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MS ACCESS- Forms

Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales

www.uwtsd.ac.uk

Forms in Access are like display cases in stores that make it easier to view or retrieve items.

- editing data,
- viewing data, and
- creating a menu system Without forms

Two basic types of forms:

- Bound forms
- Unbound forms

Bound Forms

- Bound forms are connected to some underlying data source such as a table, query, or SQL statement.
- Forms are to be filled out or used to enter or edit data in a database.

Employee ID	
FirstName	Max
LastName	Clay
Address1	2556 Mohave St
Address2	Optional
City	Schaumburg
State	IL
Zip	60194

Unbound Forms

- These forms are not connected to an underlying record or data source.
- Unbound forms could be dialog boxes, switch boards, or navigation forms.

Add Performance Rating to Employee

Values ranging from 1 to 5

Let's say you want to create a form where users can calculate bonuses for employees based on various factors, without directly altering the employee records until finalized.

Expression, checks for the performance rating in [Text0]:

If it's greater than or equal to 4, it assigns a bonus of £1000.

For any other rating (less than 4), it defaults to a bonus of £0.

=If([Text0]>=4,1000,0)

Expression, checks for the performance rating in [Text0]:

If it's greater than or equal to 4, it assigns a bonus of £1000.

If it's equal to 3, it assigns a bonus of £500.

If it's equal to 2, it assigns a bonus of £250.

For any other rating (less than 2), it defaults to a bonus of £0.

=If([PerformanceRating]>=4, 1000, If([PerformanceRating]>=3, 500, 0,
If([PerformanceRating]<2, 0, 0))

Themes

- basic ways to format your forms by using built-in themes, colors, and font styles, customizing fill colors and shading alternate rows
- Design view or layout view
- Make necessary changes in Property sheet (Locate the Property Sheet in the toolbar or ribbon. If it's not visible, press F4 to open it.)

Activity 1

-
- Display Employee Information with Formatting (Bound Form):
 - Create a bound form using the Employee table as the record source.
 - Apply formatting to controls displaying employee details (e.g., use different font styles, colors, or sizes for names, positions, etc.).
 - Utilize conditional formatting to highlight certain fields based on criteria (e.g., highlight high-performing employees).

Activity 2

Create a form with fields EmpID,Firstname,Last name,salary,Hire date,performance rating, bonus amount, Annual increment and New salary

Note:

- Create a new table Bonuses(bonus amount, bonus date ,employeeid as Foreign key)
- Include a calculated field that shows a 10% increase in salary as a "Projected Salary."
 - Add a textbox field labelled "Annual increment" to the form.
 - Set the Control Source property of the "Annual Increment" field to an expression that calculates a 10% increase in the entered salary.
- New salary is also a calculated field adding Bonus amount and annual increment

Sample Output

Views | Clipboard | Sort & Filter | Records | Find

All Access ... < Search...

Tables

- Bonuses
- tblauthorjunction
- tblauthors
- TblEmp
- tblhrdata
- tblprojects
- tbltasks
- tempemployees
- titles

Queries

- TblEmp Query
- TblEmp Query1
- tblprojects Query

Forms

- Bonuses Subform
- Form1
- formEmp2
- TblEmp
- TblEmp1
- TblEmp2**
- unbound form

Reports

- TblEmp

TblEmp2

EmpID

Fname

Lname

salary

hiredate

Performance rating

Bonus amount

Annual Increment

New Salary

Record: 2 of 3 No Filter Search

Testing:

- Enter different salary amounts in the designated field.
- Observe how the “Incremented Salary” field updates automatically to display the salary with a 10% increase.

Likewise observe New salary after the addition to the bonus amount.

Next Session

- MS Access Reports