MS-Access

by Asst. Prof. Wassanaa Naiyapo

adapted into English by Dr. Prakarn Unachak

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

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

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
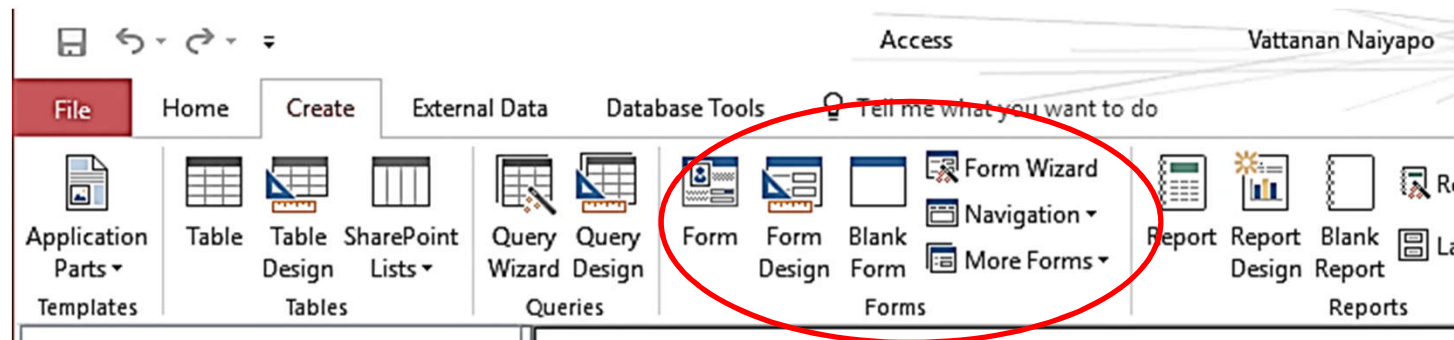คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

7.2 Form

7.2 Form

(1) Introduction to Form

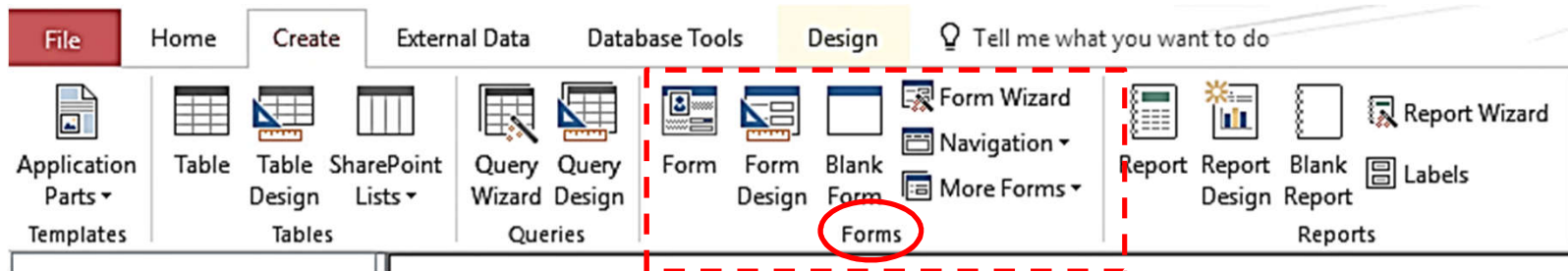**(2) Creating Forms**

(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

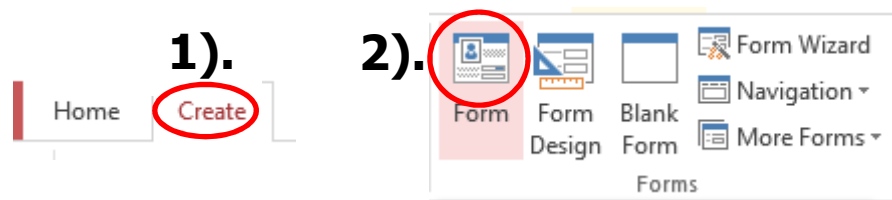   **(2.7) Form Design** create a blank form in Form Design View

(2.1) (Default) Form

Example: MyStudent database with Student table

(2.1) Creating a default from

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

1).

Home   Create

2).

Form | Form Design | Blank Form | Form Wizard / Navigation ▾ / More Forms ▾

Forms

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

3).

Student

Student

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

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

Record: ◄ 1 of 5 ► ►► No Filter Search

Next record

Create a new record

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

(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

(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

(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

ภาควิชาวิทยาการคอ
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่
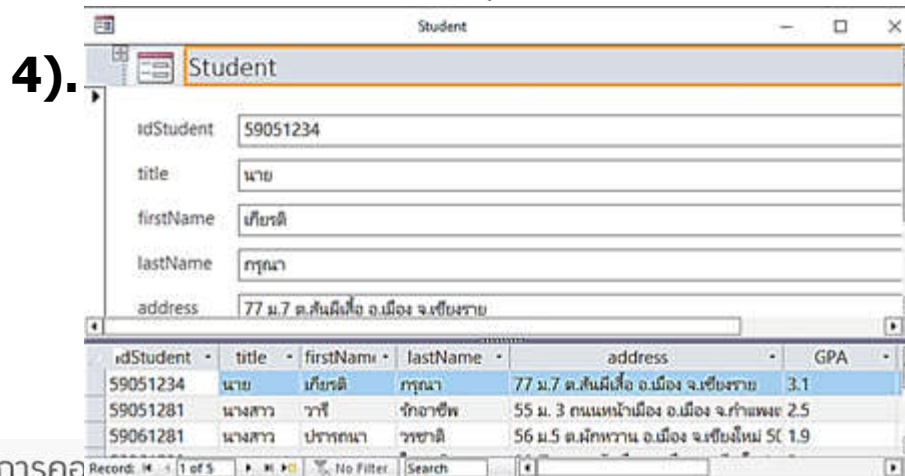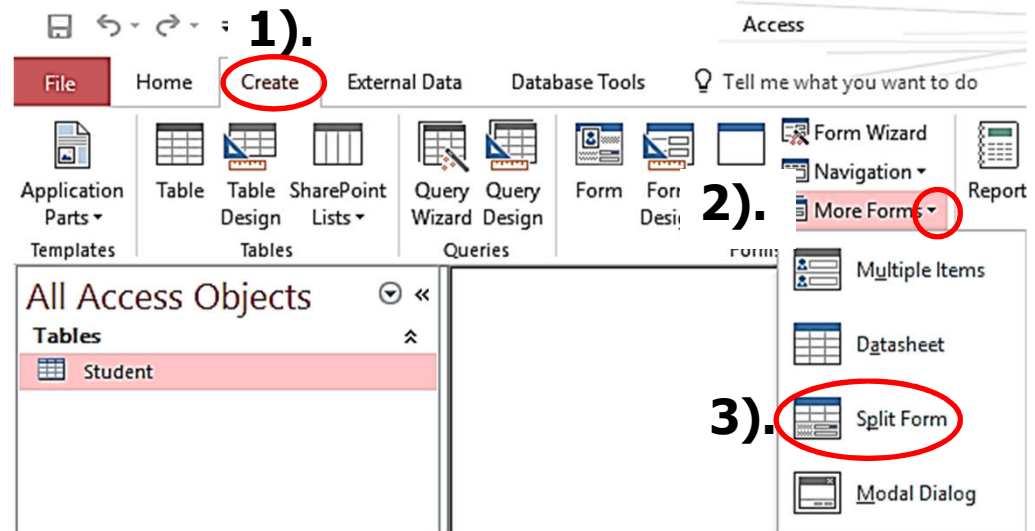
(2.5) Form Wizard

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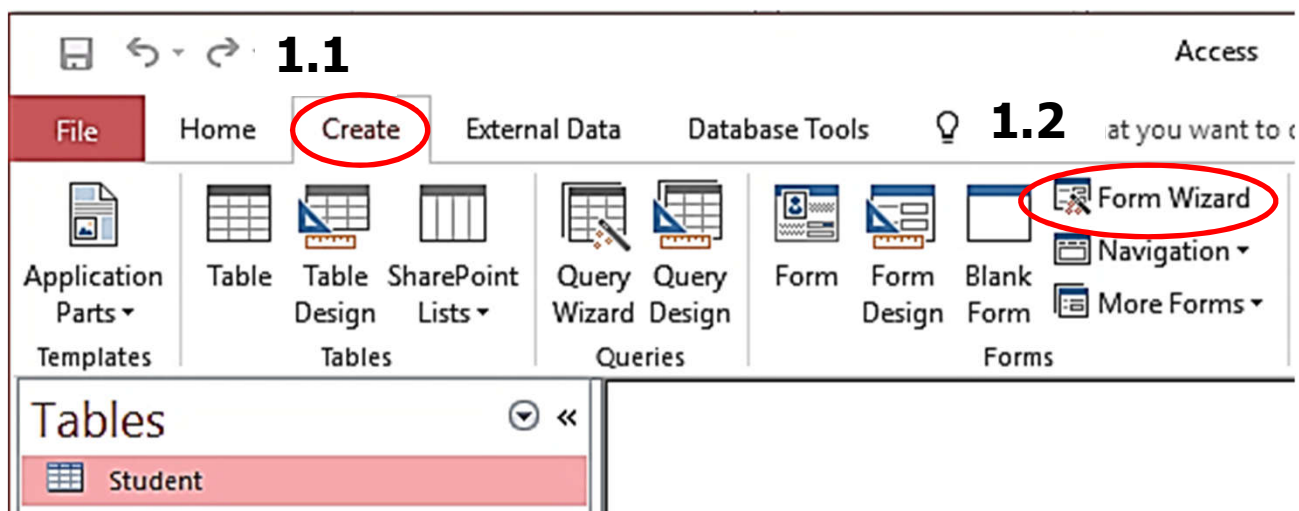
2. Form Wizard dialog will appear, do the following:

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

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่
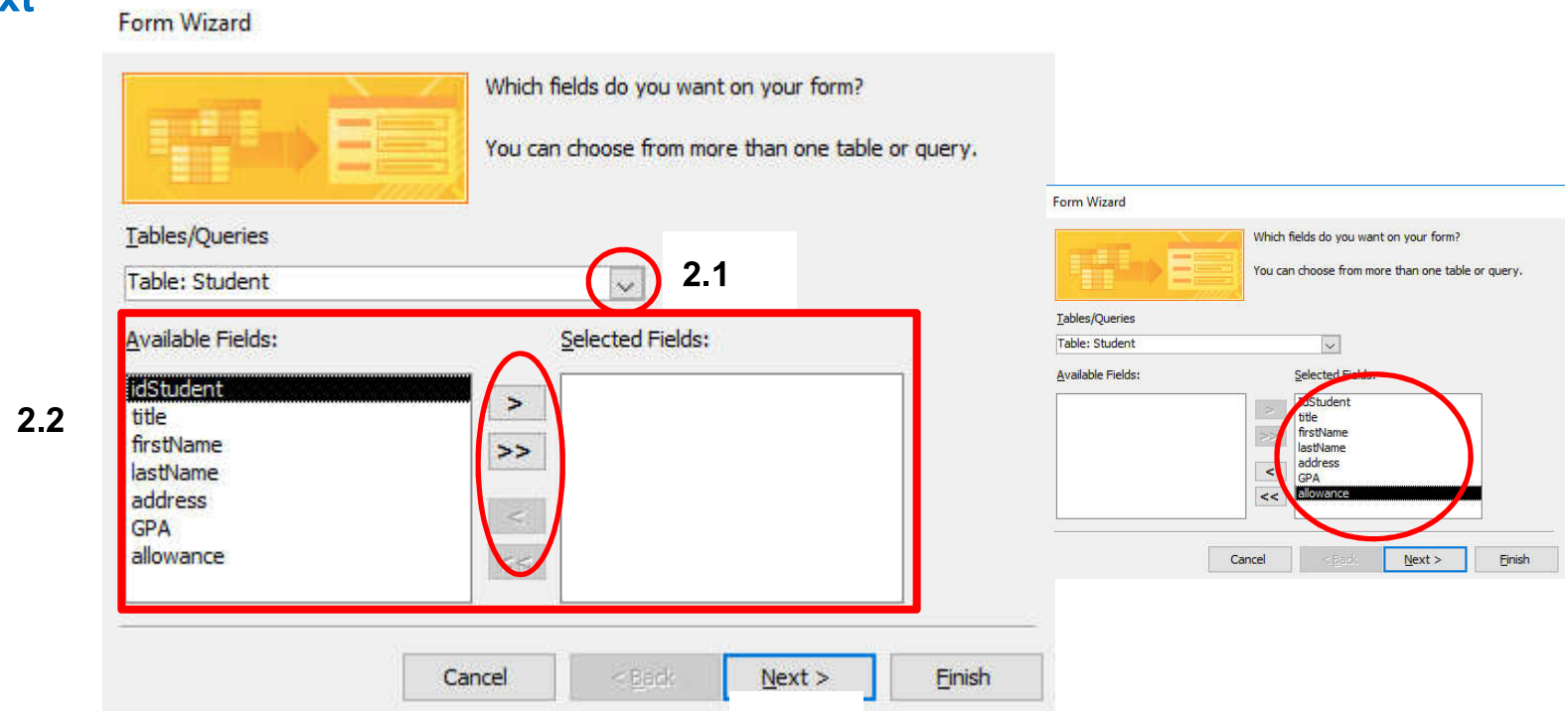
(2.5) Form wizard (cont.)

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
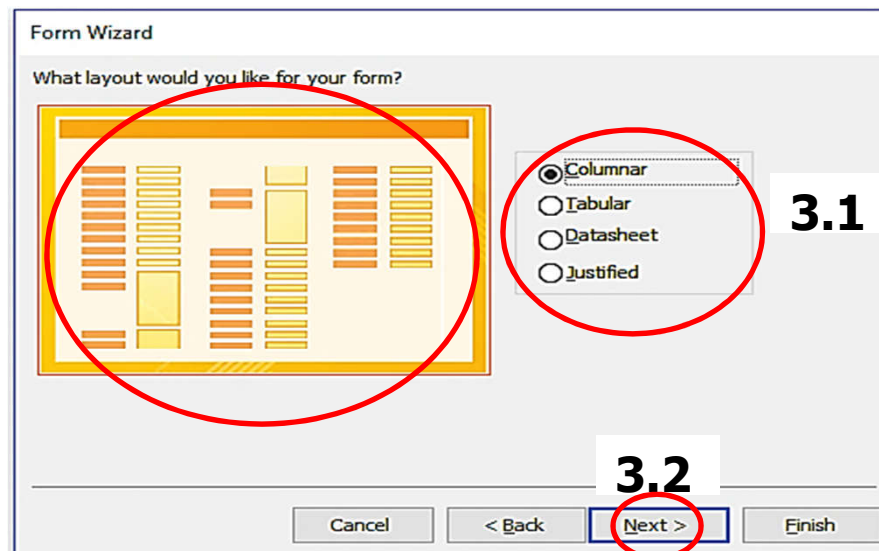
(2.5) Form Wizard (cont.)

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

(2.5) Form Wizard (cont.)

5. The result, StudentForm form will appear

- **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.)

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
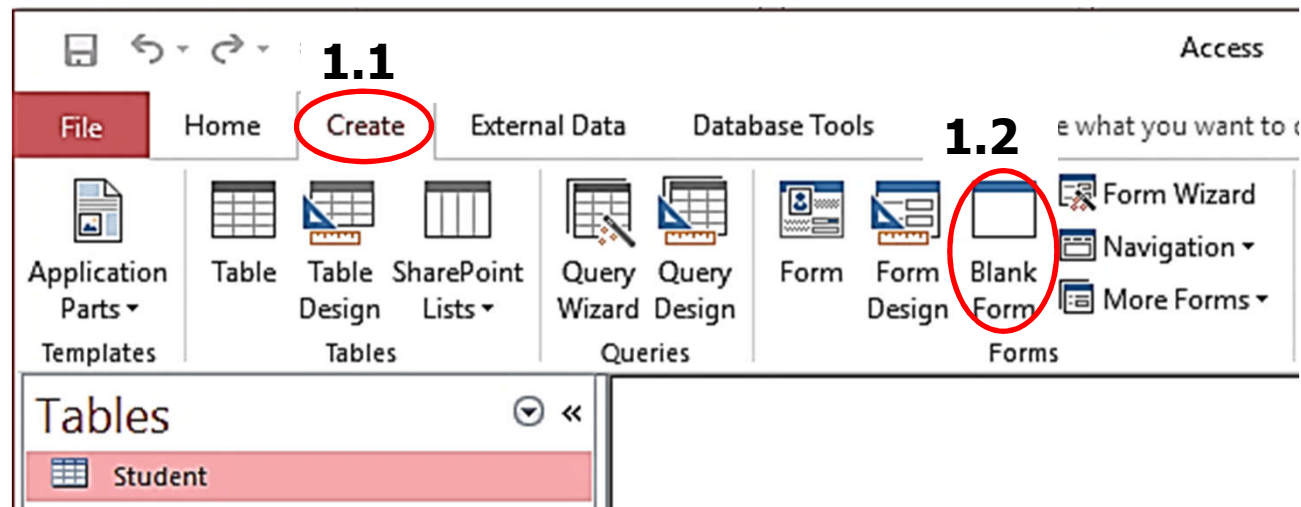
(2.6) Blank Forms (cont.)

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

If field list does not show,

click Add Existing Fields
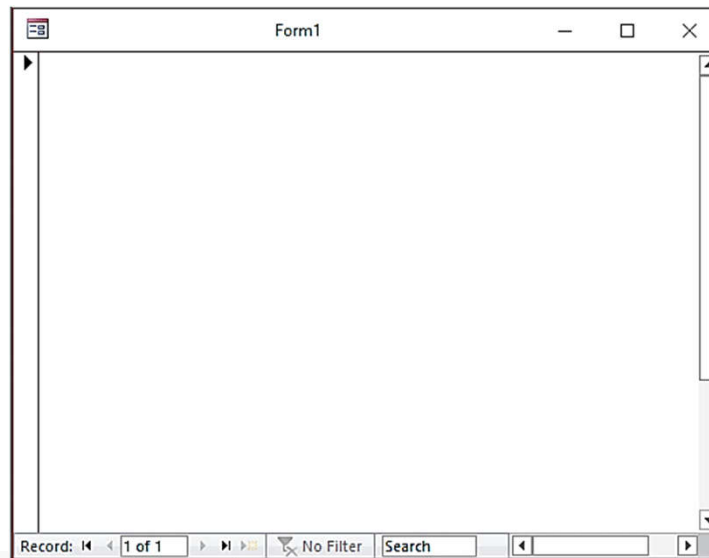
(2.6) Blank Forms (cont.)

Click & drag a field to the form

(2.6) Blank Forms (cont.)

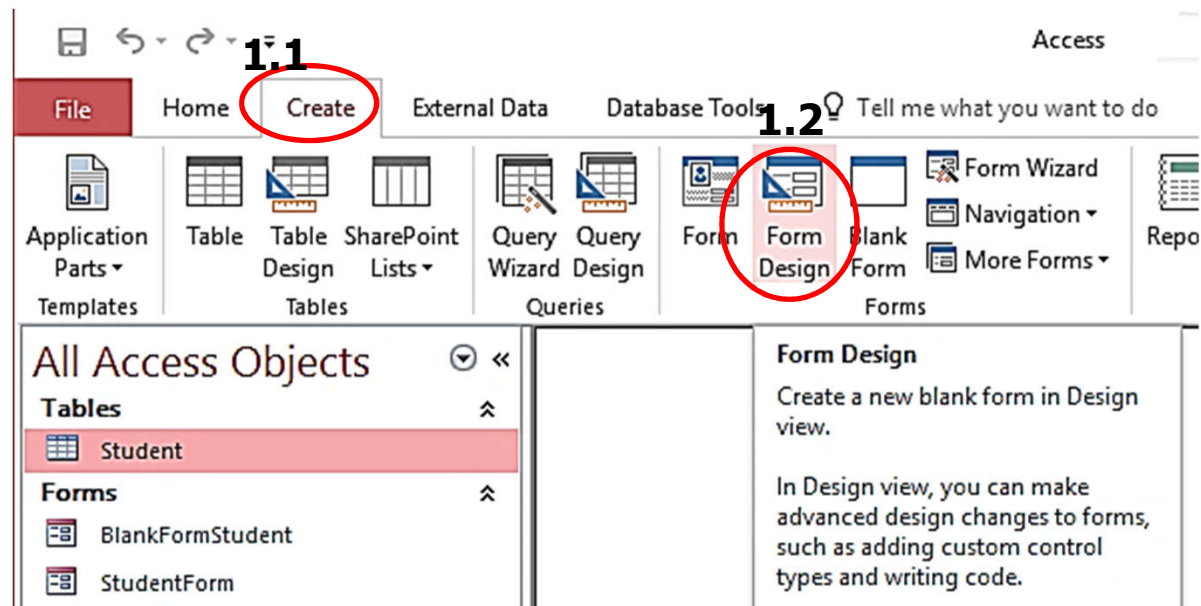**Save Form : BlankFormStudent**

(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
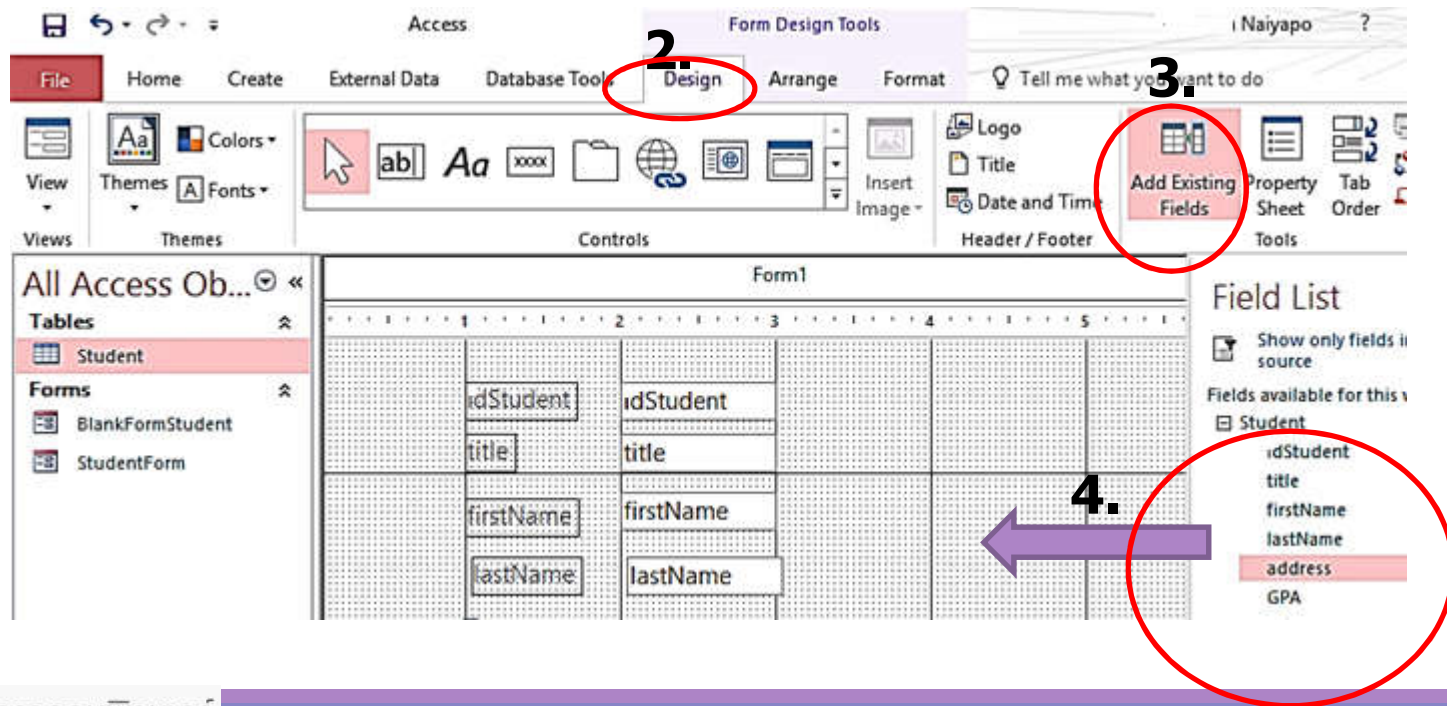
    1.2 Click **Form Design**

(2.7) Form Design (cont.)

New tab will appear

2. Click Design tab
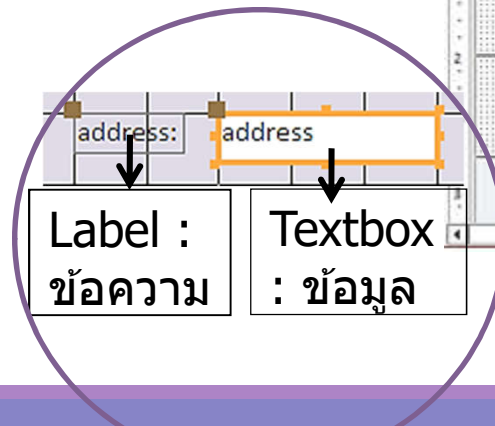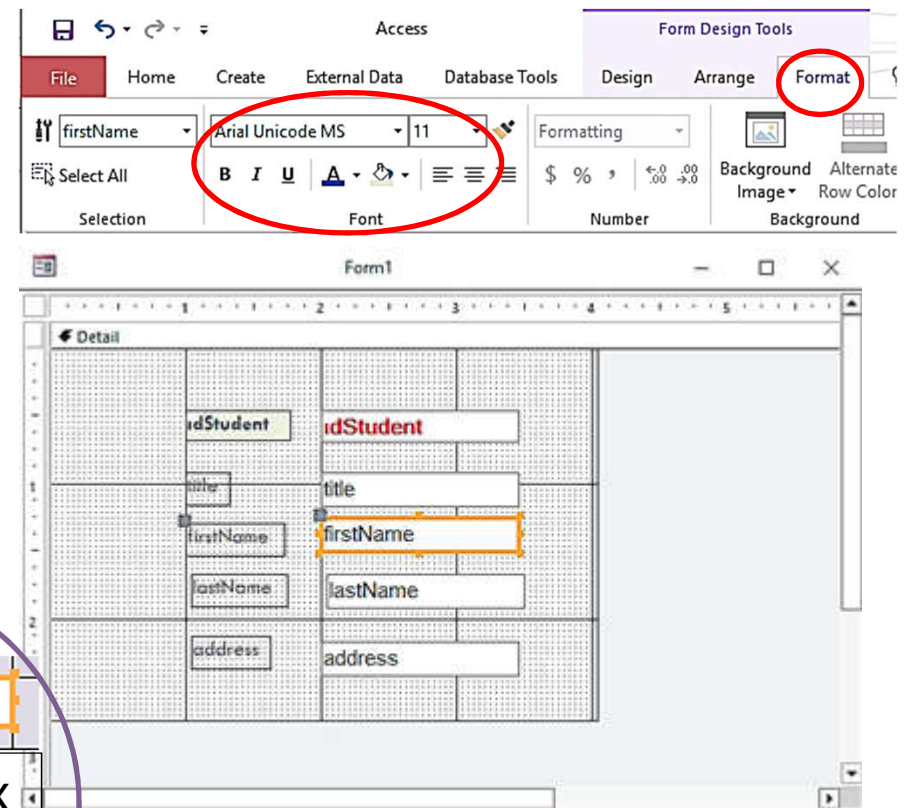
3. Click Add existing Fields

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

Label :
ข้อความ

Textbox
: ข้อมูล

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

(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
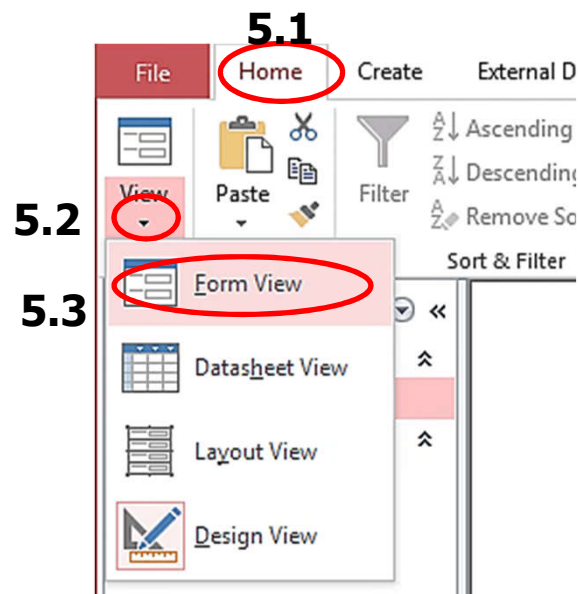
(2.7) Form Design (cont.)

Form Components

- **- Form Header**

- **- Page Header**

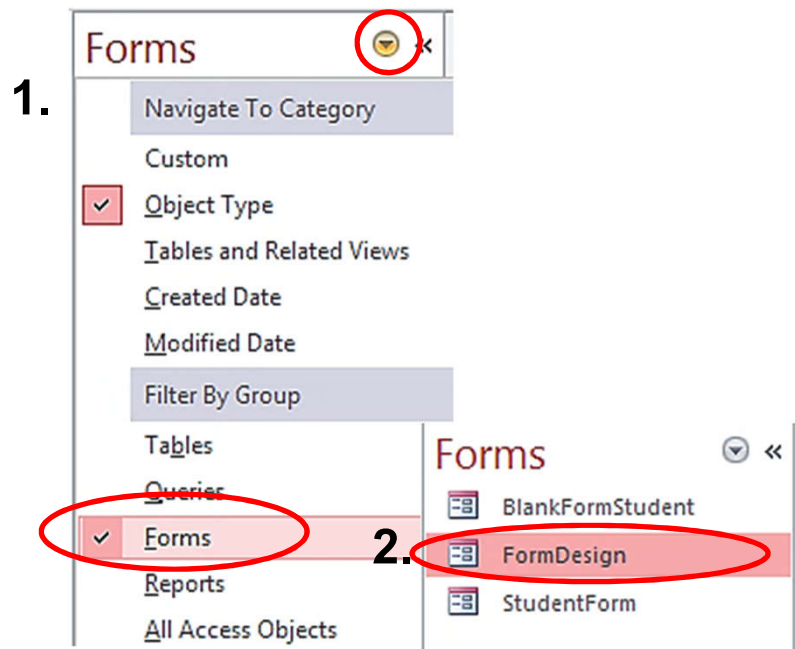- **- Detail**

- **- 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
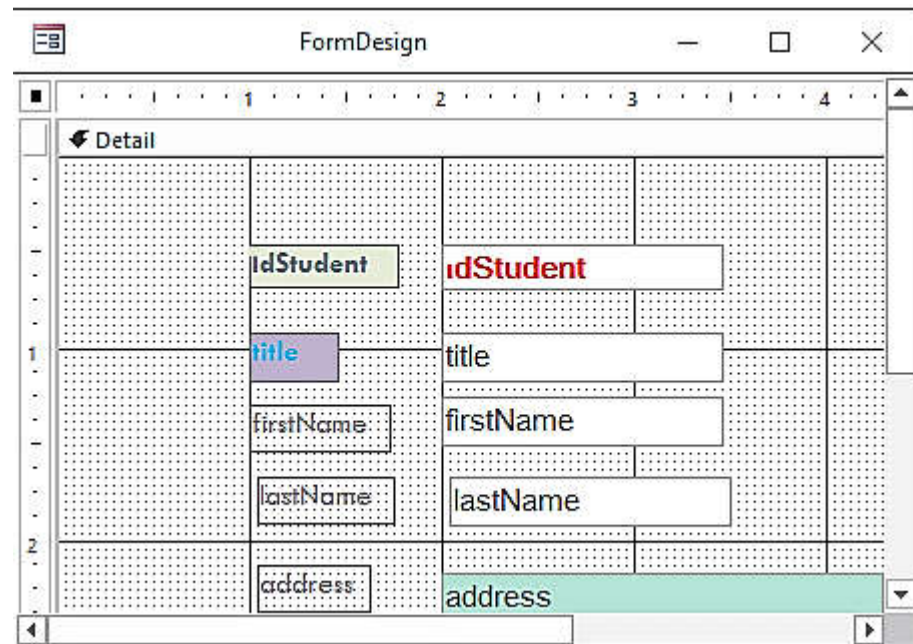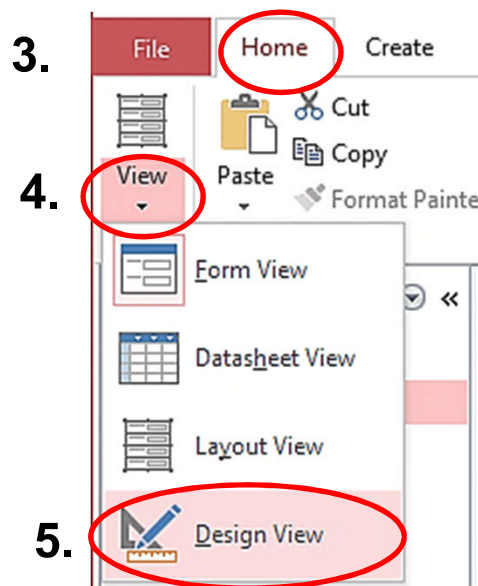
The form will be opened

(2.7) Form Design (cont.)

3. Click **Home** tab

4. Click **View** to expand the list

5. Select **Design View**

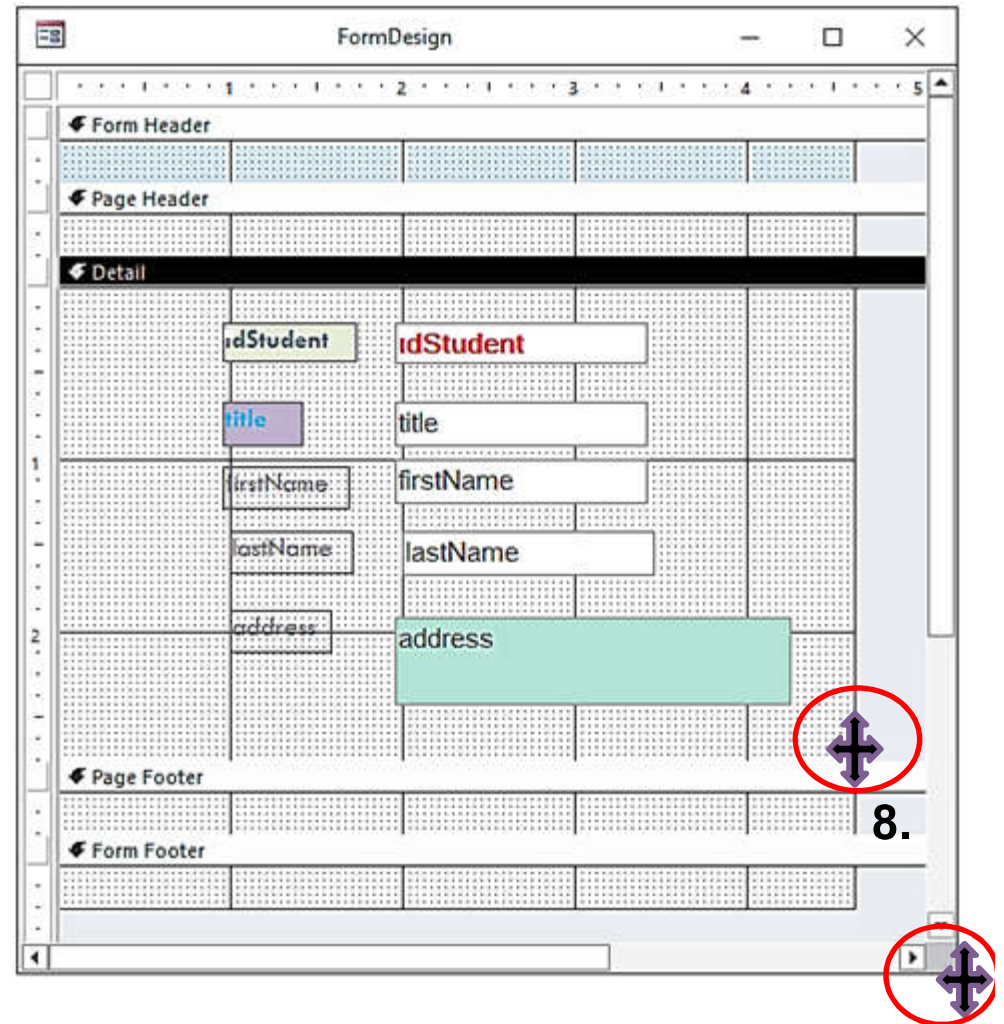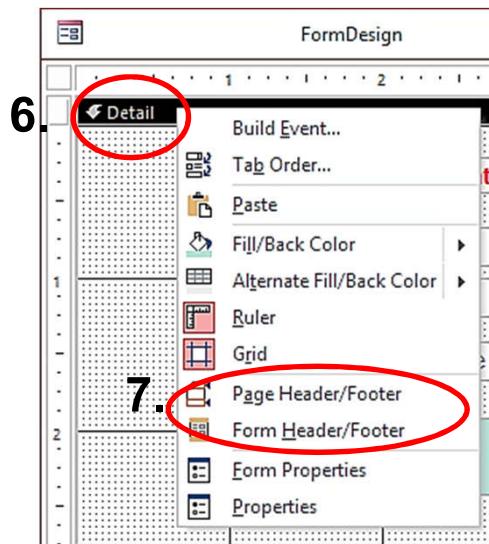**The design view of the form will appear**

(2.7) Form Design (cont.)

6. Click Detail

7. Right Click and enable

   - Page Header/Footer

   - Form Header/Footer

Those components till appear in the form

8. You can resize a component by click

and drag at the corner
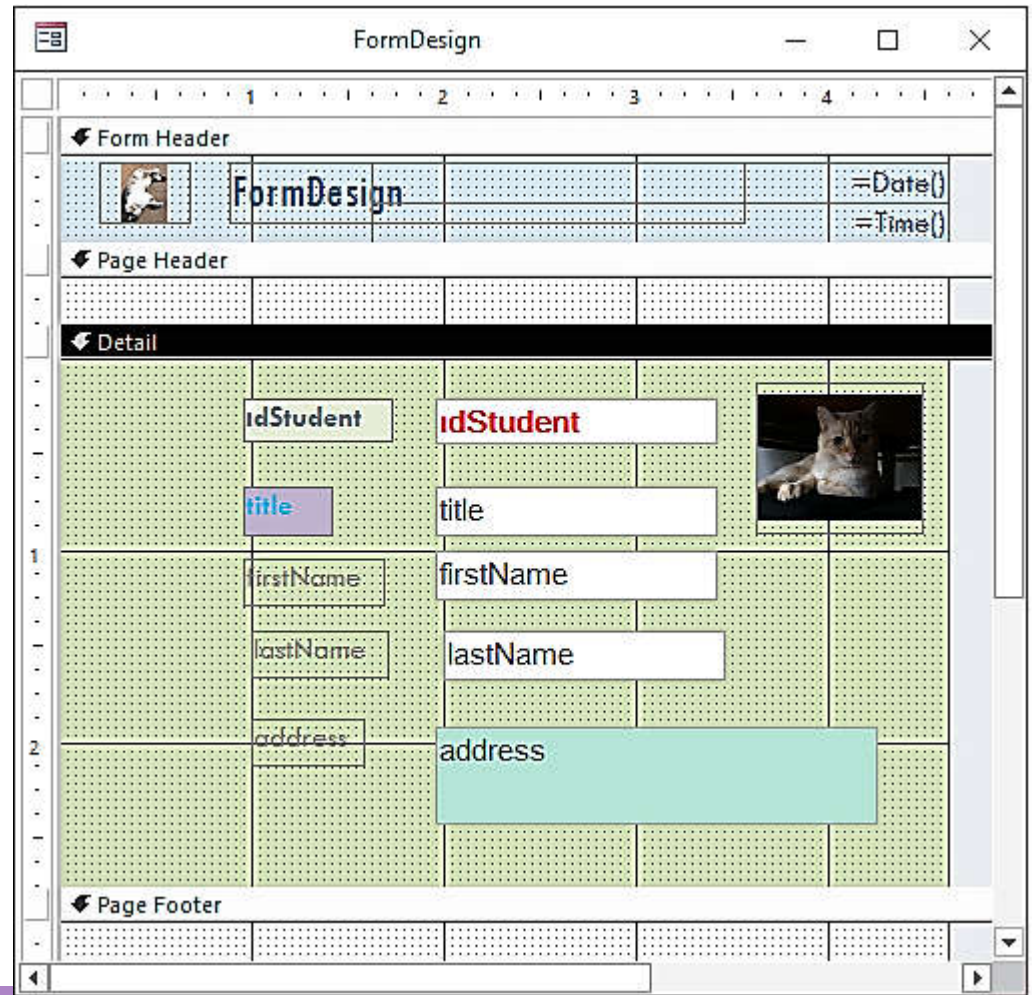
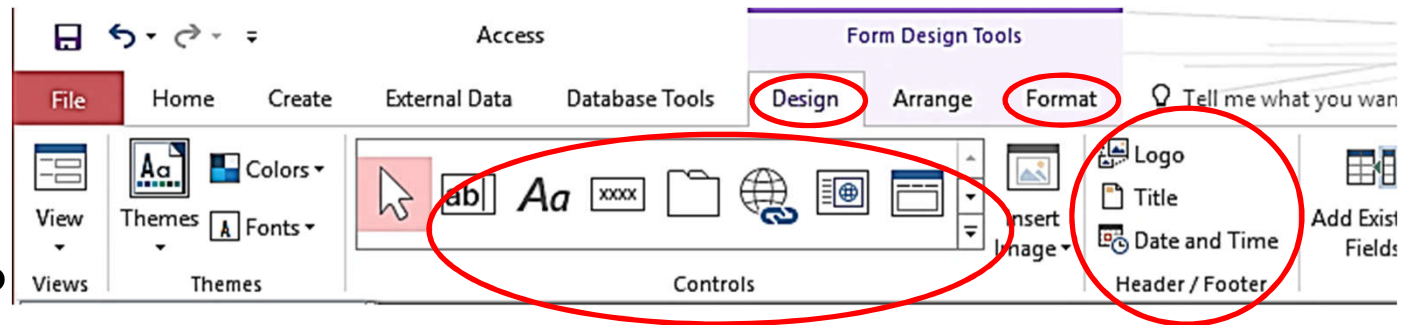**In Design tab**

- **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
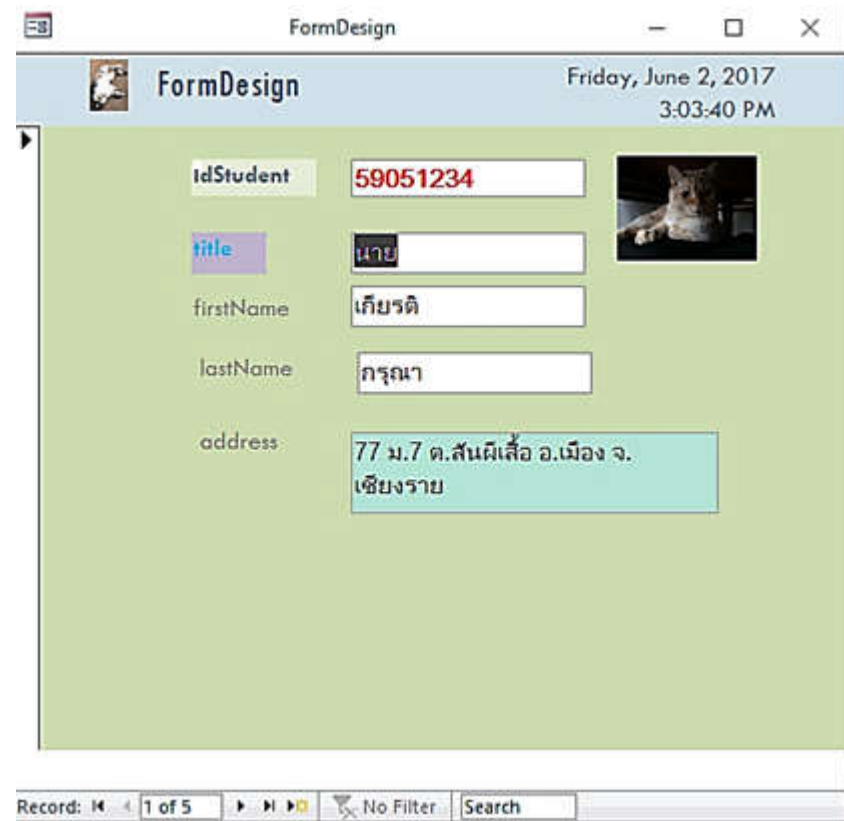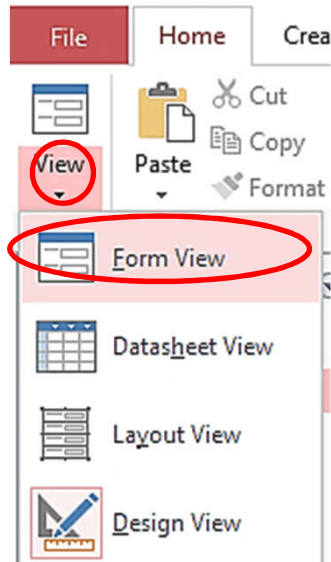
In Format tab

- **You can change fonts, add color, etc.**

(2.7) Form Design (cont.)

To view the result:

Click View → Form View