

MS-Access

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204100 IT AND MODERN LIFE



MS-Access 2016

7.1 Database Basics & Table

7.2 Form

7.3 Query

7.4 Report

7.5 Working with Multiple Tables

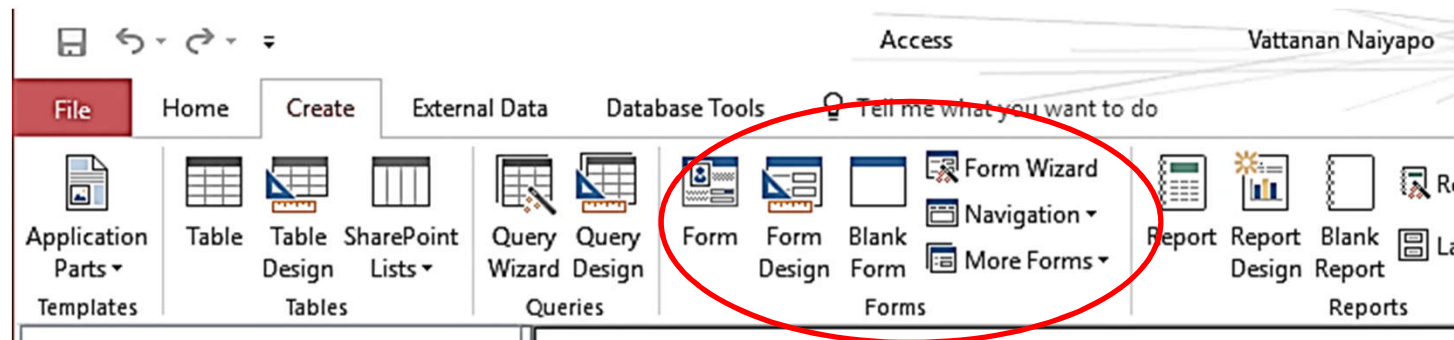
7.2 Form



7.2 Form

(1) Introduction to Form

(2) Creating Forms



(1) Introduction to Form

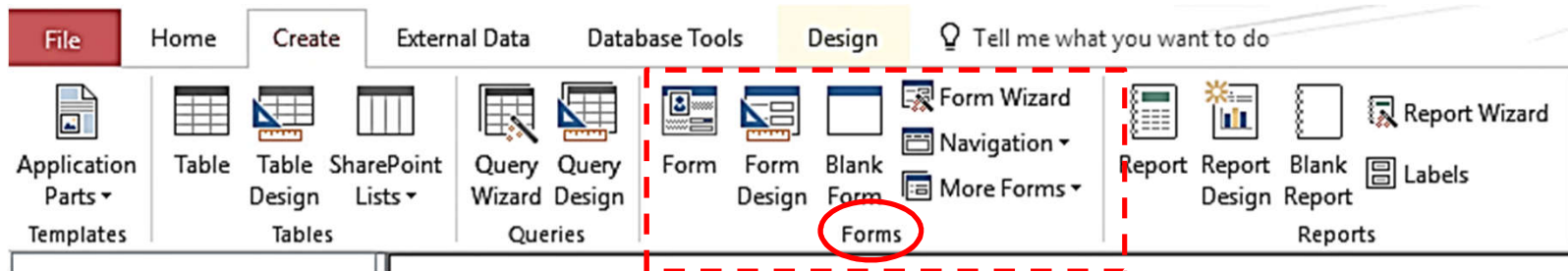
Microsoft Access provides many tools for the user to more conveniently manage data, such as entering/changing/deleting data.

In this chapter, we will focus on one of these tools: **Form, a tool that will help user enter and change data on the table.**

We will learn how to create a work with Form



(2) Creating Forms



Creating a Form can be done in multiple ways with commands in **Design** tab → **Forms** group

(2.1) **Form** create a default, one-record-at-a-time form.

(2.2) **More Forms - Multiple Items** create a form that you can see multiple items at the same time.

(2.3) **More Forms - Datasheet** create a form that **display all data in data sheet view**

(2.4) **More Forms - Split Form** create a form that provide both one-record and datasheet view together

(2.5) **Form Wizard** create a form with a wizard. User can easily create a form following a step-by-step guide.

(2.6) **Blank Form** create a blank form that you can customize as you wish

(2.7) **Form Design** create a blank form in Form Design View

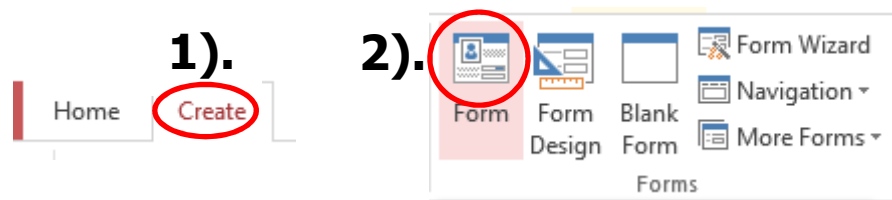


(2.1) (Default) Form

Example: **MyStudent** database with **Student** table

(2.1) Creating a default form

- 1) Click **Create** tab
- 2) Click **Form** icon
- 3) Default form will appear



Default form will only show one record at a time, with all fields presented

3).

The screenshot shows the 'Student' form with the following fields and values:

Field	Value
idStudent	59051234
title	นาย
firstName	เกียรติ
lastName	กรุณา
address	77 ม.7 ต.สันติเสื่อ อ.เมือง จ.เชียงราย
GPA	3.1
allowance	1500

The 'Record: 1 of 5' indicator is circled in red, indicating the current record position.

We are at 1st record, out of 5 total record

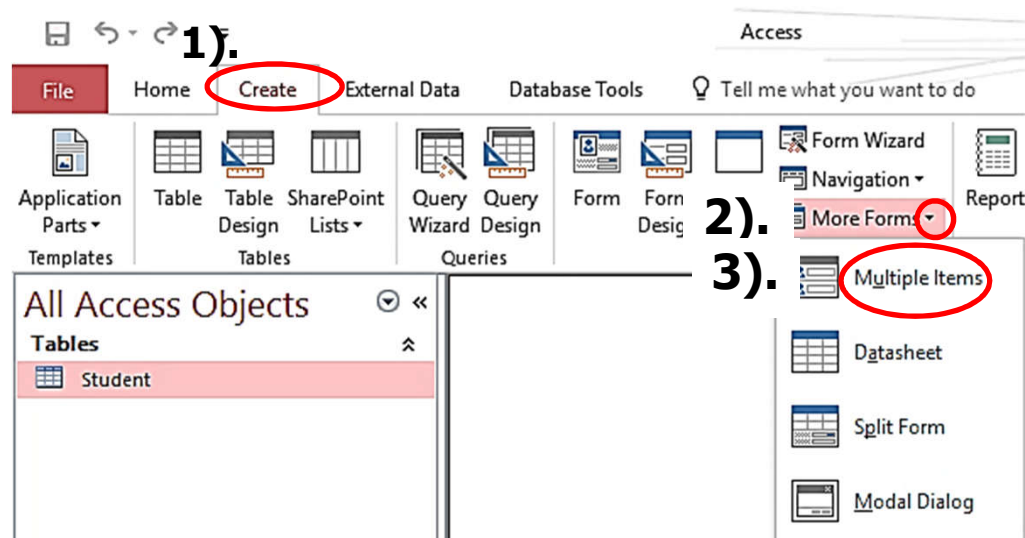
Next record

Create a new record



(2.2) Multiple Items

- 1) Click **Create** tab
- 2) Click **More Form** icon to expand the list
- 3) Click **Multiple Items**
- 4) Multiple Items form will appear



4).

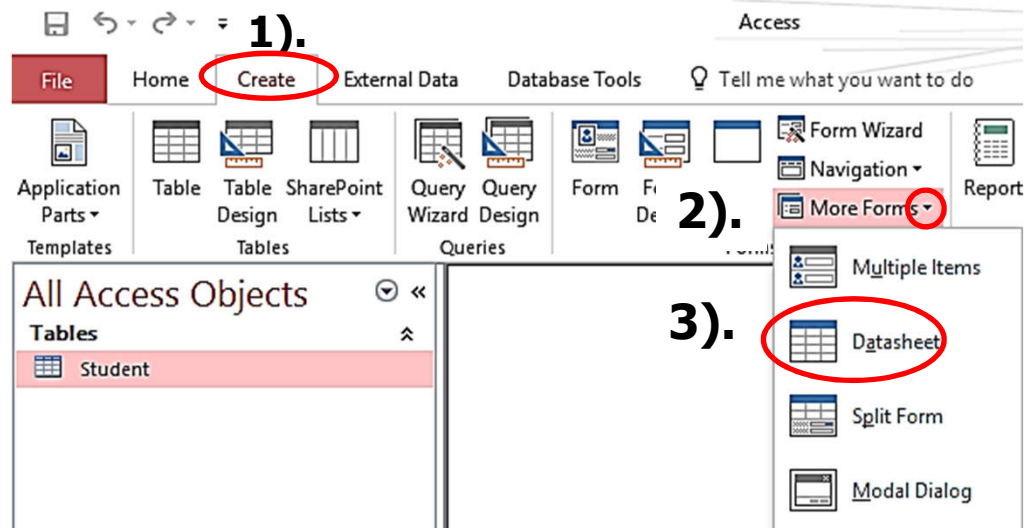
IDStudent	title	firstName	lastName	address	GPA	allowance
59051234	นาย	เกียรติ	กฤษณะ	77 ม.7 ต.สันติสุข อ.เมือง จ.เชียงใหม่	3.1	1500
59051281	นางสาว	วรา	วิภาณี	55 ม. 3 ถนนพหลโยธิน อ.เมือง จ.นนทบุรี	2.5	2000
59061281	นางสาว	ปรารถนา	วิภาณี	56 ม.5 ต.ภักทวน อ.เมือง จ.เชียงใหม่	1.9	2500
59061599	นางสาว	พร	ไพโรจน์	89/7 ถนนพหลโยธิน อ.เมือง จ.เชียงใหม่	2	1800
60051234	นาย	จักร	ปัทมา	125/8 ถนนพหลโยธิน อ.เมือง จ.ลำปาง	2.9	2200
					0	0



(2.3) Data sheet

Similar to Multiple Items form, but will always show all fields

- 1). Click **Create** tab
- 2). Click **More Forms** to expand
- 3). Click **Datasheet**
- 4). Datasheet form will appear



4).

idStudent	title	firstName	lastName	address	GPA	
59051234	นาย	เกียรติ	กรุณา	77 ม.7 ต.สันผีเสื้อ อ.เมือง จ.เชียงราย	3.1	150
59051281	นางสาว	วารี	รักอาชีพ	55 ม. 3 ถนนหน้าเมือง อ.เมือง จ.กำแพงเพชร	2.5	200
59061281	นางสาว	ปารกนา	วรชาติ	56 ม.5 ต.ผักรหวาน อ.เมือง จ.เชียงใหม่	1.9	250
59061599	นางสาว	พร	ไกรวุฒิ	89/7 ถนนหน้าเมือง อ.เมือง จ.เชียงใหม่	2	180
60051234	นาย	จักร	ปัญญาดี	125/8 ถนนรถไฟ อ.เมือง จ.ลำพูน	2.9	220
*					0	0

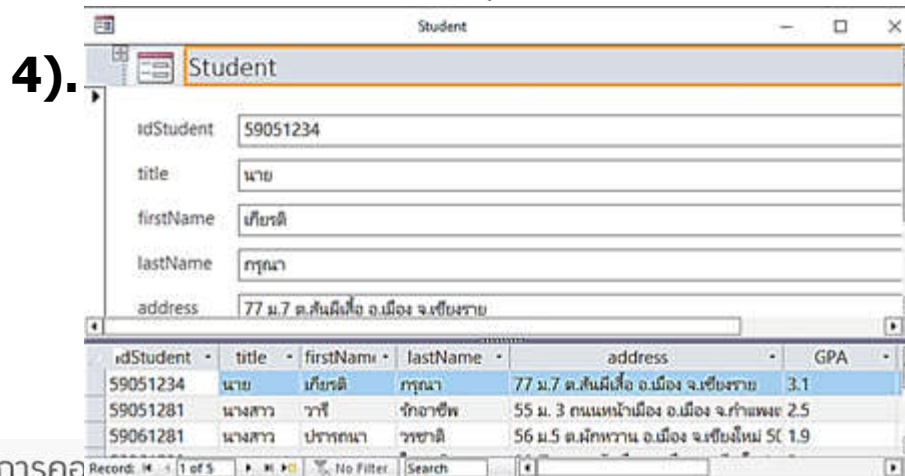
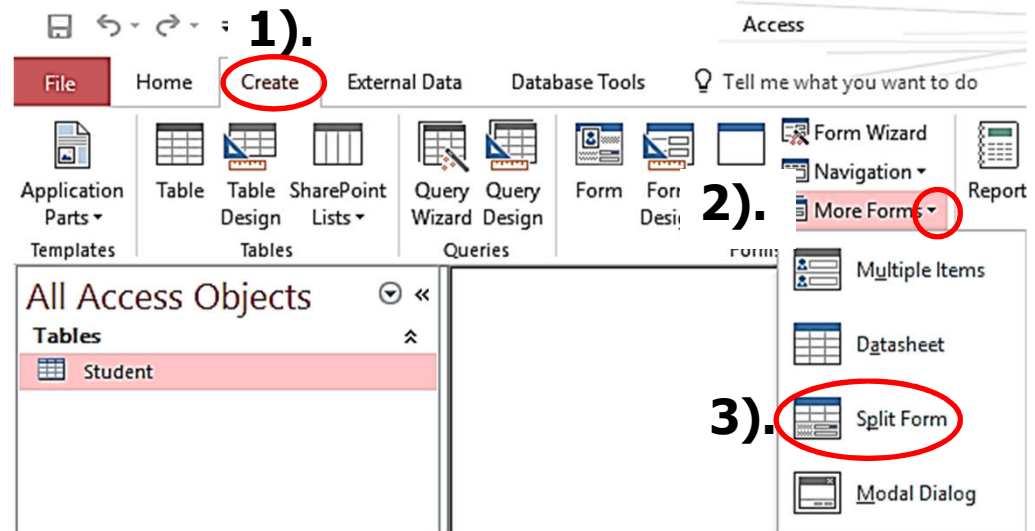
Record: 1 of 5 | No Filter | Search



(2.4) Split Form

With this, you can see single item form and datasheet at the same time.

- 1) Click **Create** tab
- 2) Click **More Forms** ▼ to expand
- 3) Click **Split Form**
- 4) Split Form will appear



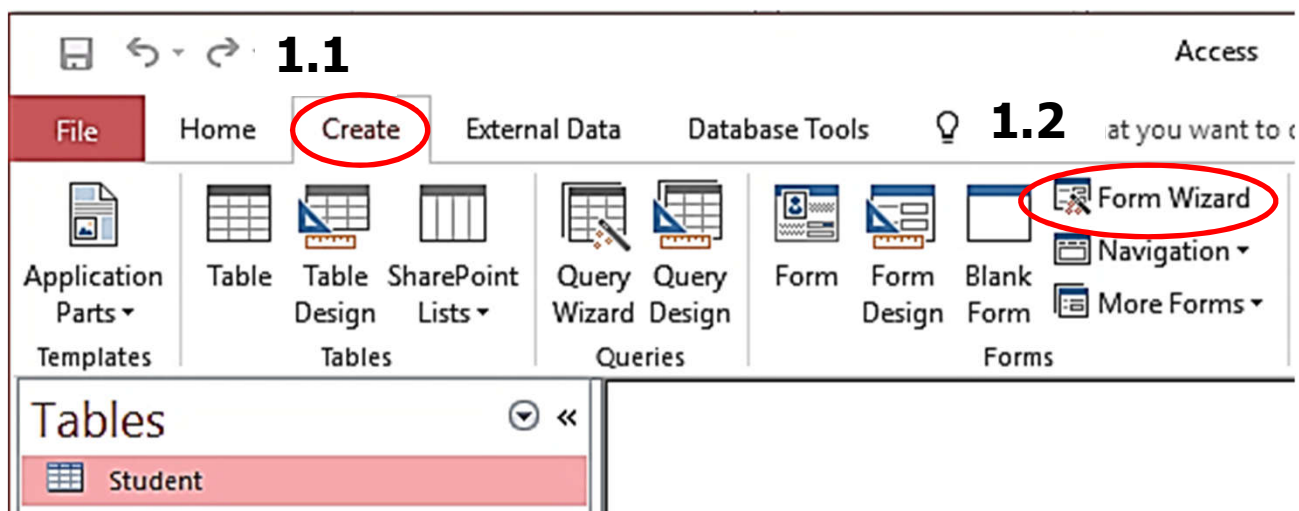
(2.5) Form Wizard

Form wizard helps user easily create a form by providing step-by-step guide. To use the wizard:

1. Follow these steps

1.1 Click **Create** tab

1.2 Click **Form Wizard**



2. **Form Wizard** dialog will appear, do the following:

2.1 Click  to select data source. **Table:Student**, in this case.

2.2 Select the fields you wish to be on the form

(Click field → click  or double click the field)

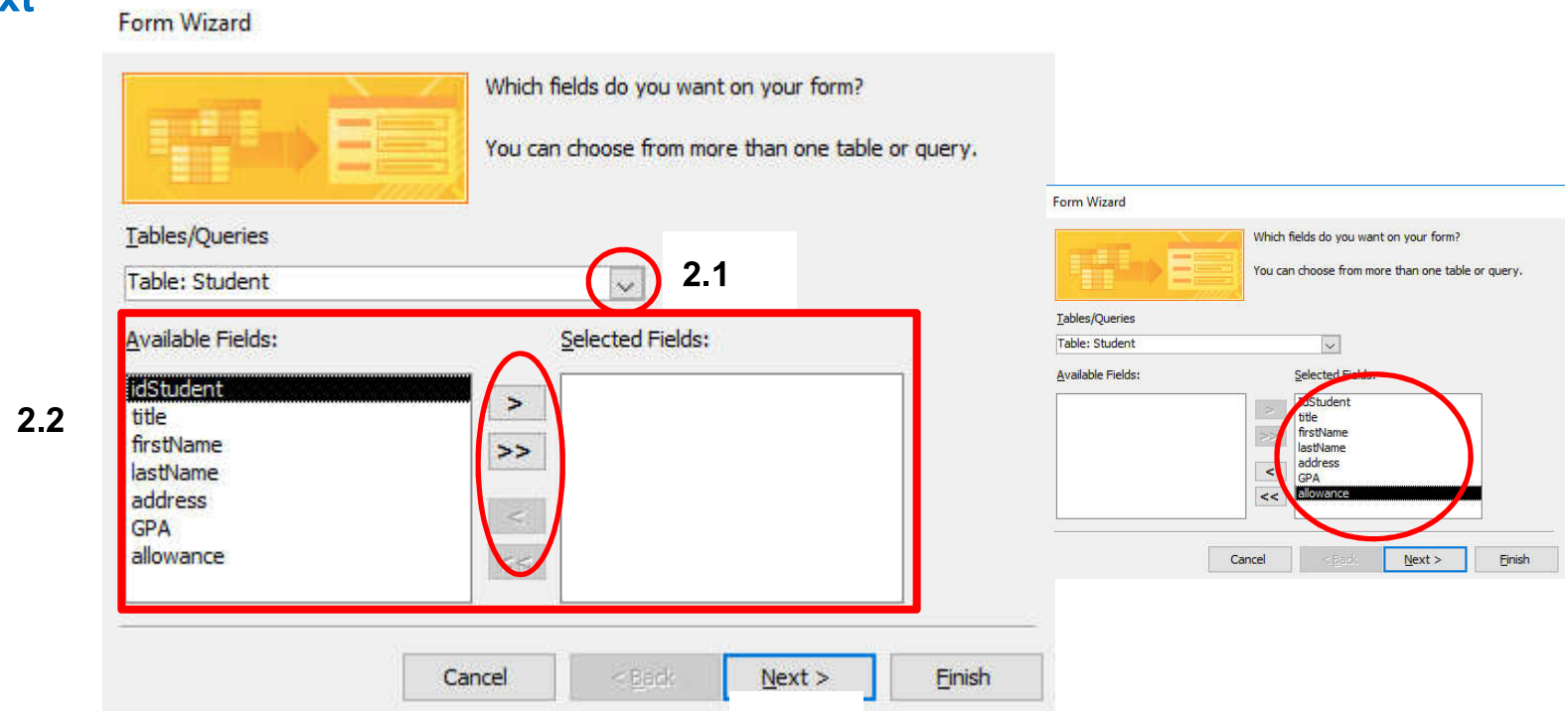
Or, to select all fields, click 

In this example, we will put all fields in the form

Button   Add field (s) from Available Fields to show in the form

Button   remove selected field(s) from the form

2.3 Click **Next**



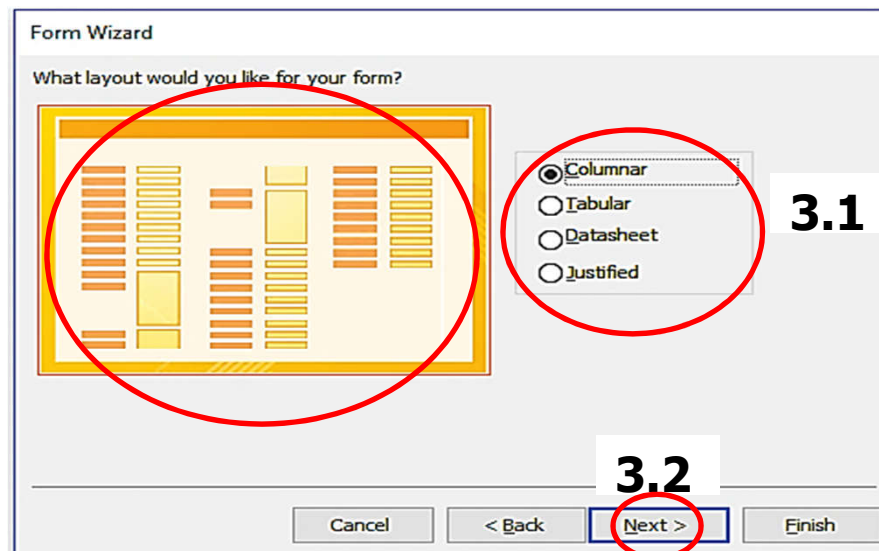
(2.5) Form wizard (cont.)

3. Next, we will be ask to select a layout for the form, do the followings:

3.1 Select a form layout. In this example: **Columnar**

(Preview of the layout will appear on the left)

3.2 Click Next



(2.5) Form Wizard (cont.)

4. You will be asked to name the form, do the following:

4.1 Type in the form name. In this example: **StudentForm**

4.2 In the option, click **Open the form to view or enter information**

4.3 Click **Finish**

Form Wizard

What title do you want for your form?

StudentForm 4.1

That's all the information the wizard needs to create your form.

Do you want to open the form or modify the form's design?

☒ Open the form to view or enter information. 4.2

☐ Modify the form's design.

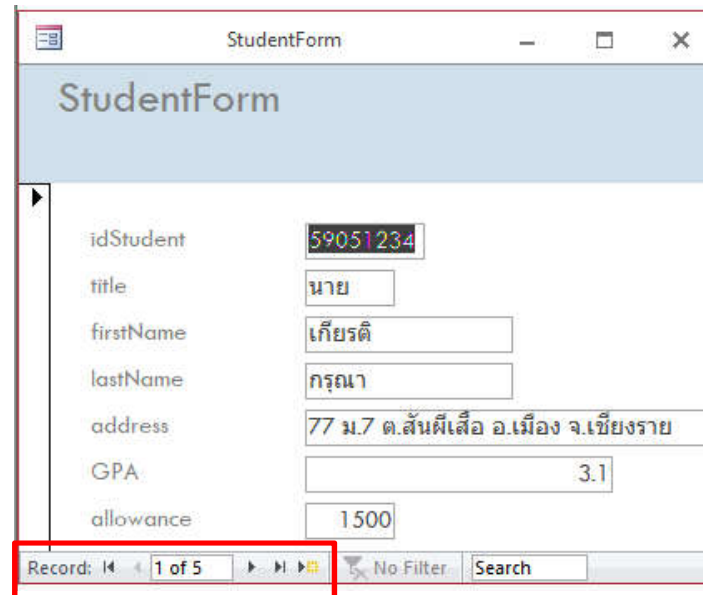
4.3

Cancel < Back Next > Finish



(2.5) Form Wizard (cont.)

5. The result, **StudentForm** form will appear



The screenshot shows a window titled "StudentForm" with a light blue header. Below the header, there is a list of fields on the left and their corresponding input values on the right. The fields are: idStudent (59051234), title (นาย), firstName (เกียรติ), lastName (กรุณา), address (77 ม.7 ต.สันผีเสื้อ อ.เมือง จ.เชียงราย), GPA (3.1), and allowance (1500). At the bottom of the form, there is a status bar with a red border. It contains the text "Record: 1 of 5" and navigation icons. To the right of the status bar, there is a "No Filter" button and a "Search" button.

Field	Value
idStudent	59051234
title	นาย
firstName	เกียรติ
lastName	กรุณา
address	77 ม.7 ต.สันผีเสื้อ อ.เมือง จ.เชียงราย
GPA	3.1
allowance	1500

Record: 1 of 5

No Filter Search

- The status bar of the form is showing that the **Student** table 5 records, with the first one being active
- We can : view data, edit data, and add more data



(2.5) Form Wizard (cont.)

StudentForm

idStudent	59051234
title	นาย
firstName	เกียรติ
lastName	กรุณา
address	77 ม.7 ต.สันผีเสื้อ อ.เมือง จ.เชียงราย
GPA	3.1
allowance	1500

Record: 1 of 5 No Filter Search

Go to first record

Go to previous record

Go to next record

Go to last record

Create a new record, record 6 in this case



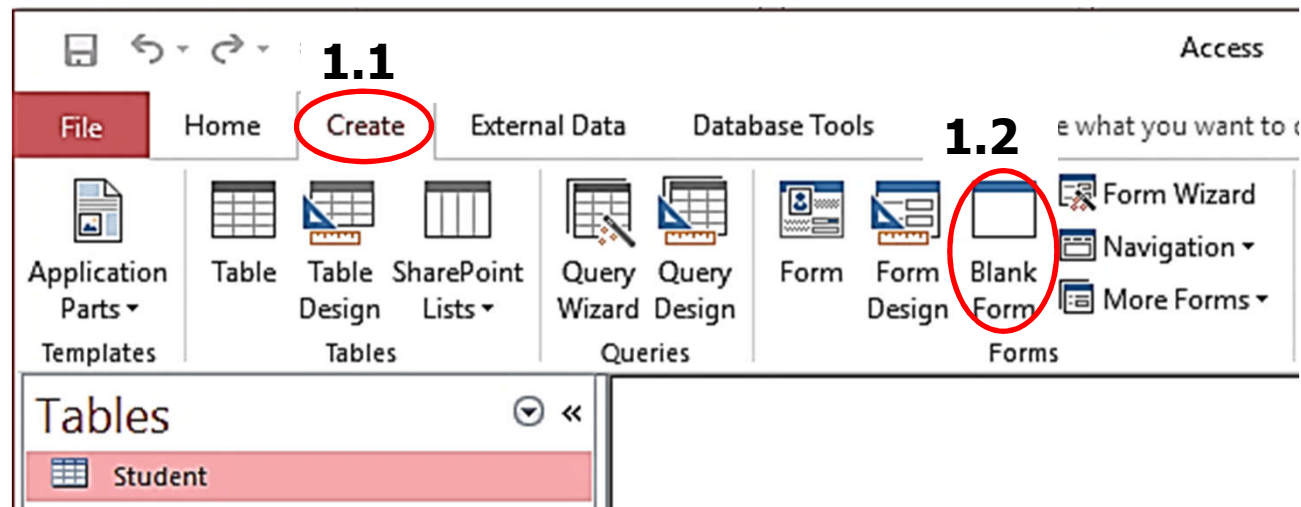
(2.6) Blank Forms

A blank form will be created, where we need to manually add fields into it

1. Do the followings:

1.1 Click **Create** tab

1.2 Click **Blank Form**



(2.6) Blank Forms (cont.)

2. Blank form will appear, we need to add fields

2.1 Click Show all tables

List of all tables in that database will appear

2.2 Click + in front of a table to expand

Field list will appear, and we can choose which field will be added to our form



Field List

Show only fields in the current record source

Fields available in other tables:

+ Student
idStudent
title
firstName
lastName
address
GPA
allowance

Edit Table

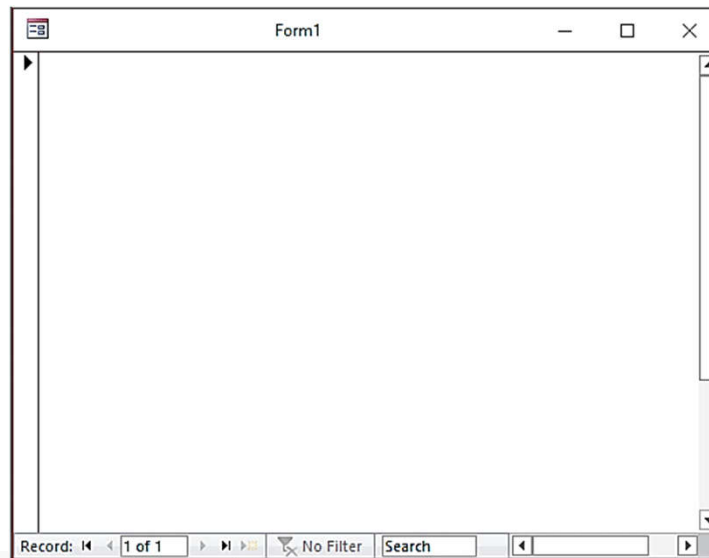
2.2



If field list does not show,
click **Add Existing Fields**



2



(2.6) Blank Forms (cont.)

Click & drag a field to the form

The screenshot shows a form design tool interface. On the left, a form titled 'Form1' contains several text boxes. The 'address' field is highlighted with an orange border. A large blue arrow points from the 'Field List' on the right towards the 'address' field. The 'Field List' on the right is titled 'Field List' and contains a list of fields: 'idStudent', 'title', 'firstName', 'lastName', 'address', 'GPA', and 'allowance'. The 'address' field is highlighted in red. Below the form, there are two boxes: 'Label : Text accompanied the data' and 'Textbox: The data'. Arrows point from these boxes to the 'address' field in the form.

Form1

idStudent 59051234

title นาย

firstName เกียรติ

lastName กรุณา

address 77 ม.7 ต.สันผีเสื้อ อ.เมือง จ.เชียงราย

Record: 14 1 of 5 No Filter Search

Field List

Show only fields in the current record source

Fields available for this view:

Student

idStudent

title

firstName

lastName

address

GPA

allowance

Click&drag

Label : Text accompanied the data

Textbox: The data



(2.6) Blank Forms (cont.)

Save Form : BlankFormStudent

The screenshot shows a web browser window with the title 'BlankFormStudent'. The form contains the following fields:

IdStudent	59051234
title	นาย
firstName	เกียรติ
lastName	กรุณา
address	77 ม.7 ต.สันผีเสื้อ อ.เมือง จ.เชียงราย

At the bottom of the form, there is a record navigation bar showing 'Record: 1 of 5', a 'No Filter' button, and a 'Search' input field.



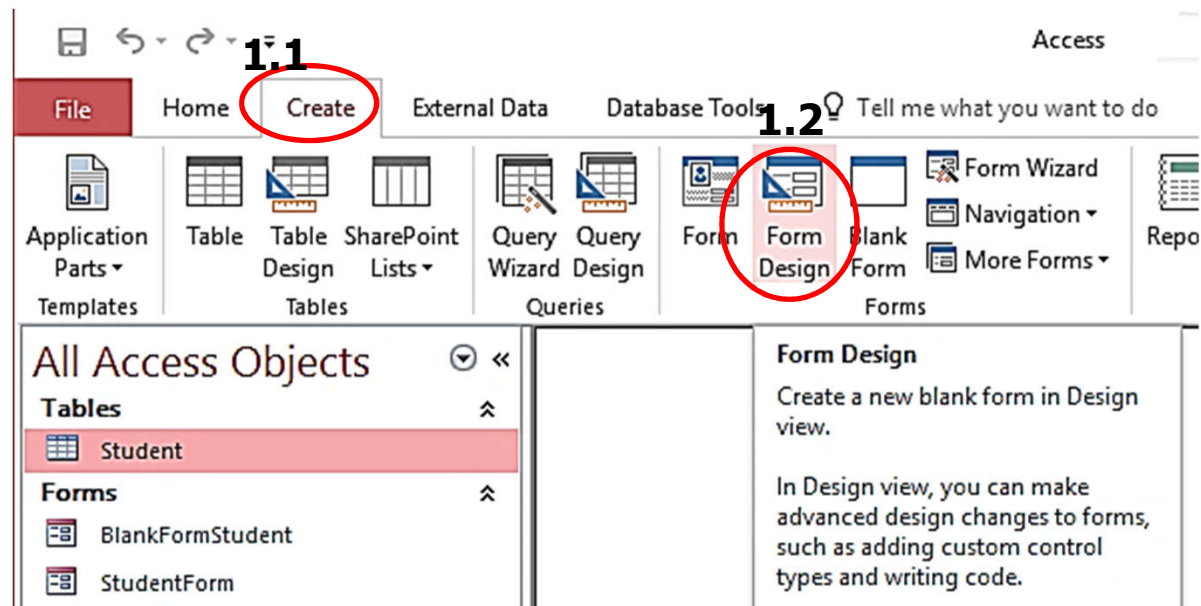
(2.7) Form Design

Also will create a blank form, but we will start in Design View, where we can change how the form will look

1. Do the following:

1.1 Click **Create** tab

1.2 Click **Form Design**



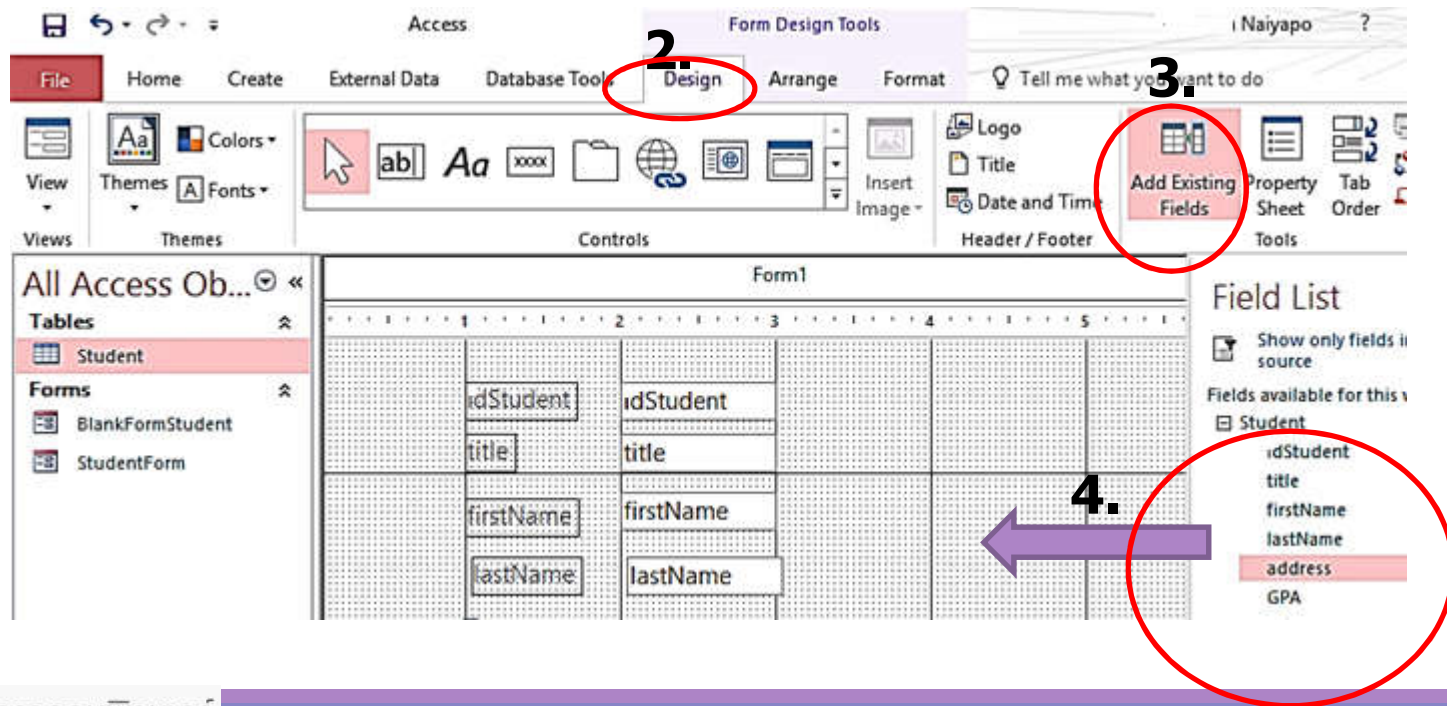
(2.7) Form Design (cont.)

New tab will appear

2. Click **Design** tab

3. Click **Add existing Fields**

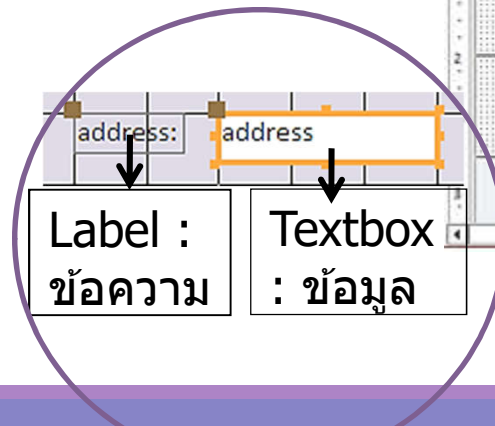
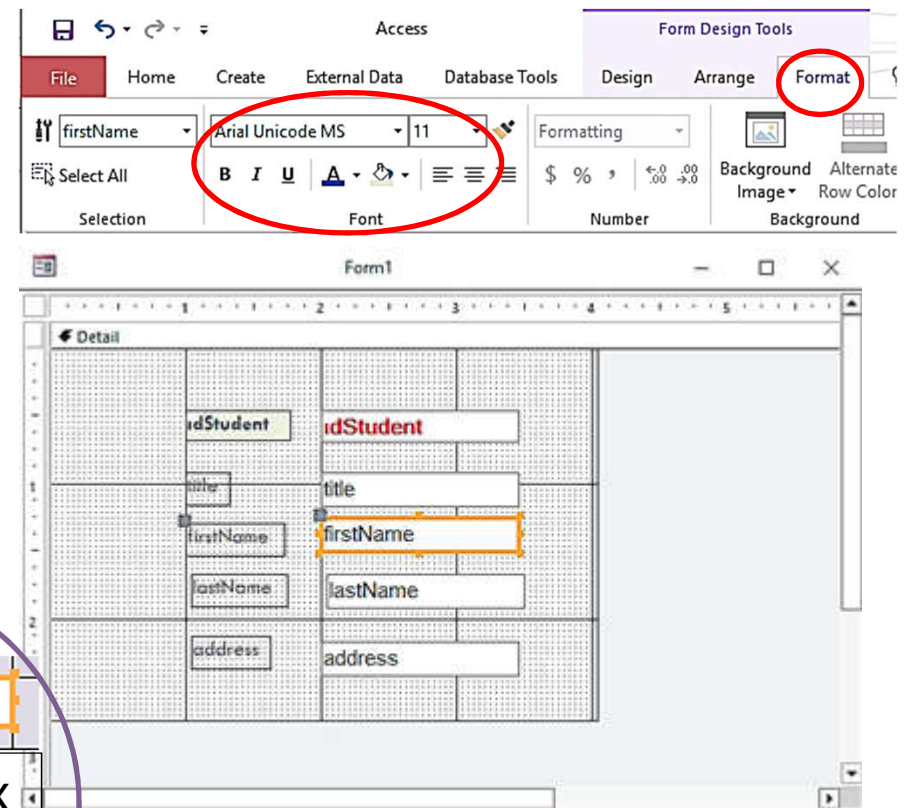
4. Click and drag fields to the form



(2.7) Form Design (cont.)

It can take a little while to adjust the form's look to your likely, you can:

- Drag the corner to change the form size
- Move field
- You can select multiple fields by shift and click
- In **Format** tab, you can change
 - Font color/type/effect
 - Background color
- You can change a particular by clicking it and make the change



(2.7) Form Design (cont.)

Click **Save** to record the change

Let's name this one **FormDesign**

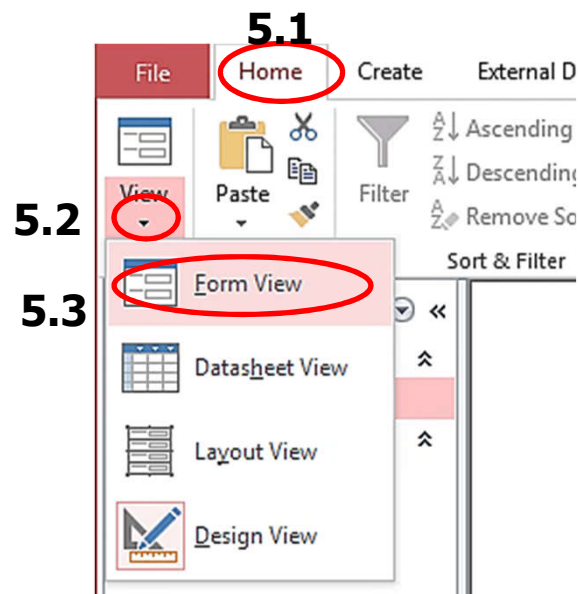
5. To view the resulting form:

5.1 Click **Home** tab

5.2 Click **View** to expand the list

5.3 Select **Form View**

5.4 You will see the form



5.4

This screenshot shows the 'FormDesign' form in Microsoft Access. The form contains the following fields and values:

Field Name	Value
idStudent	59051234
title	นาย
firstName	เกียรติ
lastName	กรุณา
address	77 ม.7 ต.สันติสุข อ.เมือง จ. เชียงราย



(2.7) Form Design (cont.)

Form Components

- Form Header
- Page Header
- **Detail**
- Page Footer
- Form Footer

The screenshot shows a 'FormDesign' window with a grid-based form layout. The form is divided into five main sections, each with a label and a small icon: 'Form Header', 'Page Header', 'Detail', 'Page Footer', and 'Form Footer'. The 'Detail' section is highlighted with a blue border and contains five input fields: 'idStudent' (with a red label), 'title' (with a blue label), 'firstName', 'lastName', and 'address' (with a green label). The 'Form Header' and 'Page Header' sections are empty. The 'Page Footer' and 'Form Footer' sections are also empty.

Form Header

Page Header

Detail

Page Footer

Form Footer



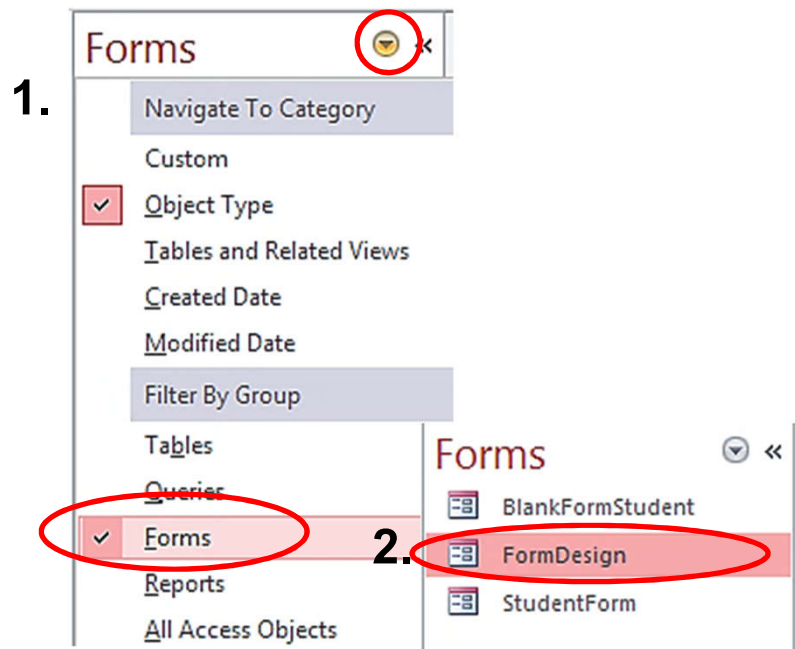
(2.7) Form Design (cont.)

You can adjust the look of existing form as well by:

At the navigation pane

1. Select **Forms** to show all forms
2. Double click to select the form you want to change, **FormDesign** for example

The form will be opened



FormDesign

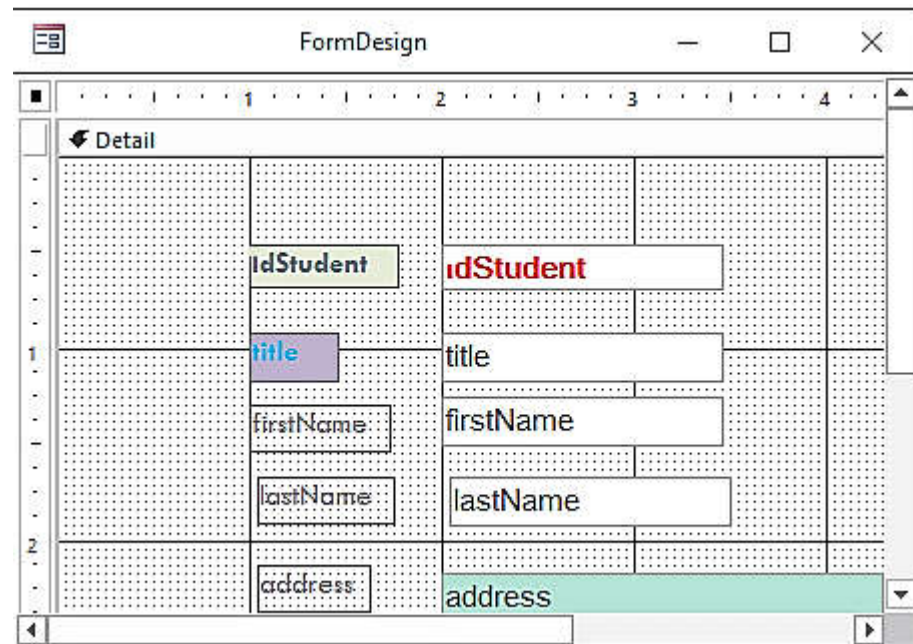
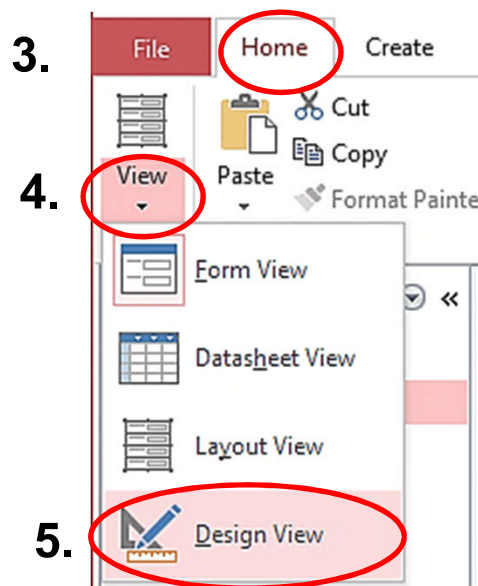
idStudent	59051234
title	นาย
firstName	เกียรติ
lastName	ภรณา
address	77 ม.7 ต.สันผีเสื้อ อ.เมือง จ. เชียงราย

Record: 1 of 5 No Filter Search

(2.7) Form Design (cont.)

3. Click **Home** tab
4. Click **View** to expand the list
5. Select **Design View**

The design view of the form will appear



(2.7) Form Design (cont.)

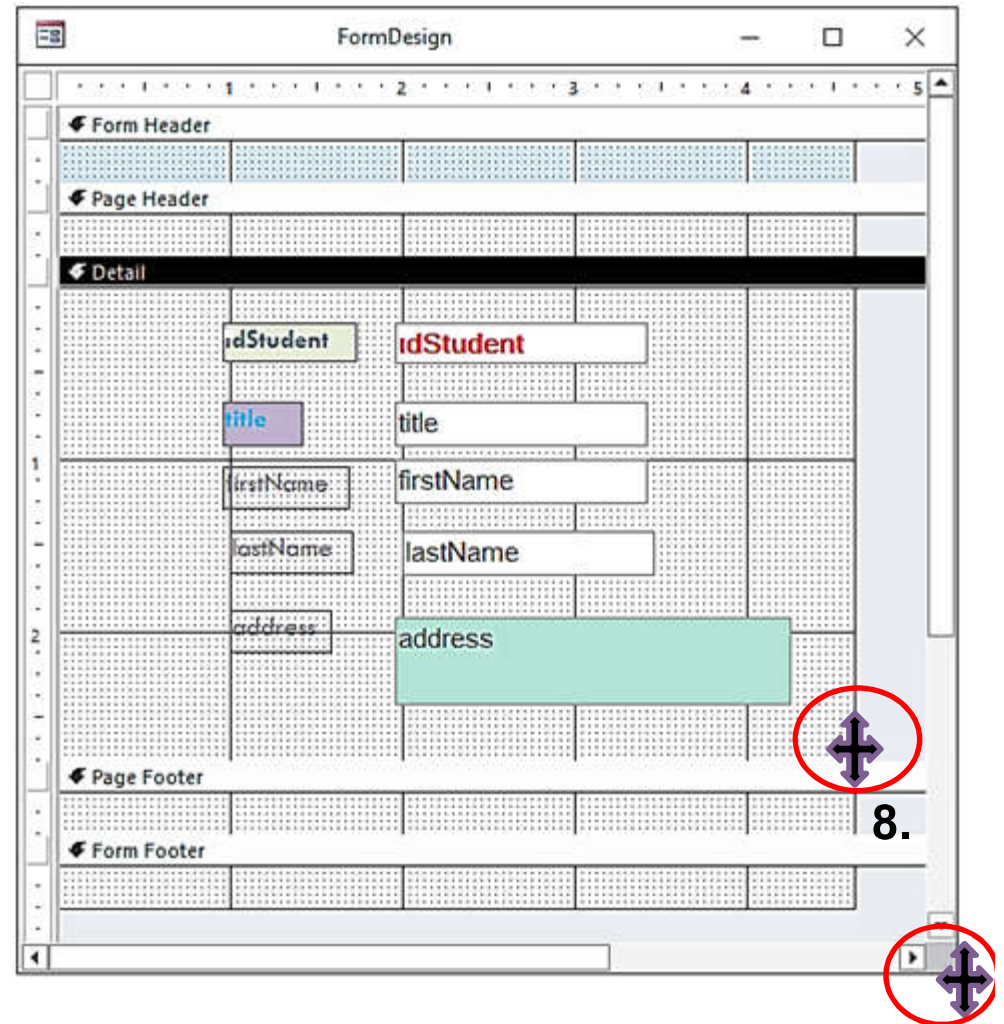
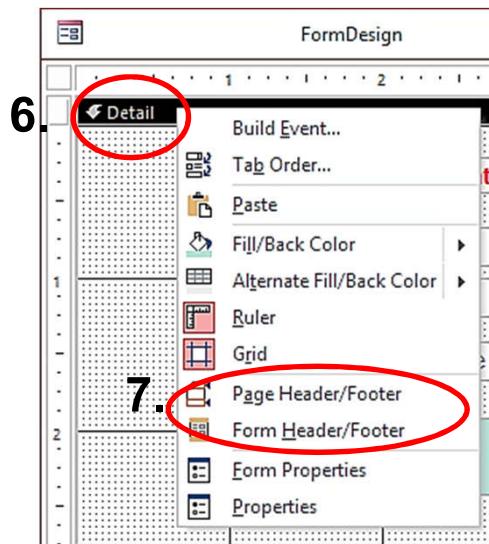
6. Click **Detail**

7. Right Click and enable

- **Page Header/Footer**
- **Form Header/Footer**

Those components will appear in the form

8. You can resize a component by click and drag at the corner



In **Design** tab

- Click icons

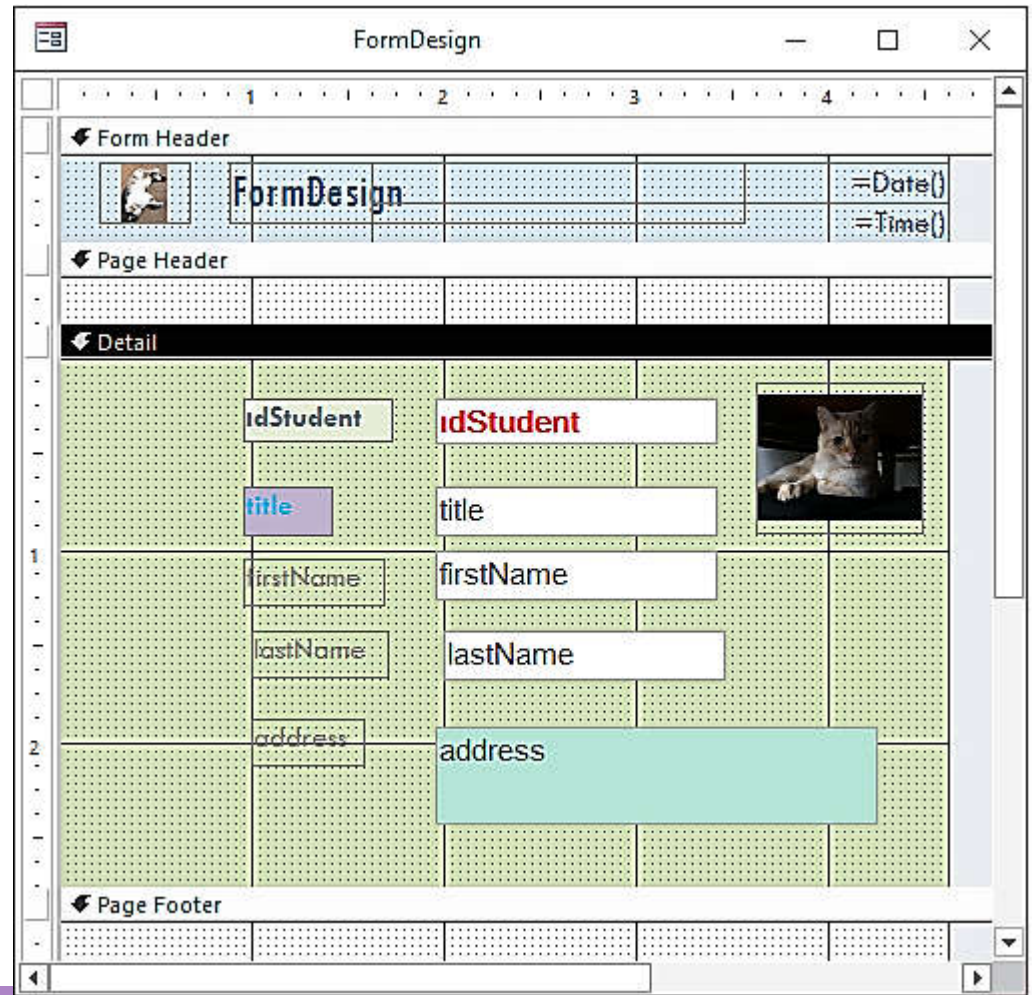
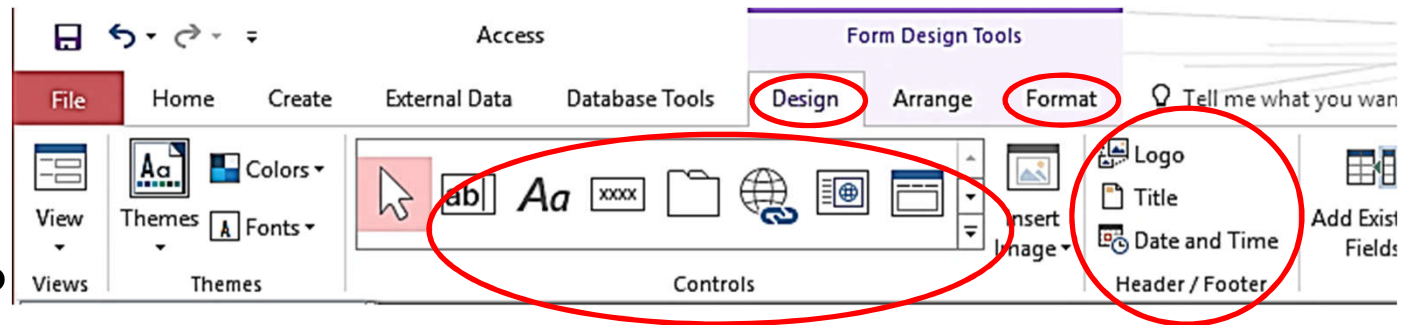
- **Logo** : add logo
- **Title** : Add title to form
- **Date and Time**

Will appear at the **Form Header**

Furthermore, we can add other objects from Ribbon Controls such as labels and images

In **Format** tab

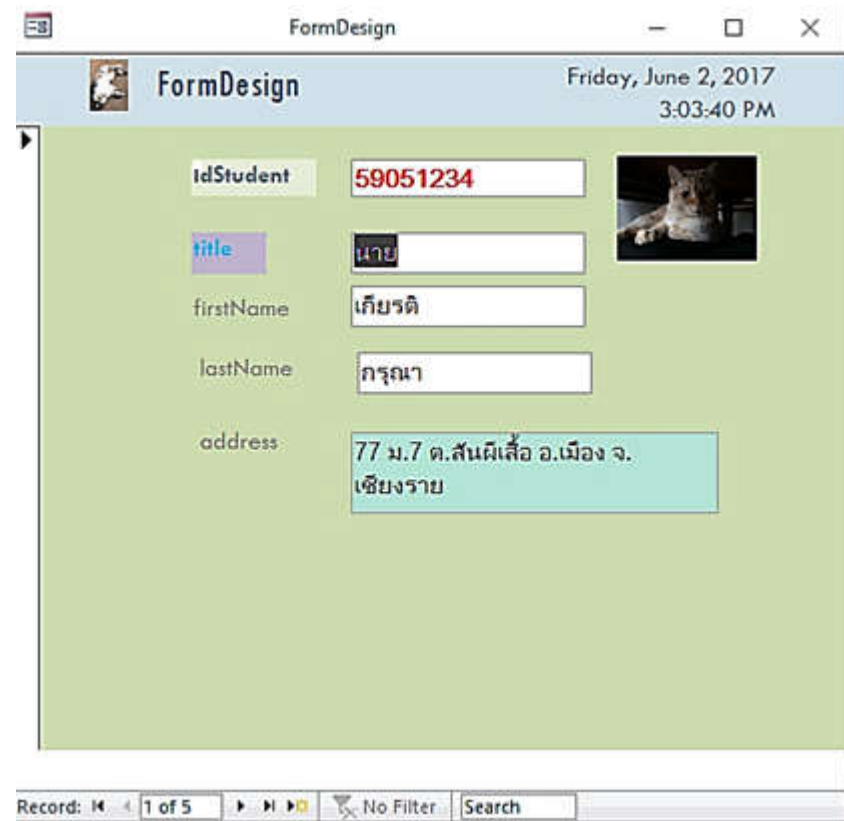
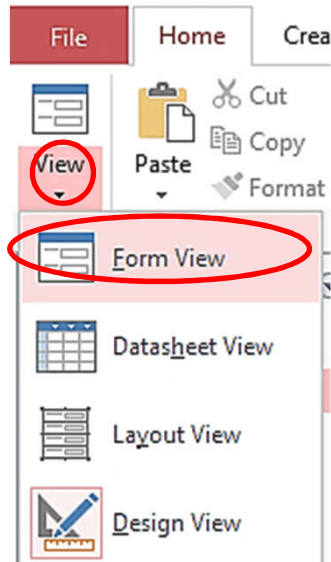
- You can change fonts, add color, etc.



(2.7) Form Design (cont.)

To view the result:

Click **View** → **Form View**

A screenshot of the 'FormDesign' window in Microsoft Access. The window title is 'FormDesign'. The top right corner shows the date 'Friday, June 2, 2017' and time '3:03:40 PM'. The form contains the following fields:

- IdStudent**: 59051234
- title**: นาย
- firstName**: เกียรติ
- lastName**: กรรณา
- address**: 77 ม.7 ต.สันติสุข อ.เมือง จ. เชียงราย

A small image of a cat is visible in the top right corner of the form. The bottom status bar shows 'Record: 1 of 5', 'No Filter', and a 'Search' button.