

MICROSOFT ACCESS 2007: FORM



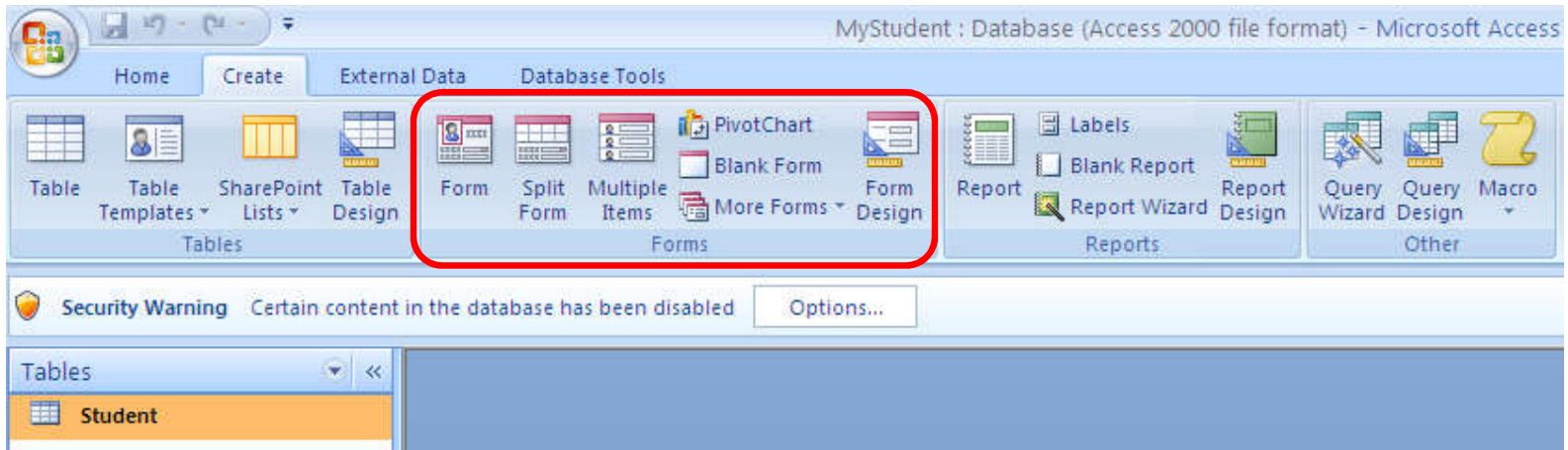
Before we start

- Grab practice database at:

<http://goo.gl/SHF4ud>

The file name should be
13_Students_class_fin.accdb

Overview



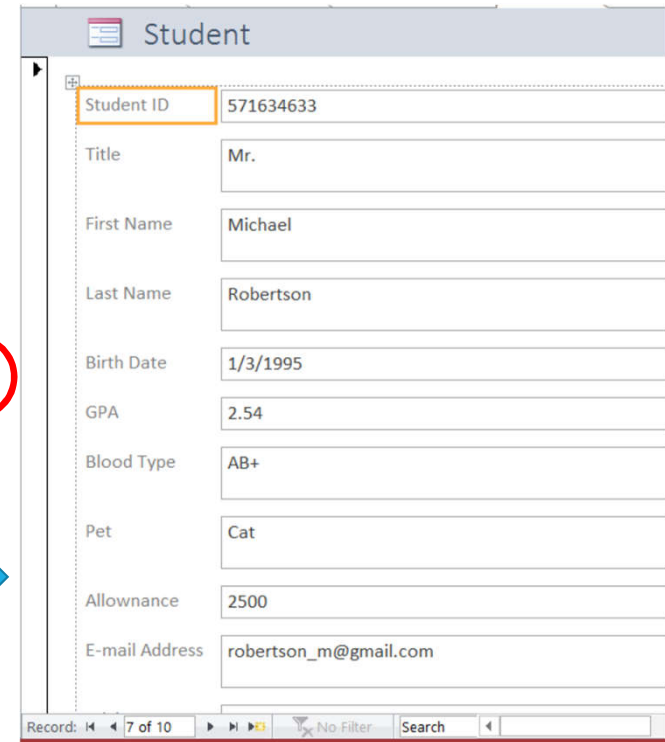
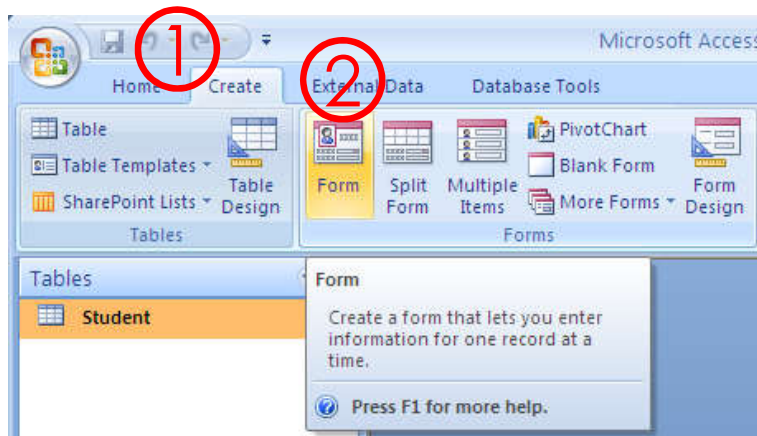
Under *Create* Tab:

- Form
 - One click form. One record at a time.
- Split Form
 - Show both datasheet (table) and form
- Multiple Items
 - Show multiple records at once
- More Forms
 - Form Wizard — Step-by-step form creation
- Blank Form
- Form Design
 - Create blank form in Design view

Form Button



- Create a simple form that you can edit/enter data on record at a time.

A screenshot of the "Student" form in Microsoft Access. The form contains the following fields and values: Student ID (571634633), Title (Mr.), First Name (Michael), Last Name (Robertson), Birth Date (1/3/1995), GPA (2.54), Blood Type (AB+), Pet (Cat), Allowance (2500), and E-mail Address (robertson_m@gmail.com). The "Student ID" field is highlighted with a red circle labeled "3". The status bar at the bottom shows "Record: 7 of 10".

1. Click *Create* Tab
2. Click *Form* Button
3. The form will appear

A Form

The screenshot shows a web form titled "Student". It contains three input fields: "Pet" with the value "Cat", "Allowance" with the value "2500", and "E-mail Address" with the value "robertson_m@gmail.com". Below the form is a navigation bar. On the left, it says "Record: 7 of 10". In the center are several navigation icons: a left arrow, a double left arrow, a right arrow, a double right arrow, and a yellow square icon. To the right of these icons is a filter icon and the text "No Filter". Further right is a "Search" label followed by a search input field.

Show current
record and total
number of
records

Move to another
record

Enter new record

Split Form

1. Click *Create* Tab

2. Click *Split Form*

3. The form will appear

Split Form

Create a split form that shows a datasheet in the upper section and a form in the lower section for entering information about the record selected in the datasheet.

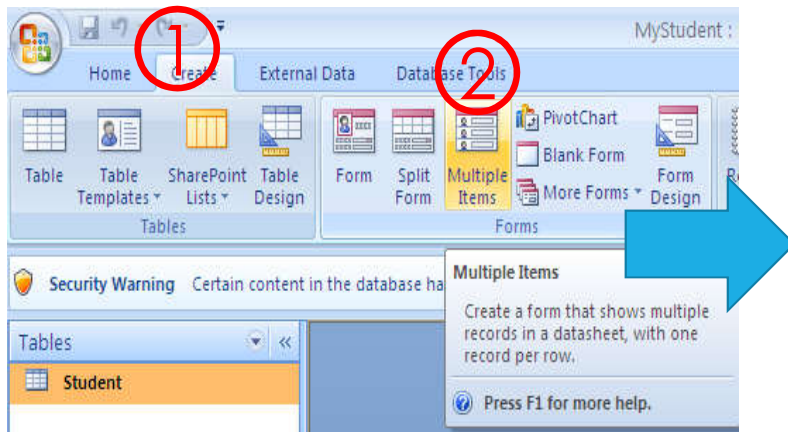
Press F1 for more help.

Student ID	Title	First Name	Last Name	Birth Date	GPA	Blood Type	Pet	Allowance	E-mail Address	Advisor ID
500123456	Mr.	Ascending	Order	8/9/1967	2.34	O-			a.order@gmail.com	LEC11348
5555555	Mr.	Niranaam	Raisakul	4/1/1995	4.00	A+		500	niranaam.r@cmu.ac.th	LEC36231
57775	Mr.	Ralph	Chen	2/5/1996	2.28	B-	Dog	1200	raph.c@cmu.ac.th	LEC36231
58	Mr.	Paul	Indrome	9/1/1999	3.43	A-		12321	paul.i@cmu.ac.th	LEC23720
	Mr.	Rahul	Narayanan	3/14/2000	3.14	O-	Cat	4500	rahul.narayanan@gmail.com	LEC23720
53	Ms.	Pi	Pi	3/14/2000	3.14	AB+		3141.59	pipi@hotmail.com	LEC66451
5508	Mr.	Michael	Robertson	1/3/1995	2.54	AB+	Cat	2500	robertson_m@gmail.com	LEC23720
51888555	Ms.	Jane	Doe	12/25/1993	3.25	O+	Raindeer	1525	jane.d@cmu.ac.th	LEC11348
572011551	Ms.	Laura	Smith	12/18/1996	3.45	AB-		0	laura.s@cmu.ac.th	LEC36231
	Mr.	John	Garland	5/14/1991	3.56	B+		45000	j.garland@gmail.com	LEC23720

1. Click *Create* Tab
2. Click *Split Form*
3. The form will appear

Split Form will have both form part and the datasheet (table) part.

Multiple Items Form



1. Click *Create* Tab
2. Click *Multiple Items* Button
3. The form will appear

3

Student1

Student ID	Title	First Name	Last Name
500123456	Mr.	Ascending	Order
555555555	Mr.	Niranaam	Raisakul
570883775	Mr.	Ralph	Chen
570899998	Mr.	Paul	Indrome
571123456	Mr.	Rahul	Narayanan
571314159	Ms.	Pi	Pi
571634633	Mr.	Michael	Robertson
571645508	Ms.	Jane	Doe
571888555	Ms.	Laura	Smith
572011551	Mr.	John	Garland

Record: 1 of 10 No Filter Search

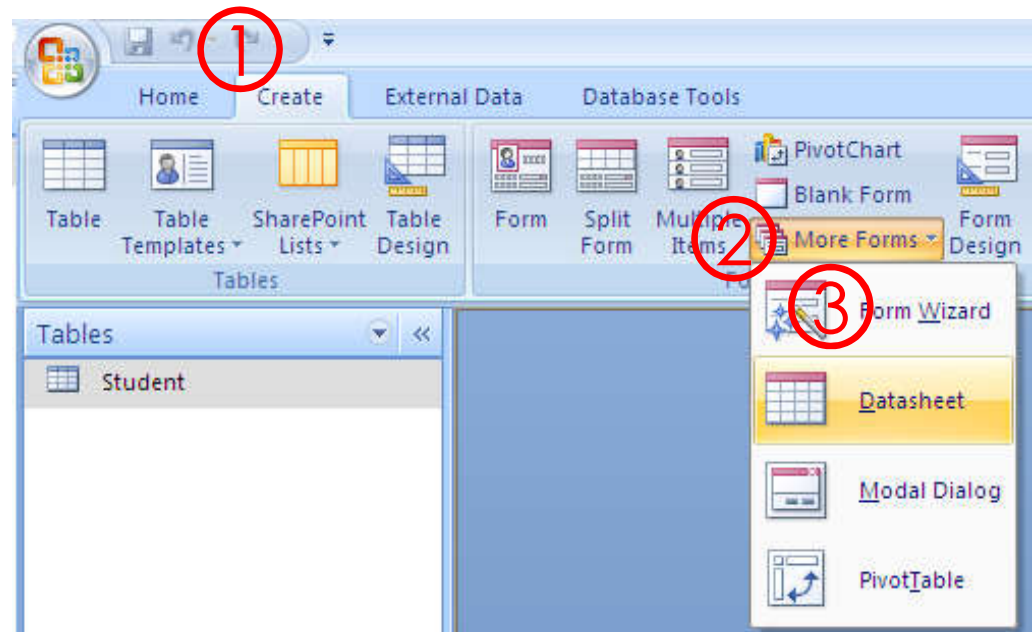
Form Wizard (1)

- Create Form with step-by-step process
- Start the Form Wizard

1. Click *Create* Tab

2. Click *More Forms*

3. Click *Form Wizard*



Form Wizard (2)

- Then, we will select table and fields to appear on the form

1. Under *Tables/Queries*, select the table you want to use
2. Then, from *Available Fields*, select the fields you want to appear on the form:



Put the highlighted field from *Available Fields* to *Selected Fields*



Put all fields to *Selected Fields*

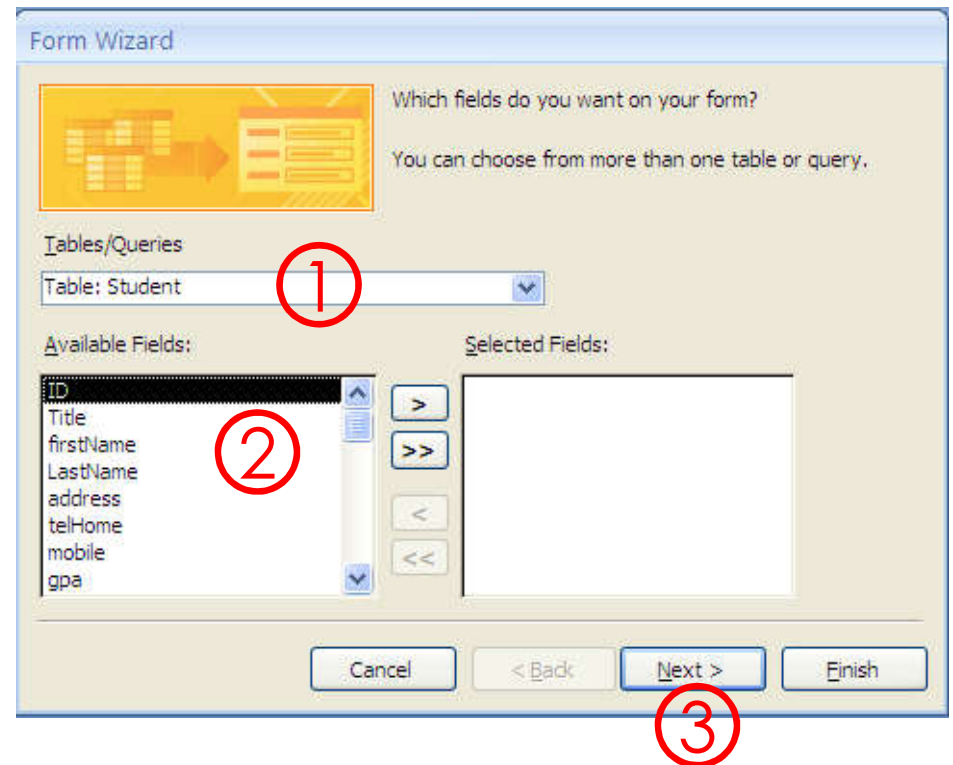


Remove highlighted field from *Selected Fields*



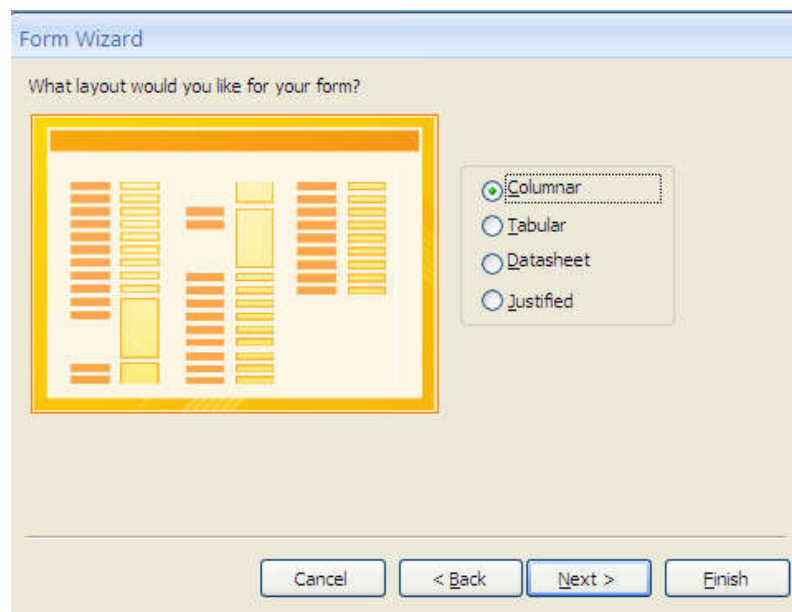
Remove all fields from *Selected Fields*

3. Click *Next* to continue

The Form Wizard dialog box is shown. It has a title bar 'Form Wizard'. Inside, there's a yellow box with a database icon and the text 'Which fields do you want on your form? You can choose from more than one table or query.' Below this is a 'Tables/Queries' section with a dropdown menu showing 'Table: Student', which is circled with a red '1'. To the right is an 'Available Fields' list containing 'ID', 'Title', 'firstName', 'lastName', 'address', 'telHome', 'mobile', and 'gpa'. The 'ID' field is highlighted and circled with a red '2'. To the right of this list are buttons '>', '>>', '<', and '<<'. To the right of these is an empty 'Selected Fields' box. At the bottom are buttons 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Next >' button is circled with a red '3'.

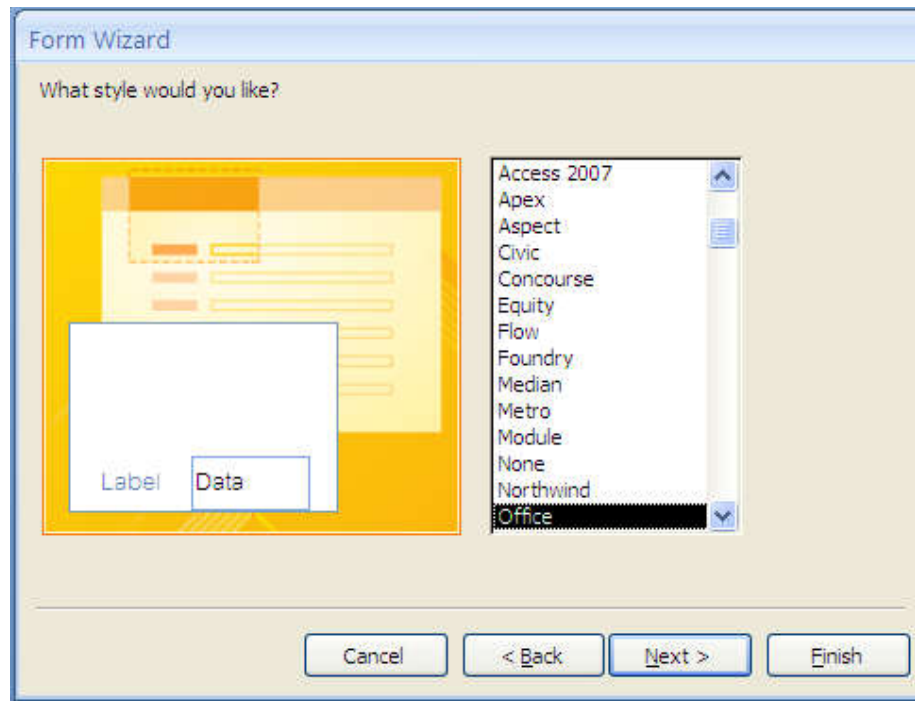
Form Wizard (3)

- Then, we select the layout of the form, then click *Next* to continue.



Form Wizard (4)

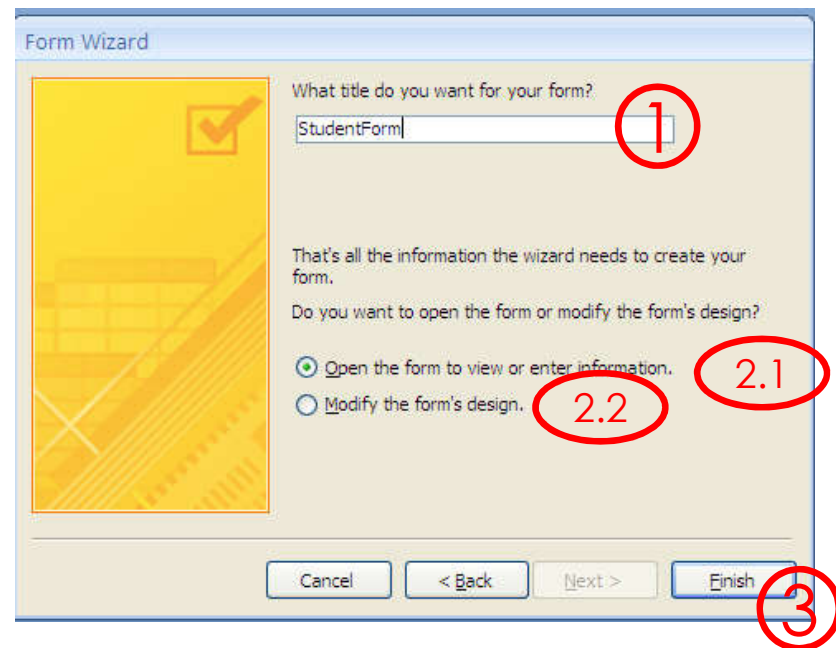
- Next, we select the style (color, background) of the form, then click *Next* to continue



Form Wizard (5)

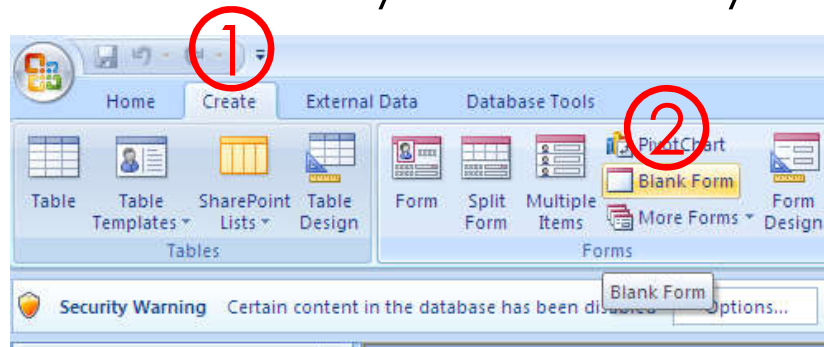
◦ Finally, we name the form and select what to do with it.

1. Choose the name for the form
2. Select whether to (2.1) open form to view/enter data or (2.2) go to Design view and change the form's appearance
3. Click *Finish*



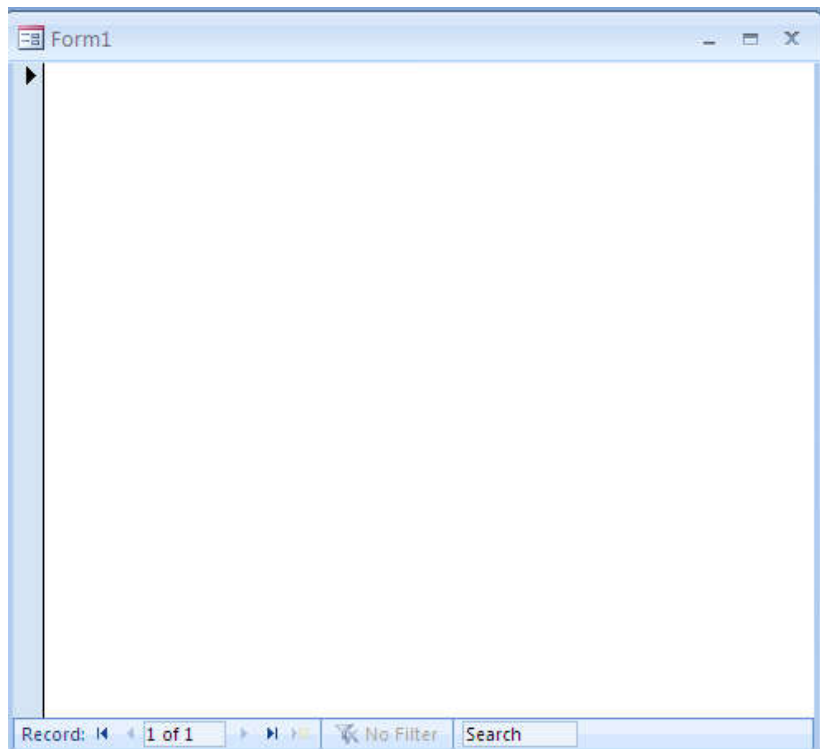
Blank Form (1)

- Create a blank form from where you can add your own fields

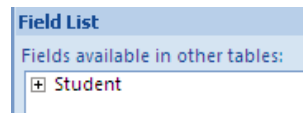


1. Click *Create* Tab
2. Click *Blank Form*
3. The form will appear, now you need to insert fields

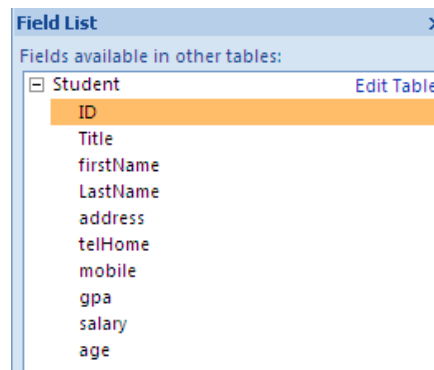
Blank Form (2)



A screenshot of a Microsoft Access form window titled 'Form1'. The form is currently blank. At the bottom of the window, there is a status bar with the following controls: 'Record: 1 of 1', navigation arrows, 'No Filter', and a 'Search' button.



- Click + to show table's fields
- Drag the field name and drop it on the form



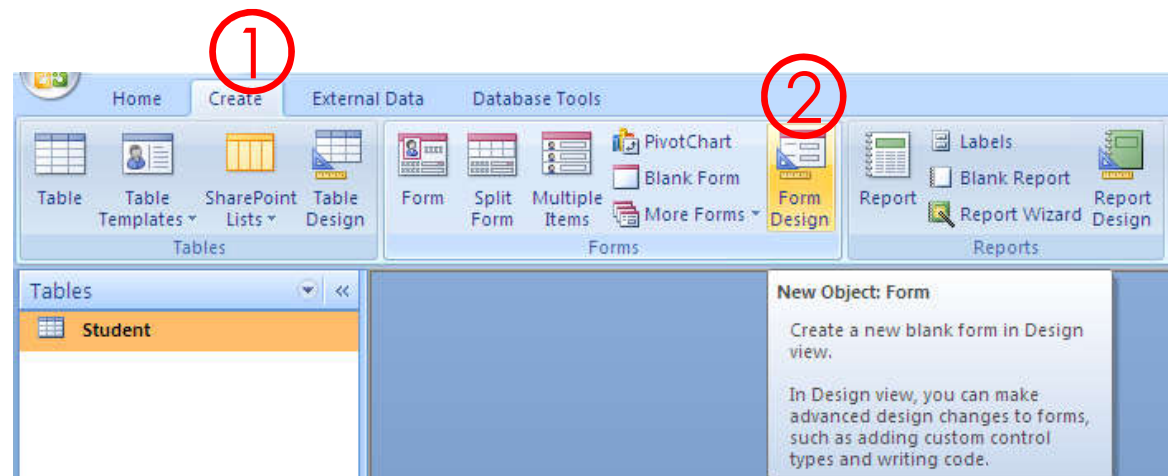
Form Design (1)

- Also will create a blank form, but will take you to changes to the form directly.

1. Click *Create* Tab

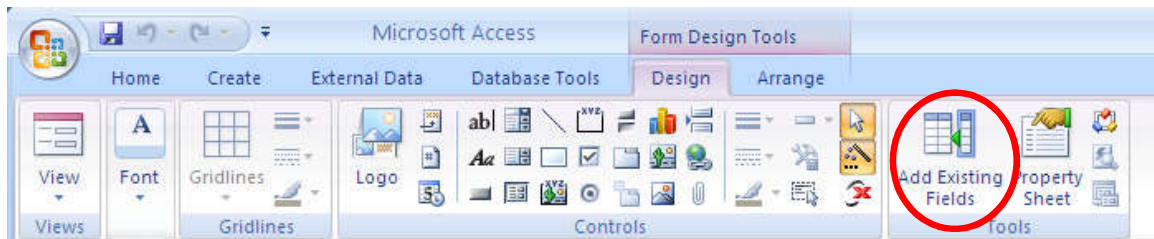
2. Click *Form Design*

3. The form will appear

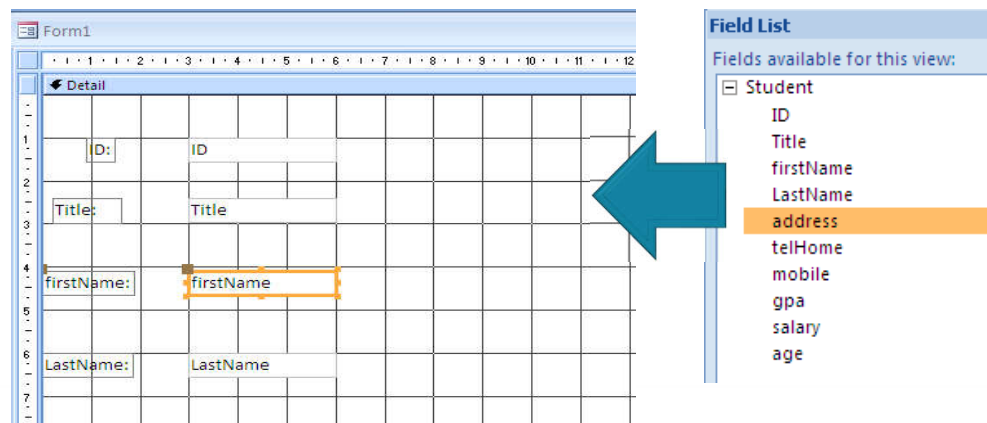


Form Design (2)

- New tab, *Design* will appear.



- You can click on *Add Existing Fields* and use drag-and-drop to add fields into the form.



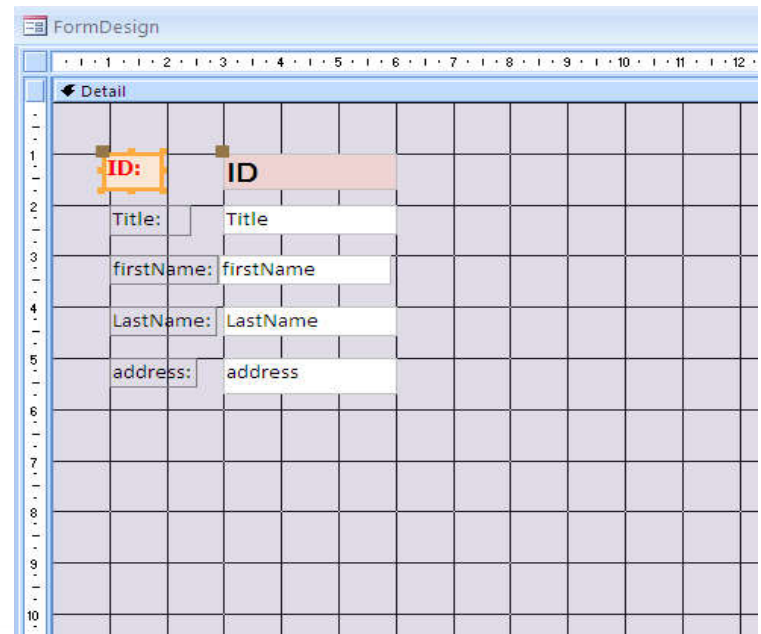
Form Design (3)

- Further Modifications
 - Move fields
 - Resize fields
 - Selecting Multiple Fields: You can click to select a field, then press and hold shift and click select other fields
- Font management (color, size, typeface)
- Background color



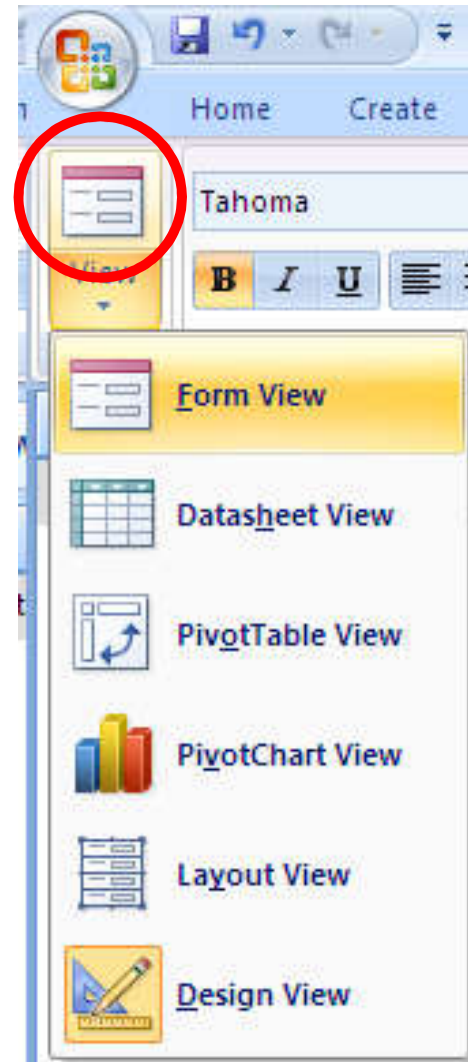
Label :
Name/info on
the fields

Textbox:
Where you
can enter data



Form Design (4)

- After you finish
 - Click Save to save the form
 - Name the form
 - Under *Home* tab, click *View Form View* to view the finished form.



Form Components

- Form header
- Page header*
- Detail
- Page footer*
- Form footer


* Only show up when printed

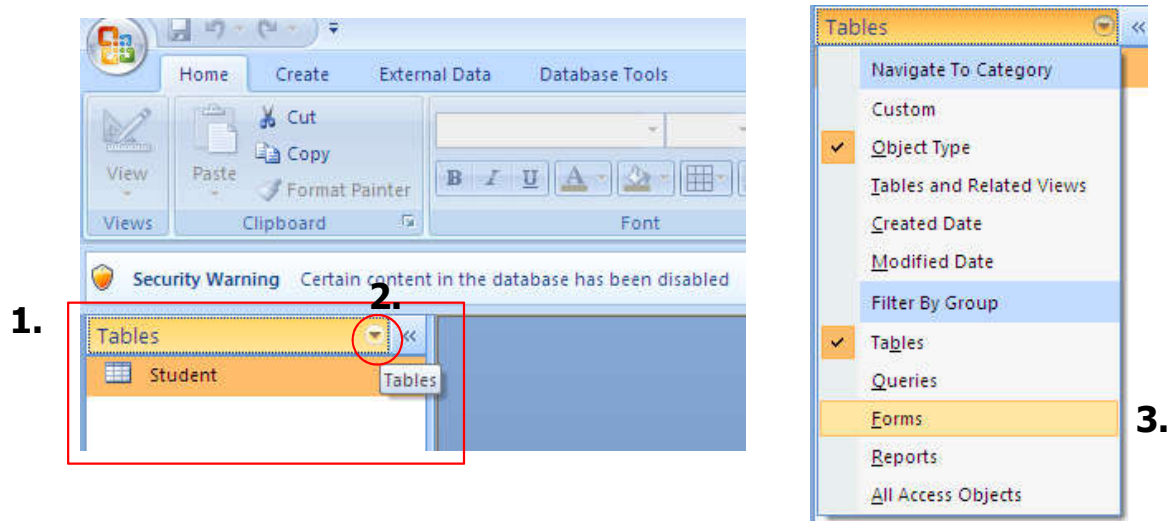
The screenshot shows a form titled "BlankFormStudent" with a grid-based layout. The form is divided into several sections, each with a blue header bar and a grid body. The sections are:

- Form Header:** A single-row grid.
- Page Header:** A single-row grid.
- Detail:** A multi-row grid containing input fields for "ID", "Title", "firstName", "LastName", and "address". Each field has a label and a corresponding input box.
- Page Footer:** A single-row grid.
- Form Footer:** A single-row grid.

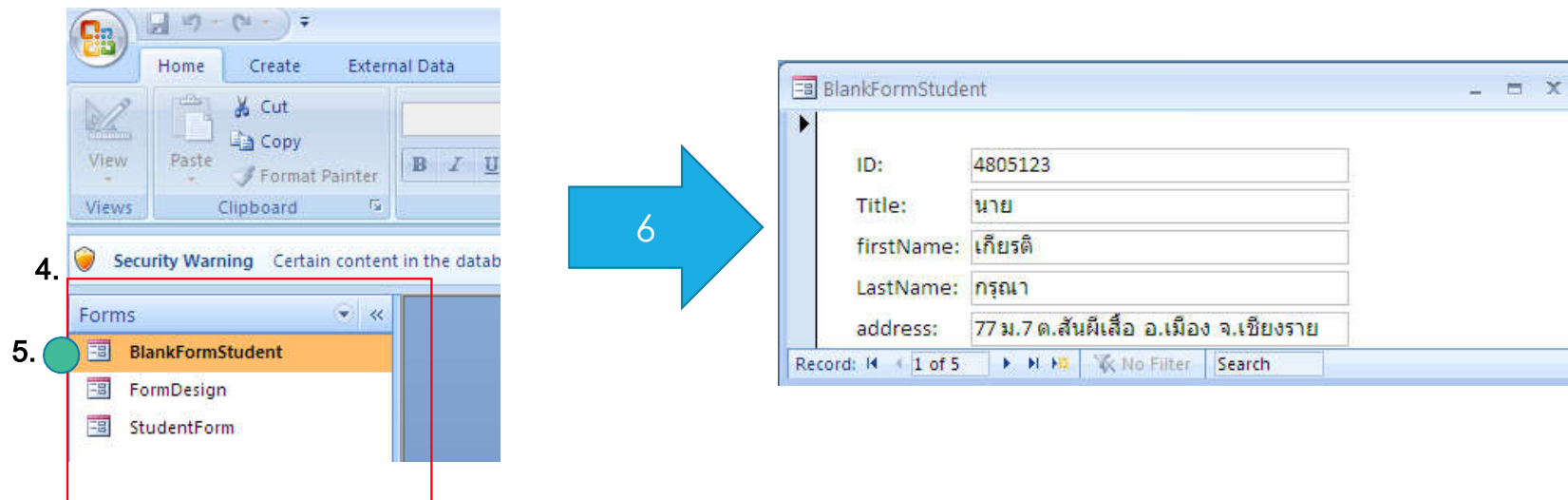
The form also features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom.


Working with Form Components

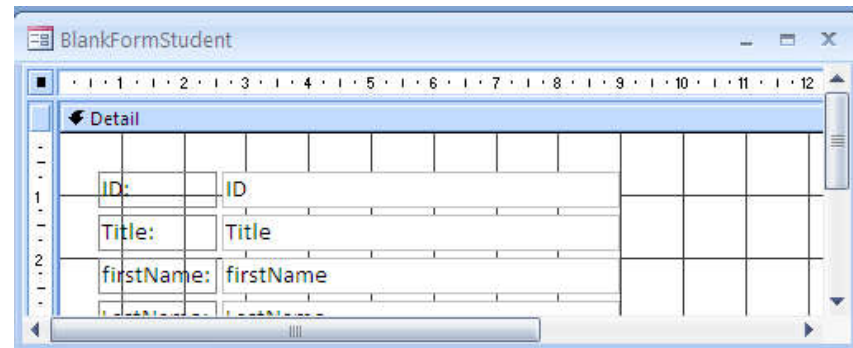
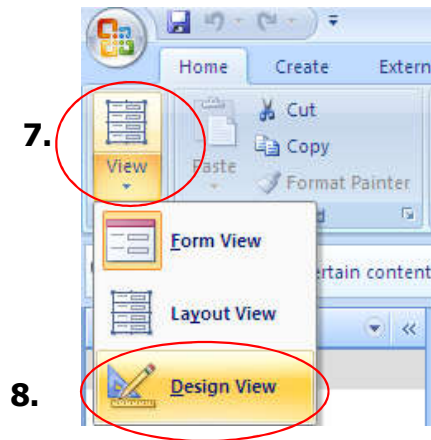
1. Go to object list in navigation pane
2. Click  to show list of objects to be shown on navigation pane
3. Select *Form*



4. Forms will appear on navigation pane
5. Double click the form you want to work with
6. The form will appear



7. Click  to select another view
8. Click *Design View*



9. Click Detail area

10. Right click and choose

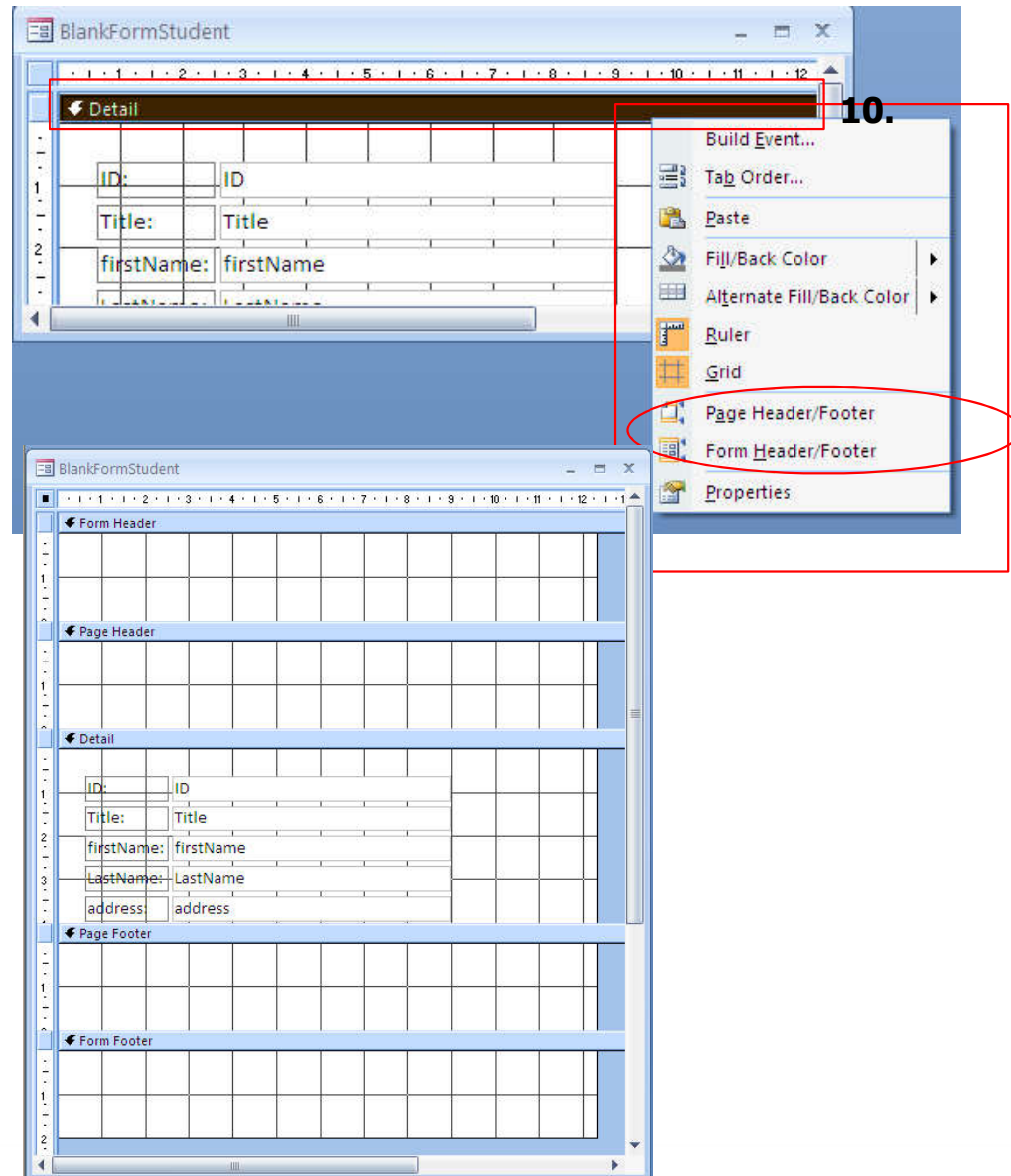
- Page Header/Footer
- Form Header/Footer

You can now see and edit the headers and footers

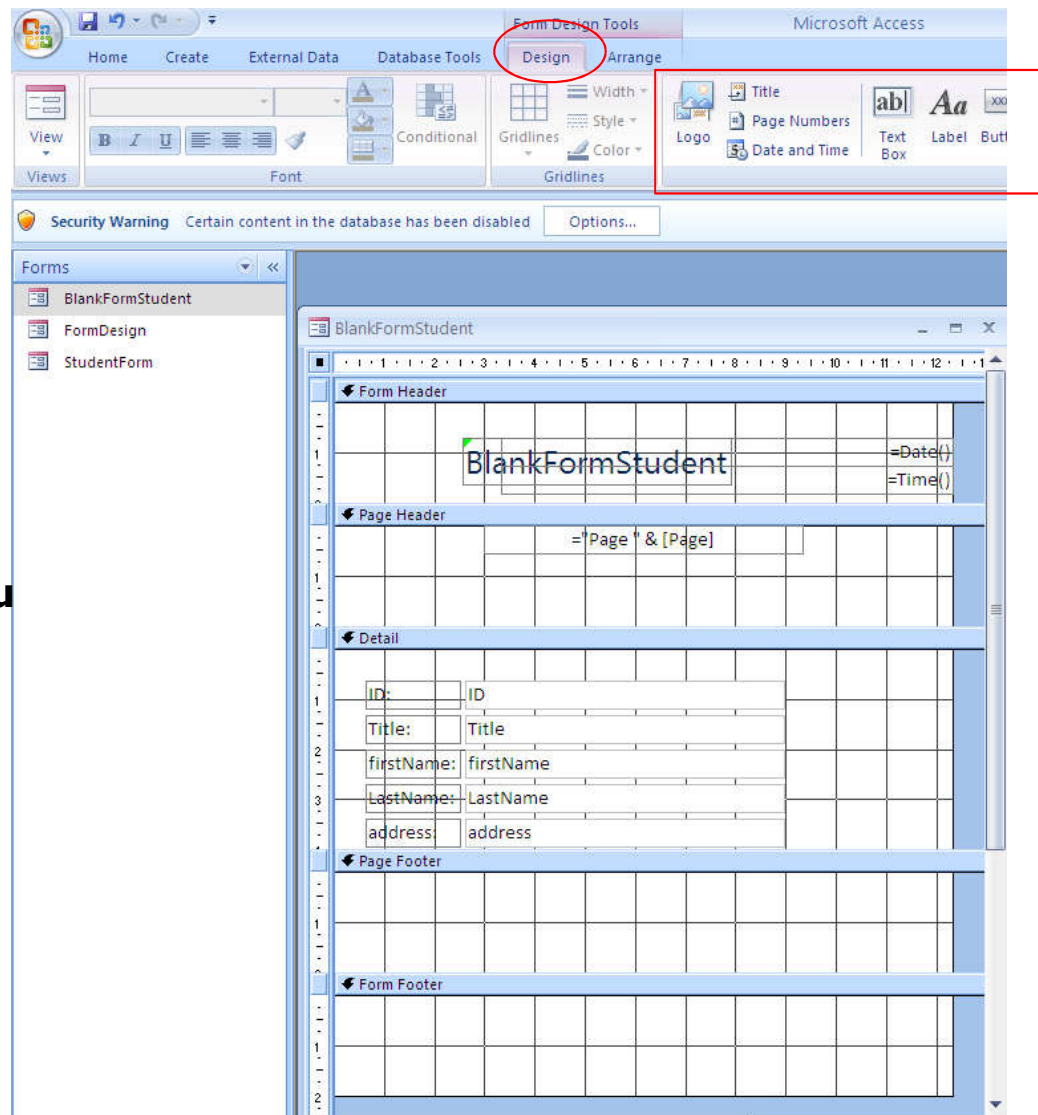
You can also resize the components by click and drag the corners

9.

10.



- Under **Design** tab
- Click icons
 - logo :add logo
 - Title : Title of the form
 - Page Numbers
 - Date and Time
 - Label – text
- You can also add/change fonts/color/background as you see fit



Click *View* → *Form View* to view finished form

The screenshot shows the Microsoft Access interface with the 'BlankFormStudent' form open. The ribbon at the top includes the 'View' tab, which is currently selected. The 'View' dropdown menu is open, showing three options: 'Form View' (selected), 'Layout View', and 'Design View'. The form itself has a title bar that says 'BlankFormStudent'. Below the title bar, there is a header section with the text 'BlankFormStudent' and a date and time stamp '11 มกราคม 2553 12:39:08'. The main area of the form contains five fields: 'ID:' with the value '4805123', 'Title:' with the value 'นาย', 'firstName:' with the value 'เกียรติ', 'LastName:' with the value 'ภรณ์', and 'address:' with the value '77 ม.7 ต.สันผีเสื้อ อ.เมือง จ.เชียงราย'.

ID:	Title:	firstName:	LastName:	address:
4805123	นาย	เกียรติ	ภรณ์	77 ม.7 ต.สันผีเสื้อ อ.เมือง จ.เชียงราย