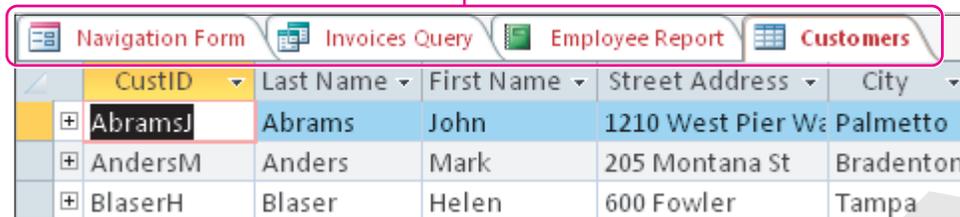
Sometimes, the actual filename assigned to a database may be different from the text you want users to see when they open the database. You can change the text that appears in the title bar using the Current Database options window.

Type the text you want displayed in the title bar into the Application Title text box.

Setting Object Window Format

Open database objects are set to format as tabs within the database work area. You have to click the tab of the object you want to see in the work area.

Tabs for opened documents are aligned at the top of the work area.



You can change the format so objects display as overlapping windows in the work area, or you can move and resize the objects for easier comparison of styles, layout, and contents.

Overlapping windows have individual title bars that “float” in the work area.



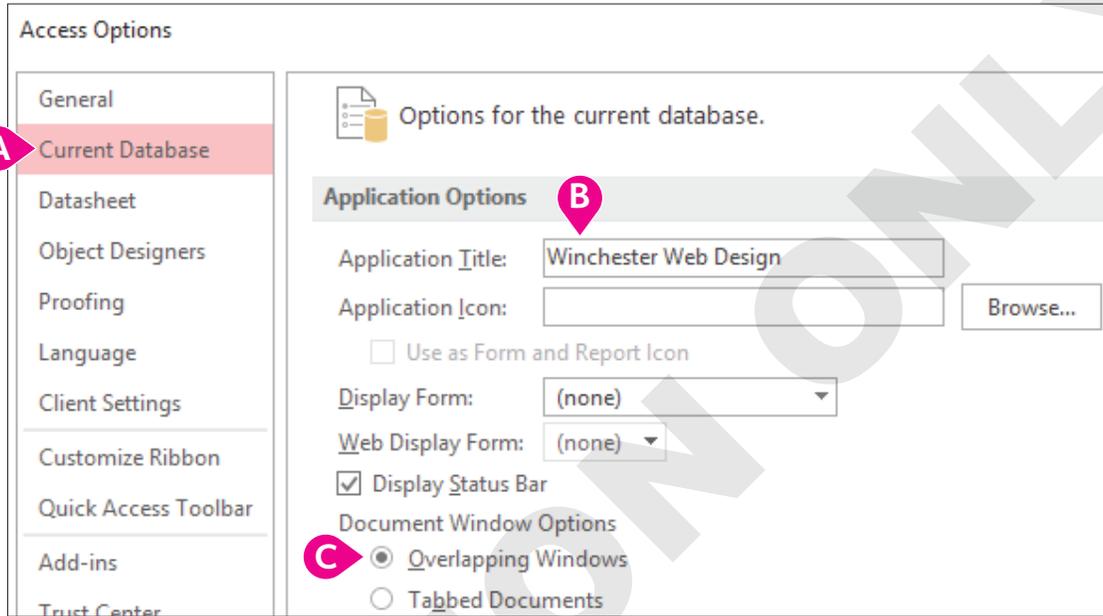
Tip! After changing the document window options, close and then reopen the database to view the new settings.

☰ File→Options

DEVELOP YOUR SKILLS: A9-D4

In this exercise, you will change settings for the current database, editing the title and changing the window options.

1. Choose **File**→**Options** and follow these steps to change the application title text and window display:



- A Choose **Current Database**.
 - B Type **Winchester Web Design** as the application title.
 - C Choose **Overlapping Windows**.
2. Explore the other options for the current database and then click **OK**.
You must close and then reopen the database for the settings to take effect.
3. Choose **OK** in the message dialog box and then close and reopen the database.
4. Display the **Customers** and **Products** tables in separate windows.
5. Drag the title bar of the Products table window bar down slightly to view the Customers table.

Customers					
	CustID	Last Name	First Name	Street Address	City
	AbramsJ	Abrams	John	1210 West Pier Way	Palmetto
	AndersM				
	BlaserH				
	DavisP				
	Fleetwood				
	HassanA				
	JeffriesD				

Products			
	ProdID	Description	Price
	PROD-01HP	Home Page, Nav, CSS, Design	\$400.00
	PROD-02SP	Secondary Page	\$200.00
	PROD-03BL	Blog, Integrated into Site	\$300.00

Move and resize the open objects so you can see both at the same time.

6. Choose **File**→**Options**→**Current Database**, set the document window preference back to **Tabbed Documents**, and click **OK**. Then click **OK** in the message box.
7. Close the tables and then close the database.

Splitting a Database

Sometimes users want to edit the design and layout of queries, forms, and reports or even develop their own objects to meet their particular needs. If the database is shared with other users, this may cause problems.

Record Locking

Multiple users can simultaneously use an Access database to add, edit, and delete data. Whenever an Access database is opened, Access creates a small temporary file by the same name but with the extension *.laccdb*. This file manages **record locking**. The initial file extension character, *l*, stands for *locked*, which means whenever one user edits a record, no other user can edit it until the first user moves to another record—essentially “unlocking” it. Record locking helps maintain consistent data and protects the integrity of record updates.

Reasons for Splitting Databases

Allowing users to create their own objects in a shared database can create confusion and increase the chance of data corruption or broken database relationships. To protect company data, many businesses prohibit users from creating and saving new objects. One way to protect table data when allowing users to create and customize objects to meet their personal needs is to split the database.

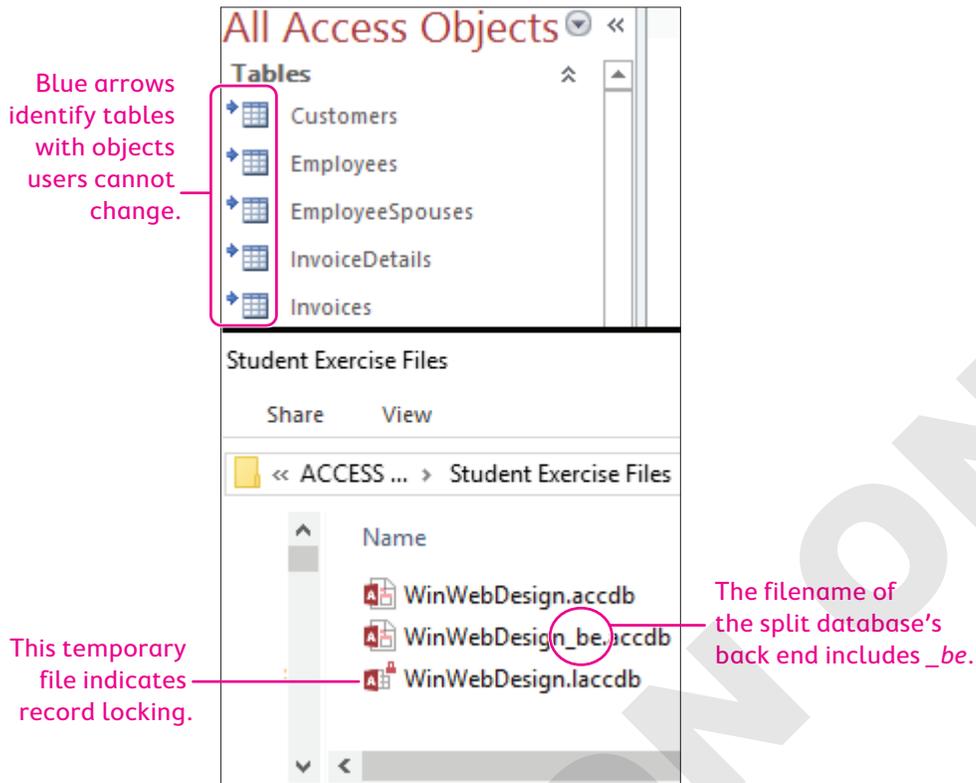
The Database Splitter

The **database splitter** converts a database into two files: one that contains the tables holding the data that support all other database objects and one that contains the database reports, forms, queries, and other objects that use the data. After a database is split, multiple users in a networked environment can access the database at the same time. As a result, each user can access, design, and modify their own database objects and update data from the database tables without interrupting other users or increasing the number of objects contained in the central database.

Split Database Terminology

Two terms are often associated with split databases:

- ▶ **Front end** refers to the up-front portion of a split database with which users interact—the queries, forms, and reports they use or may create and customize. Access places a blue arrow beside each table name in a split database to identify objects users can view but not change.
- ▶ **Back end** refers to the underlying database tables that support the front end. These tables are protected so users cannot modify their structure. Access adds *_be* to the end of the back-end portion of the database filename.



When you split a database, Access links the front and back ends of the database so users can work with controls on forms, queries, and reports.

Backing Up a Database Prior to Splitting

Access recommends you back up a database before you split it to preserve the database in case an error occurs during the splitting process. One quick way to do this is to select and copy the database in Windows Explorer and then paste a backup copy in the desired folder.

☰ Database Tools → Move Data → Access Database → Split Database

DEVELOP YOUR SKILLS: A9-D5

In this exercise, you will split the Winchester Web Design database.

1. Open **A9-D1-WinDesignRev** from your **Access Chapter 9** folder.

Do not open any database objects.

2. Choose **File** → **Save As** → **Save Database As** → **Save As**.

3. Navigate to your **Access Chapter 9** folder; then change the filename to **A9-D6-WinDesign-Backup** and click **Save**.

You back up the database so you have a copy in case errors occur when the database is split.

4. Close the new backup database and then reopen **A9-D1-WinDesignRev** but don't open any objects.

5. Choose **Database Tools** → **Move Data** → **Access Database** .

6. Review the information in the Database Splitter dialog box and then click **Split Database**.

*Access opens the Create Back-End Database dialog box and displays the same filename with **_be** at the end to identify it as the back-end file.*

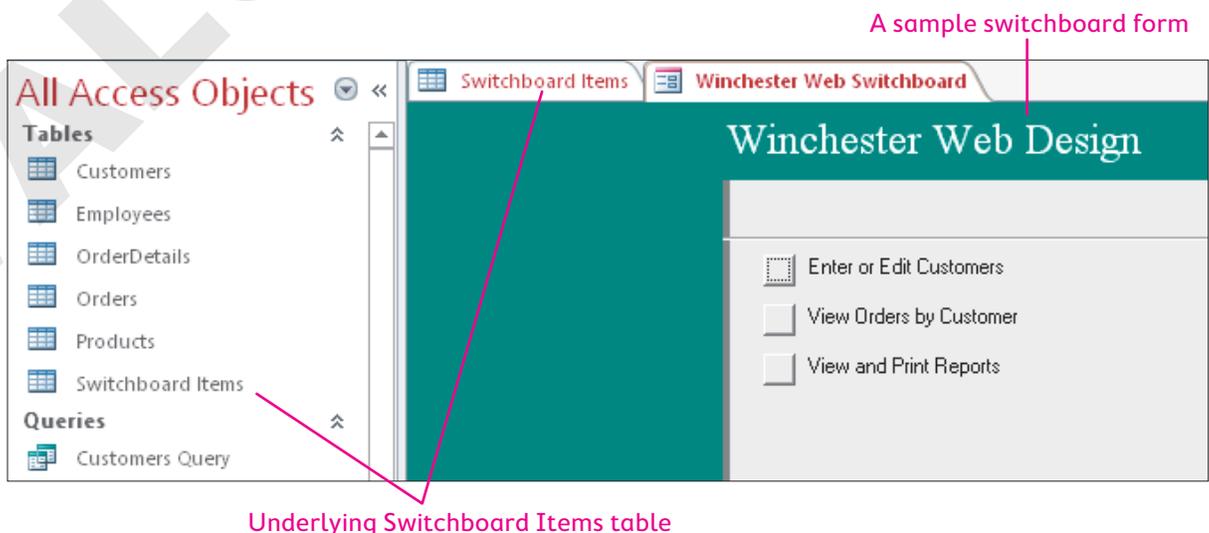
7. Navigate to your **Access Chapter 9** folder and click **Split**.
8. Click **OK** in the message box.
All the table names now have a blue arrow in front of them.
9. Right-click the **Customers** table in the Navigation pane and choose **Design View**.
Access warns you that Customers is a linked table that can't be modified; it's linked to the back-end database. You can open the table in Design View, but you can't modify the structure or data types. To add, change, and delete records, you'd open the table in Datasheet View. Any changes to data in the front-end database are reflected in the table in the back-end database.
10. Read the warning message and then click **No**.
11. Right-click the **Customers Form** in the Navigation pane and choose **Design View**.
The front-end form displays in Design View.
12. Select the **Notes** label and **Notes** text box and tap **Delete**.
13. Save the form and close **A9-D1-WinDesignRev**.
14. Choose **File**→**Open** and navigate to your **Access Chapter 9** folder; rename **A9-D1-WinDesignRev** to **A9-D6-WinDesign-Split** and then open **A9-D1-WinDesignRev_be**.
The Winchester Web Design tables are the only objects in the back-end database.
15. Close the back-end database.

Customizing the Database Interface

Access offers multiple options for customizing the user interface. Switchboards and navigation forms can be set to automatically open when a database is opened. They provide buttons and tabs to perform an array of functions from displaying forms and reports to printing, saving, and even closing the database and exiting Access.

Database Switchboards

A **switchboard** is an easy-to-use interface with menus and buttons for opening database objects and performing common tasks such as adding records and printing reports.



The Switchboard Manager

Switchboards were common in older versions of Access. To create a switchboard, the Switchboard Manager command button must be on the Ribbon, which you can do via the Customize Ribbon group in Access Options. The Switchboard Manager button might be on the Database Tools tab if you open a database created in a previous version of Access or one that already contains a database switchboard.

Navigation Forms

An alternative to the switchboard is a **navigation form**, a special interface that allows you to quickly access forms and reports in your database. Microsoft introduced navigation forms to accommodate online databases published to the web because the Access Navigation pane will not display in a browser.

Navigation Form Features

A navigation form usually has tabs across the top to group common elements with subnavigation links along the left side or directly below. The navigation form opens like a regular form in the Access window.

Tabs can group forms and reports by subject.

Individual objects can be accessed via controls listed on the side of an active tab.

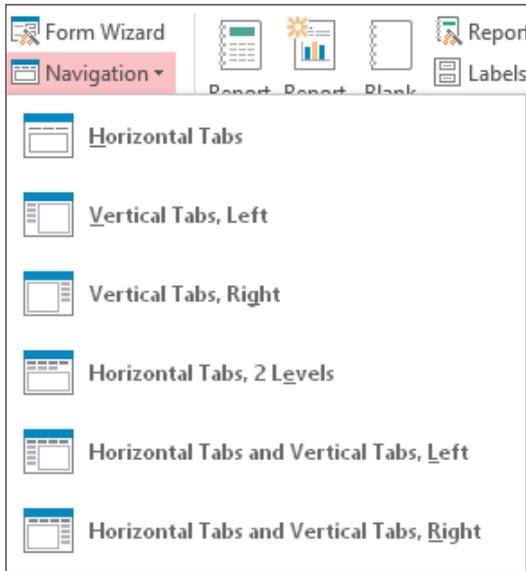
Note!

When you create a tab that matches the name of a form or report in the database, Access automatically assigns the form or report to the tab in the navigation form.

Navigation Form Layouts

The Winchester Web Design database includes the Employees Form, the EmployeeSpouses Form, and the Employee Report that you can place on the same Employees tab on a navigation form. You

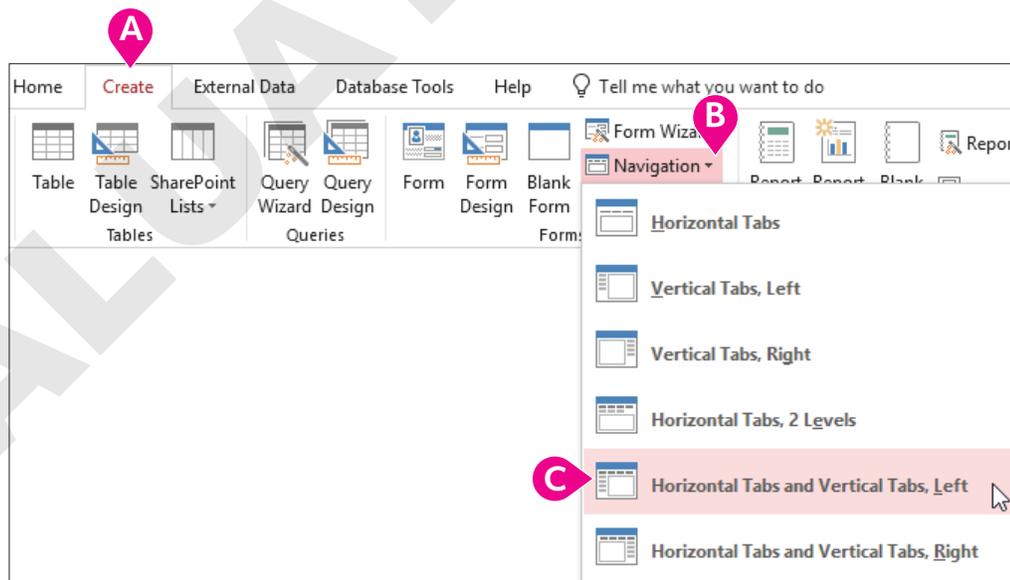
can also add other forms and reports. Access offers six different navigation form layouts from which you can choose. You can also change the fonts, colors, and themes.



DEVELOP YOUR SKILLS: A9-D6

In this exercise, you will create a navigation form with tabs for the categories in the Winchester Web Design database. Then you will add subnavigation links for forms and reports within each tab's category.

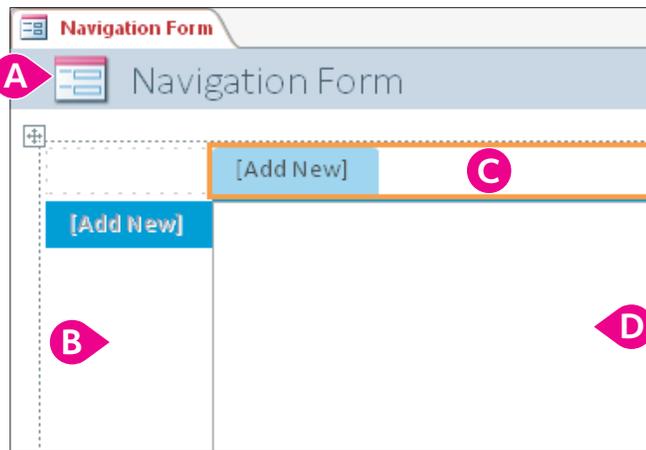
1. Choose **File**→**Open** and navigate to your **Access Chapter 9** folder; rename **A9-D6-WinDesign-Backup** as **A9-D7-WinDesignRev** and then open that file.
2. Follow these steps to create a new navigation form:



- A** Click the **Create** tab.
- B** Choose **Forms**→**Navigation**.
- C** Choose **Horizontal Tabs and Vertical Tabs, Left**.

The new navigation form opens in Layout View, which is the recommended view for editing.

- Follow these steps to review the new navigation form:



- A** Notice the form icon and title in the Form Header section.
- B** Click to select the **Vertical Navigation** control.
- C** Click to select the **Horizontal Navigation** control.
- D** Click to select the **Navigation Subform**.

- Double-click the **Add New** tab in the Horizontal Navigation control and then type **Employees** and tap **Enter** to display another Add New tab.

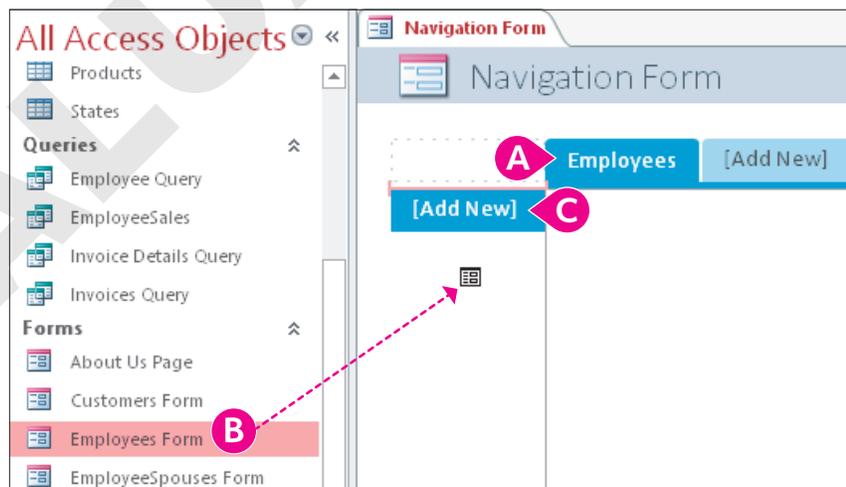
You can point to the right border of a tab until the mouse appears as a two-headed pointer and drag the border to the left or right until the tab title is best displayed.



- Create additional tabs for: **Customers**, **Invoices**, and **Products**

Add Items to Tabs

- Follow these steps to add an item to a tab:



- A** Click the **Employees** tab.
- B** Drag the **Employees Form** into the Vertical Navigation control.
- C** When the pink bar appears just above the Add New tab, drop the form.

7. Drag the forms and reports to the tab indicated:

Tab	Form or Report
Employees	EmployeeSpouses Form
Employees	Employee Report
Customers	Customers Form
Customers	Customer Invoice Report
Invoices	Invoice Form
Invoices	Invoice Details Report
Products	Product Form
Products	Products Report

8. Save the form as **WWD Navigation Form** and then switch to **Design View**.

Add a Title and Logo and Apply Formatting

9. Delete the Title and Logo controls in the Form Header section.
10. Choose **Form Design Tools**→**Design**→**Controls**→**Label** and draw a label in the Form Header section.
11. Type **Welcome to Winchester Web Design** as the label, tap **Enter**, and then set these properties on the Property Sheet:

Property	Value
Width	5.5
Height	0.45
Top	0.1875
Left	1.5
Font Name	Georgia
Font Size	22
Text Align	Center
Font Weight	Semi-bold
Fore Color	Blue, Accent 1, Darker 50%

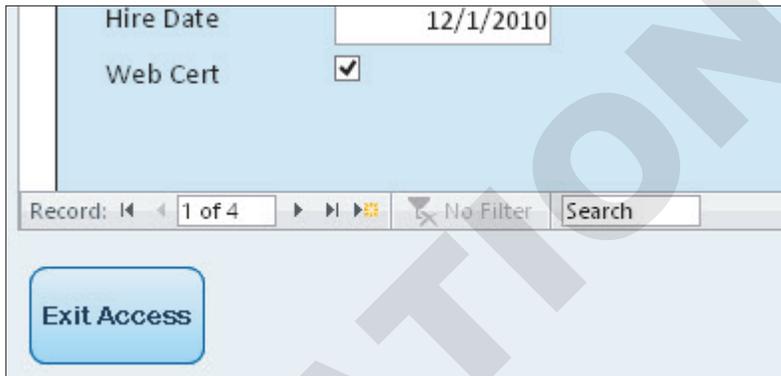
12. Click the **Form Header** section bar; type **0.8** for the Height property and choose **Blue, Accent 1, Lighter 80%** for the Back Color property.
13. Choose **Form Design Tools**→**Design**→**Controls**→**Insert Image** , navigate to your **Access Chapter 9** folder, and choose **WWD-Logo**.
If the WWD-Logo is displayed in the Image Gallery, you can just click it.
14. Draw the new logo image in the Form Header section to the left of the title.
15. In the Property Sheet, make these settings:

Setting	Value
Width	0.7
Height	0.7
Top	0.05
Left	0.5

16. Click the **Detail** section bar and type **Accent 1, Lighter 90%** for the Back Color and Alternate Back Color properties.
17. Click the left column of the navigation form (**NavigationControl5**) in the Selection Type list and choose **Transparent** for the Back Style property.
18. Select the top navigation control row (**NavigationControl0**) and choose **Transparent** for the Back Style property.
19. Switch to **Form View** and click the **Employees** tab.
The form includes three objects listed for the Employees tab and the selected object displayed in the Navigation Subform.
20. Save the WWD Navigation Form.

Adding Custom Command Buttons

Now that you have a navigation form that opens each of the forms and reports in the database, you can use Design View to add **command buttons** that will perform functions. Then you can size and position the buttons and add the text that will be displayed on each button.



A button is added to the form to exit Access when work is completed.

When you use the Command Button control from the Ribbon to create an action command button on a form, the Command Button Wizard opens and walks you through the process. Placing command buttons in the Detail section will replicate the button for each entry in the form.

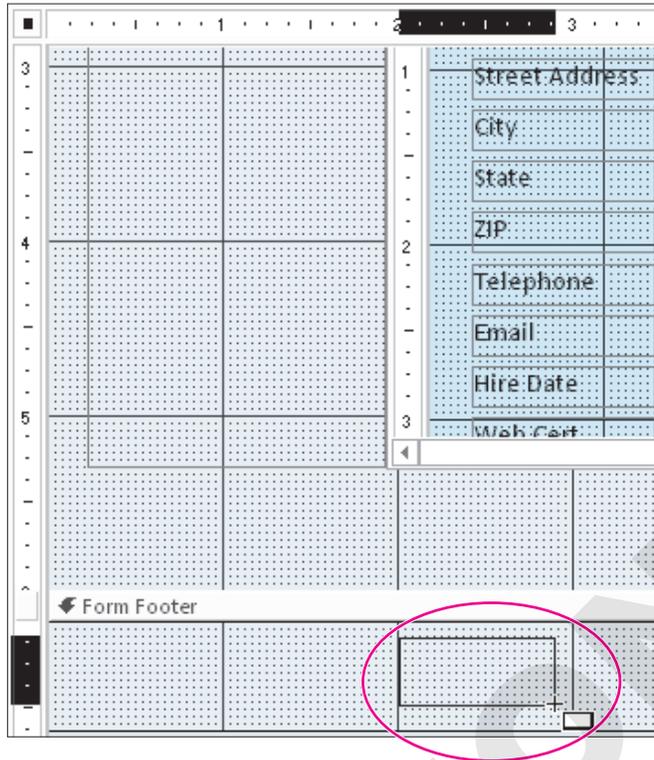
☰ Form Design Tools → Design → Controls → Button

DEVELOP YOUR SKILLS: A9-D7

In this exercise, you will create a command button on the WWD Navigation Form. You will then add text and attach a command to the button.

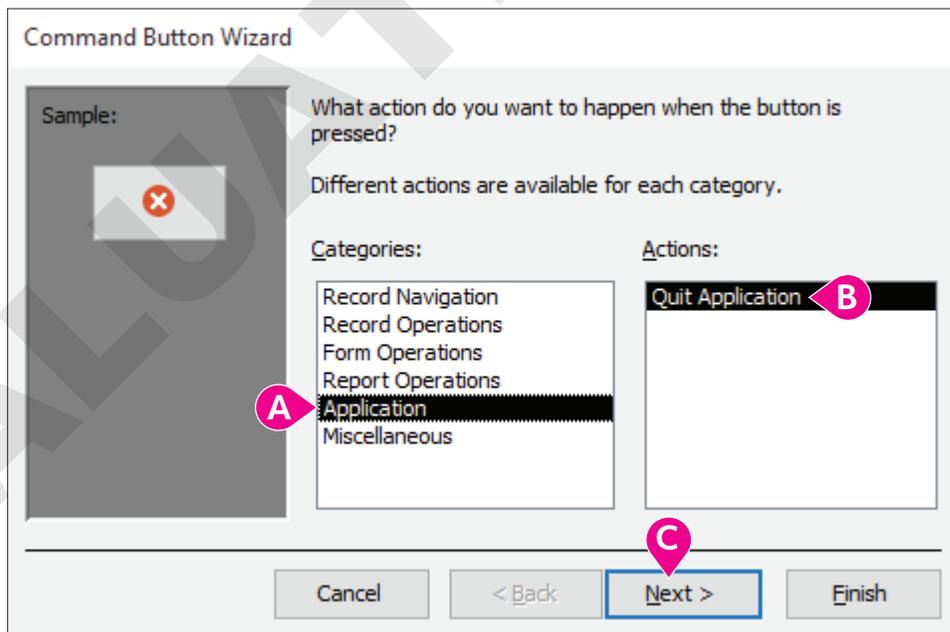
1. Display the **WWD Navigation Form** in **Design View**.
2. Expand the Form Footer section by dragging the bottom of the form down.
3. Click the **Form Footer** section bar and type **Accent 1, Lighter 90%** for the Back Color of the Form Footer section.

4. Choose **Form Design Tools**→**Design**→**Controls**→**Button**  and draw a button in the main Form Footer section.



Access launches the Command Button Wizard after you draw the command button.

5. Follow these steps to complete the first button:



- A** Choose **Application**.
- B** Choose **Quit Application**.
- C** Click **Next**.

6. Follow these steps to complete the button:

Command Button Wizard

Do you want text or a picture on the button?

If you choose Text, you can type the text to display. If you choose Picture, you can click Browse to find a picture to display.

A **Text:** **B**

Picture:

Show All Pictures

C

- A** Choose the **Text** option.
- B** Type **Exit Access** as the text to appear on the button.
- C** Click **Finish**.
7. Save changes to the form and then switch to **Form View**.
8. Click the **Exit Access** command button on the form.
- The database and Access close.*

Setting Startup Options to Open a Form

Switchboards and navigation forms provide an interface between the user and the forms, queries, and reports contained in the database. In many cases, data entry personnel have no need to create objects or see the Navigation pane.

As a result, many businesses set startup options that display either the most commonly used form, such as the Invoice Form, or the database interface so it is the first thing users see when they open the database. Setting these startup options is also a way to protect the database from unauthorized access.

Overriding Startup Options

After you set startup options for a database, the Navigation pane and many of the underlying objects and database tools may be hidden. To override the startup settings, press and hold the **Shift** key as you open the database in Access.

☰ File→Options→Current Database

DEVELOP YOUR SKILLS: A9-D8

In this exercise, you will set the WWD Navigation Form to open automatically each time you open the database.

1. Open **A9-D7-WinDesignRev** from your **Access Chapter 9** folder.
2. Choose **File**→**Options**→**Current Database** and follow these steps to apply startup options:

The screenshot shows the 'Application Options' dialog box in Microsoft Access. The 'Display Form' dropdown menu is set to 'WWD Navigation Form', indicated by a red circle 'A'. In the 'Navigation' section, the 'Display Navigation Pane' checkbox is unchecked, indicated by a red circle 'B'. A red circle 'C' is positioned at the bottom right corner of the dialog box.

- A Click the **Display Form** list button and choose **WWD Navigation Form**.
 - B Uncheck the box to **Display Navigation Pane** located in the Navigation section.
 - C Click **OK**.
3. Click **OK** to acknowledge the message box.
 4. Close the database and open it again.
Access opens the database with the navigation form hidden and the WWD Navigation Form displayed.
 5. Click the **Exit Access** command button.

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).

Reinforce Your Skills

REINFORCE YOUR SKILLS: A9-R1

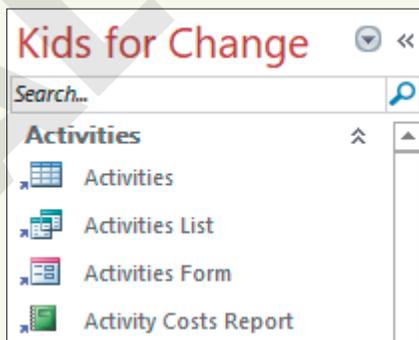
Set Options and Properties

You have been promoted to lead designer and are now responsible for all security aspects of the Kids for Change database. In this exercise, you will personalize Access, modify navigation options, and display multiple objects in an overlapping format.

1. Start Access, open **A9-R1-K4C** from your **Access Chapter 9** folder, and save it as: **A9-R1-K4CRev**
Don't forget to enable content.
2. Choose **File**→**Options**. In the General category, modify the username and/or initials as you feel necessary.
3. Choose **Current Database**, scroll to the Navigation section, and click the **Navigation Options...** button.
4. Click **Add Item**.
A new item appears in the Categories list named Custom Category 1.
5. Type **Kids for Change** in the Custom Category 1 box and tap **Enter**.
6. Click **Add Group** and type **Activities** for the new item that appears in the Groups List.



7. Add two more groups, using **Children** as the first name and **Volunteers** as the second.
8. Click **OK** twice.
9. Click the **Navigation Pane Options** button and choose **Kids for Change**.
Access places all objects for the Kids for Change category into the Unassigned Objects group.
10. In the Unassigned Objects group on the Navigation pane, right-click the **Activities** table object and choose **Add to Group**→**Activities**.



11. Right-click the **Activities List** query and add it to the Activities group and then add the **Activities Form** and **Activity Costs Report**.
12. Assign the **Children** table, **Children List**, **Children Form**, and **Children Report** to the Children group.
13. Assign the **Volunteers** table, **Volunteers Subform**, **Volunteers Form**, and **Volunteers Report** to the Volunteers group.
14. Click the **Navigation Pane Options** menu button ▼ and choose **Object Type**.
The Navigation pane groups objects by type (Tables, Queries, Forms, and Reports).

Set Database Properties

15. Open the **Access Options** dialog box and choose **Current Database**.
16. Click the **Application Title** text box and type: **Kids for Change**
17. Choose the **Overlapping Windows** option and click **OK**.
You must close and then reopen the database for the settings to take effect.
18. Choose **OK** in the message dialog box; then close and reopen the database.
19. Open the **Activities** and **Children** tables to display the objects in separate overlapping windows.
You can move and resize the open objects so you can see both at the same time.
20. Close the database.

REINFORCE YOUR SKILLS: A9-R2

Create a Navigation Form and Set Startup Options

Kids for Change has asked you to provide a more efficient way for its data entry personnel to access forms and reports. In this exercise, you will create a navigation form that displays when the Kids for Change database is opened.

1. Open **A9-R2-K4C** from your **Access Chapter 9** folder and save it as: **A9-R2-K4CRev**
2. Choose **Create**→**Forms**→**Navigation**→**Horizontal Tabs and Vertical Tabs, Left**.

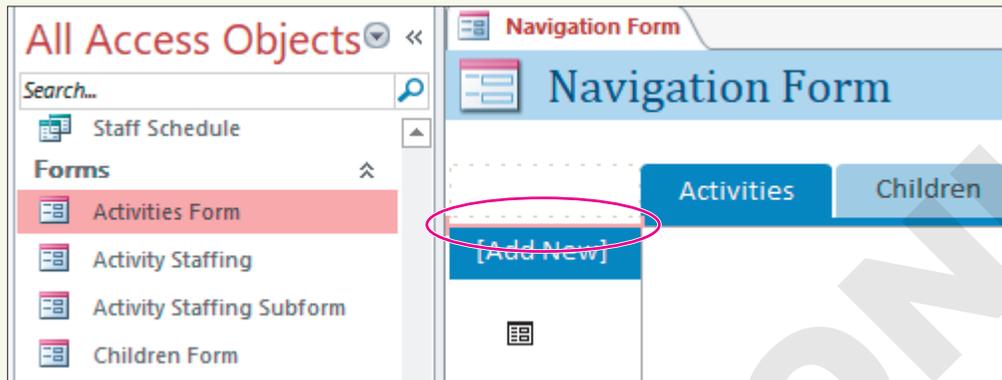
The new navigation form opens in Layout View.

3. Double-click the **Add New** tab in the horizontal navigation control; type **Activities** as the tab name and tap .
4. Create four more tabs:
 - **Children**
 - **Donors**
 - **PaidStaff**
 - **Volunteers**



- Click the **Activities** tab and then drag the **Activities** form from the Navigation pane into the vertical navigation link area, placing it above the Add New tab.

Tip! When the pink bar appears just above the Add New tab, drop the form.



- Add the forms and reports to the tab indicated:

Tab	Form or Report	Tab	Form or Report
Activities	• Activity Costs Report	PaidStaff	• Staff Form • Activity Staffing • Activity Costs Report
Children	• Children Form • Children Report	Volunteers	• Volunteers Form • Volunteers Report
Donors	• Donors Form • Donations Report • Monthly Donations Report		

- Save the form as **K4C Navigation Form** and then switch to **Design View**.
- Delete all the controls in the Form Header section.
- Choose **Form Design Tools**→**Design**→**Controls**→**Label**, draw a title label named **Kids for Change** in the Form Header section, and tap **[Enter]**.
- Enter these properties for the new title label:

Property	Value
Width	4
Height	0.4
Top	0.2
Left	2
Font Name	Cambria
Font Size	23
Text Align	Center
Fore Color	Blue, Accent 1, Darker 50%

- Click the **Form Header** section bar; type **0.8** for the Height property and choose **Dark Blue, Text 2, Lighter 80%** for the Back Color property.

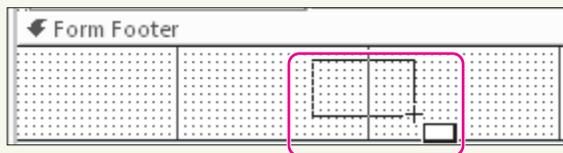
12. Choose **Form Design Tools**→**Design**→**Controls**→**Insert Image** , navigate to the **Access Chapter 9** folder, and choose **K4C-logo.bmp**.

If the K4C-Logo is in the Image Gallery, you can click it there.

13. Draw the logo image in the Form Header section to the left of the title.
14. With the **K4C-Logo** selected, type **0.7** for the Width and Height properties, **0.05** for the Top property, and **0.5** for the Left property.
15. Switch to **Form View** and click each tab to verify that the objects display in the navigation subform; save your changes to the form.

Add a Command Button

16. Switch to **Design View** and expand the **Form Footer** section downward.
17. Choose **Form Design Tools**→**Design**→**Controls**→**Button**  and draw a button in the Form Footer section.



18. Choose **Application** and **Quit Application**, and then click **Next**.
19. Choose the **Text** option; type **Exit Access** and click **Next**.
20. Name the command button **cmdExitAccess** and click **Finish**.
21. Save your changes to the form.

Set Access Startup Options

22. Choose **File**→**Options**→**Current Database**.
23. Type **Kids for Change** for the application title.
24. Click the **Display Form menu** button  and choose **K4C Navigation Form**.
25. Click **OK** twice and then close and reopen the database.

The K4C Navigation Form opens when the database is opened and includes Kids for Change in the title bar and the Exit Access command button in the Form Footer.

26. Click the **Exit Access** command button to close the database and exit Access.

REINFORCE YOUR SKILLS: A9-R3

Split a Database and Hide the Navigation Pane

Kids for Change would like its table data to be protected. In this exercise, you will split the database and hide the Navigation pane to protect the table data from unauthorized users.

1. Open **A9-R3-K4C** from your **Access Chapter 9** folder and save it as: **A9-R3-K4C-Backup**
2. Close the new backup database and reopen **A9-R3-K4C**, but don't open any objects.
3. Choose **Database Tools**→**Move Data**→**Access Database** .

4. Click the **Split Database** button and then navigate to your **Access Chapter 9** folder and click **Split**.
5. Click **OK** in the message box.
Table names now have a blue arrow in front of them.
6. Right-click the **Activities** table in the Navigation pane and choose **Design View**.
Access informs you that Activities can't be modified because it is linked to the back-end database.
7. Click **No** in the message box.
8. Right-click the **Volunteers Form** in the Navigation pane and choose **Design View**.
9. Select the **Available Day** label and the **ActID** text box at the bottom of the Detail section and tap **Delete**.

3	Telephone	VolIPhone
-	Available Day	ActID
-	Form Footer	

10. Save the form and then save the database as: **A9-R3-K4CRev**

Hide the Navigation Pane

11. Choose **File**→**Options**→**Current Database**.
12. In the Navigation section, uncheck the box next to **Display Navigation Pane** and then click **OK**.
13. Close and then reopen the database.
Access opens the database but does not display the Navigation pane.
14. Close the database.

Apply Your Skills

APPLY YOUR SKILLS: A9-A1

Set Options and Properties

As head of technology for Universal Corporate Events you have been tasked with fine-tuning the company's database. In this exercise, you will personalize Windows settings, modify the object navigation options, and alter the way open objects appear on the screen.

1. Start Access, open **A9-A1-UCE** from your **Access Chapter 9** folder, and save it as: **A9-A1-UCERev**
2. Choose **File**→**Options**. In the General category, modify the personal settings as you feel necessary.
3. Choose **Current Database** and open the **Navigation Options** dialog box.
4. Create a new item named: **Universal Corporate Events**
5. Create a new group named: **Events**
6. Add two more groups: **Menus** and **Venues**
7. Close the Navigation Options dialog box and the Access Options dialog box.
8. Click the **Navigation Pane Options** button and choose **Universal Corporate Events**.
Access places all objects for Universal Corporate Events into the Unassigned Objects group.
9. In the Unassigned Objects group, right-click the **Events** table object and choose **Add to Group**→**Events**.
10. Assign these objects to their appropriate groups:

Group	Object	Group	Object
Events	• Event Revenue	Venues	• VenueLiaisons table
	• Event Pricing Entry		• Venues table
	• Event Schedules		• Venue Events
	• EventCosts Subform		• Venue Events Subform
	• Events Form		• Venues Form
• Menus table	• Venues Report		
Menus	• Menus Form		
	• Event Menu Report		

11. Click the **Navigation Pane Options** button and choose **Object Type**.

Set Database Properties

12. Open the **Access Options** dialog box and choose **Current Database**, if necessary.
13. Click the **Application Title** text box and type: **Universal Corporate Events**
14. Choose the **Overlapping Windows** option and click **OK**.
15. Choose **OK** in the message dialog box; then close and reopen the database.

- Open the **Personnel** and **Venues** tables in separate overlapping windows.
You can move and resize the open objects so you can see both at the same time.

ID	Salary Grade	Last Name	First Name	Address	City
1001	Chef-Basic	Allison	Renee	Fowler Pkwy	Tampa
1002	Waitstaff-1st Level	Dhana	Nazrene	15 Whitfield	Sarasota

Venue ID	Name	Street	City
BradCC	Bradenton Community Club	2903 9th Ave	Bradenton
Brooks	Brooksville Campgrounds	John Brown Road	Brooksville

- Choose **File**→**Options**→**Current Database** and reset the Document Window option to **Tabbed Documents**.
- Close the database.

APPLY YOUR SKILLS: A9-A2

Create a Navigation Form and Set Startup Options

The president of Universal Corporate Events wants a custom navigation form. In this exercise, you will create a navigation form with links that open associated forms and reports as well as a command button that closes the database and exits Access. You will also modify the startup options.

- Open **A9-A2-UCF** from your **Access Chapter 9** folder and save it as: **A9-A2-UCFRev**
- Choose **Create**→**Forms**→**Navigation**→**Horizontal Tabs and Vertical Tabs, Left**.
The new navigation form opens in Layout View.
- Double-click the **Add New** tab in the horizontal navigation control and then type **Events** and tap **[Enter]**.
- Create two more tabs, naming the first **Menus** and the second **Venues**.
- Click the **Events** tab and then drag the **Event Costs** form from the Navigation pane into the vertical navigation link area.
- Add these forms and reports to the tab indicated:

Tab	Form or Report	Tab	Form or Report
Events	• Events Form	Venues	• Venues Form
	• Event Pricing Entry		• Venue Events Form
	• Event Schedules		• Venues Report
	• Event Revenue Report		
Menus	• Menus Form		
	• Event Menu Report		

- Save the form as: **UCF Navigation Form**
- Switch to **Design View** and delete all controls in the Form Header section.
- Display the **Personnel Form** in **Design View**.

10. Copy the logo and title from the Personnel Form and paste them into the Form Header of the UCE Navigation Form. Then close the Personnel Form.
11. Click the **Form Header** section bar; on the Property Sheet, enter **0.8** for the Height property and choose **Blue, Accent 5, Lighter 80%** for the Back Color property.
12. Select the pasted title control and replace *Personnel Form* with: **Navigation Form**
13. Type **2** for the Left property.
14. Select the logo and type **0.5** for the Left property.
15. Switch to **Form View** and verify that each object displays in the navigation subform.
16. Save your changes to the form.

Add a Command Button

17. Switch to **Design View**.
18. Expand the Form Footer section of the main form by dragging the bottom of the form down.
19. In the main Form Footer section, create a command button with the text **Exit Access** that will close the application.
Hint: Choose the Application category with the Quit Application action.
20. Name the command button: **cmdExitAccess**
21. Save the form. Switch to **Form View** and click the new command button to close the database and Access.

APPLY YOUR SKILLS: A9-A3

Display the Navigation Form on Startup and Split the Database

The president of Universal Corporate Events wants the navigation form to be displayed on startup. She also wants to protect the table data from unauthorized use. In this exercise, you will set the newly created navigation form to display each time someone opens the database. You will then split the database.

1. Open **A9-A3-UCE** from your **Access Chapter 9** folder and save it as: **A9-A3-UCERev**
2. Choose **File**→**Options**→**Current Database**.
3. Type **Universal Corporate Events** for the application title.
4. Click the **Display Form** list button and choose **UCE Navigation Form**.
5. Click **OK** twice.
6. Close and then reopen the database.

Access opens the database and displays the UCE Navigation Form.

The UCE Navigation Form automatically opens in Form View when the database is opened. The form includes Universal Corporate Events in the title bar and the Exit Access command button in the Form Footer.

Split a Database

7. Close any open database objects and then choose **File**→**Save As**→**Save Database As**→**Save As**.
8. Navigate to your **Access Chapter 9** folder, change the filename to **A9-A3-UCERev-Backup** and click **Save** to create a backup copy, and then close the database.
9. Open **A9-A3-UCERev**, choose **Database Tools**→**Move Data**→**Access Database**, and click **Split Database**.
10. Navigate to your **Access Chapter 9** folder and click **Split**; click **OK** in the message box.
All the table names now have a blue arrow in front of them.
11. Right-click the **Personnel** table in the Navigation pane and choose **Design View**.
Personnel is linked to the back-end database and can't be modified.
12. Click **No** in the message dialog box.
13. Right-click the **Personnel Form** in the Navigation pane and choose **Design View**.
14. Delete the word *Grade* from the Salary Grade label.
15. Close the Personnel Form, saving the changes.
16. Navigate to your **Access Chapter 9** folder and open **A9-A3-UCERev_be**.
Tables are the only objects in the back-end database.
17. Close the database.



Project Grader

This chapter does not include Project Grader exercises. Project Grader content is based on the learning objectives for a chapter, and sometimes those learning objectives cannot be accurately graded by the system. Objectives from this chapter that can be accurately graded may be included in later chapters, if applicable.

Extend Your Skills

These exercises challenge you to think critically and apply your new skills in a real-world setting. 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.

A9-E1 That's the Way I See It

You would like to create a navigation form in the Blue Jean Landscaping database. Open **A9-E1-BJL** and save it as: **A9-E1-BJLRev**

Use these guidelines to create horizontal tabs and a vertical left navigation form:

- ▶ Create five tabs: **Customers, Equipment, Manufacturers, Merchandise, and Sales**
- ▶ Add all related forms and reports to the corresponding tabs.
- ▶ Add a title control with the name **BlueJean Landscaping Navigation Form** and then add a logo using **BLJ-Logo.bmp**.
- ▶ Add a command button labeled **Exit Database** that exits the application.
- ▶ Name the form: **BlueJean Landscaping Navigation Form**

Enhance the appearance of the forms and add any features you feel will help facilitate effective data entry.

A9-E2 Be Your Own Boss

As the owner of Blue Jean Landscaping, you would like to set startup options and apply database properties to help streamline user performance and security in the company database. Open **A9-E2-BJL** and save it as: **A9-E2-BJLRev**

Set an application title using the company name. Display the Blue Jean Landscaping Navigation Form on startup and apply overlapping windows. Then, hide the Navigation pane. Apply any other Access options you feel will help facilitate effective data entry or security.

A9-E3 Demonstrate Proficiency

Stormy BBQ is concerned about lower-level staff accessing database tables and inadvertently introducing errors and would like the database split to ensure data accuracy. It would also like to set navigation options. Open **A9-E3-SBQ** and save it as: **A9-E3-SBQRev**

Create a new navigation item labeled with the company name. Add the indicated groups. Add as many related objects as you can to the corresponding group and then split the database. Finally, apply any other Access options you feel will help facilitate effective data entry.

Groups
Daily
Menu
Merch
Staff
Restaurants