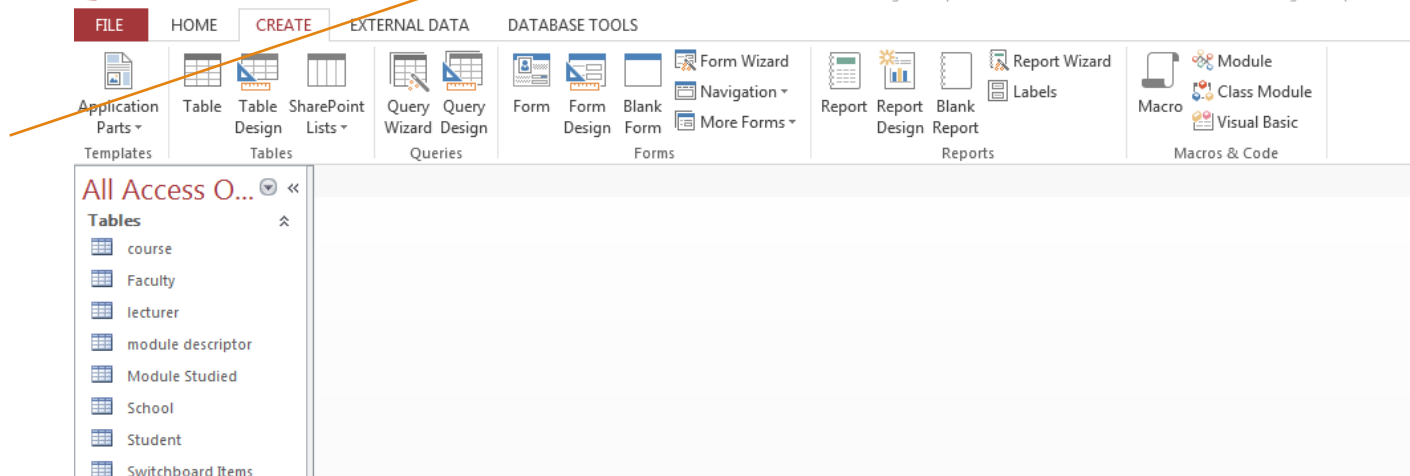


Information engineering

FORM DESIGN

Using the Create tab and the form wizard



We can use several options to create a forms

- Form will pick up whatever object you are on and provide a default form
- Split form provides a visual of a form showing one record and the table view of the data for that form
- Multiple items proved a view of all records
- We will use the form wizard to build our data entry forms

Form Wizard

The screenshot displays the Microsoft Access interface with the **Form Wizard** dialog box open. The ribbon at the top includes **FILE**, **HOME**, **CREATE**, **EXTERNAL DATA**, and **DATABASE TOOLS**. The left-hand pane shows the **All Access Objects** list, with **Tables** and **Forms** sections. The **Forms** section is expanded, showing **Main Menu** as the selected form.

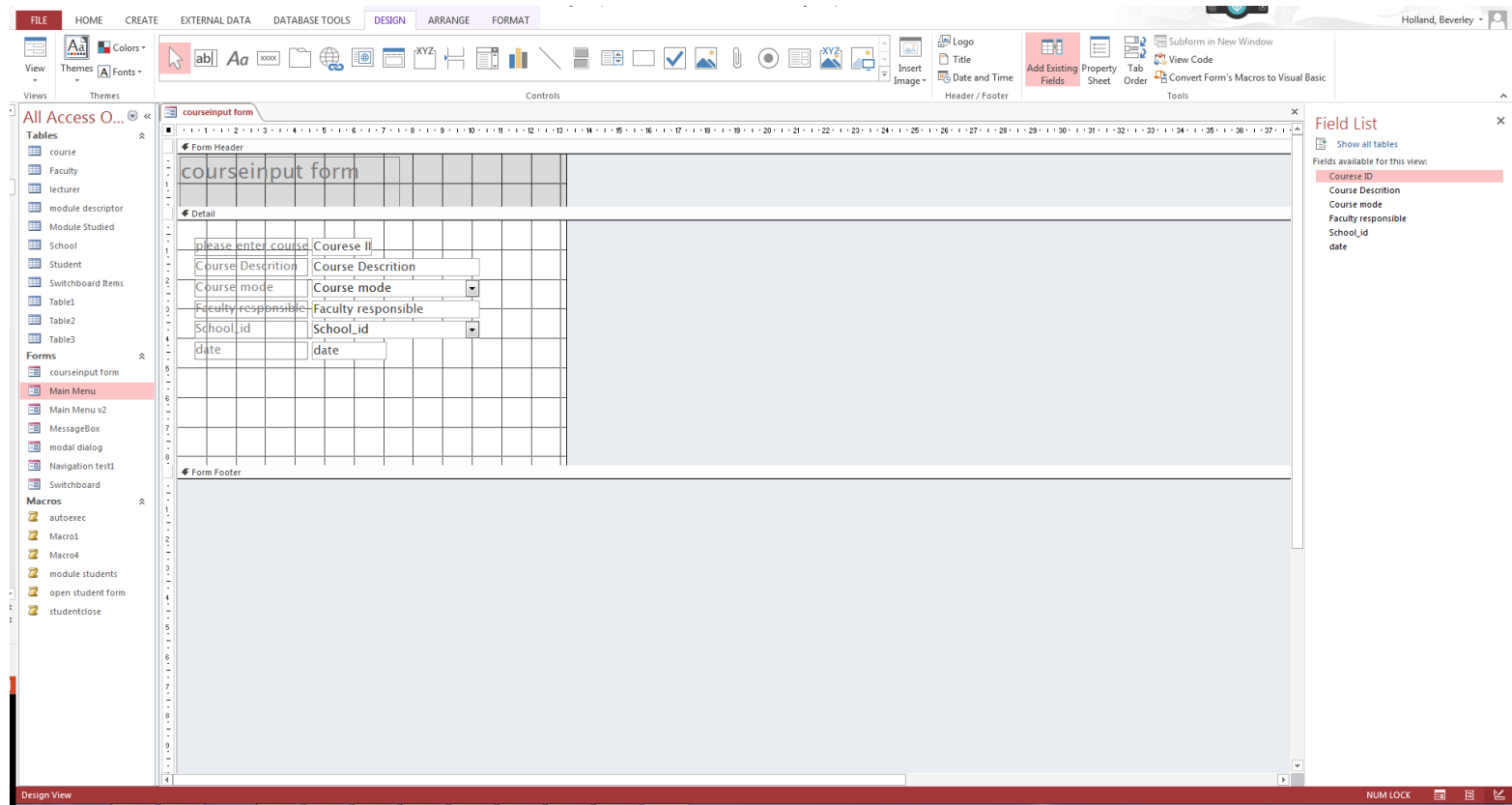
The **Form Wizard** dialog box is titled "Form Wizard" and contains the following elements:

- Which fields do you want on your form?**
You can choose from more than one table or query.
- Tables/Queries**: A dropdown menu showing "Table: course".
- Available Fields**: A list of fields from the selected table:
 - Course ID
 - Course Description
 - Course mode
 - Faculty responsible
 - School_id
 - date
- Selected Fields**: An empty box for fields chosen for the form.
- Navigation buttons**: **Cancel**, **< Back**, **Next >** (highlighted), and **Finish**.

Labels

- By default the field names in the tables are used as labels.
- These labels are on the left hand side of the screen.
- You can change these without affecting the field names in the underlying table.

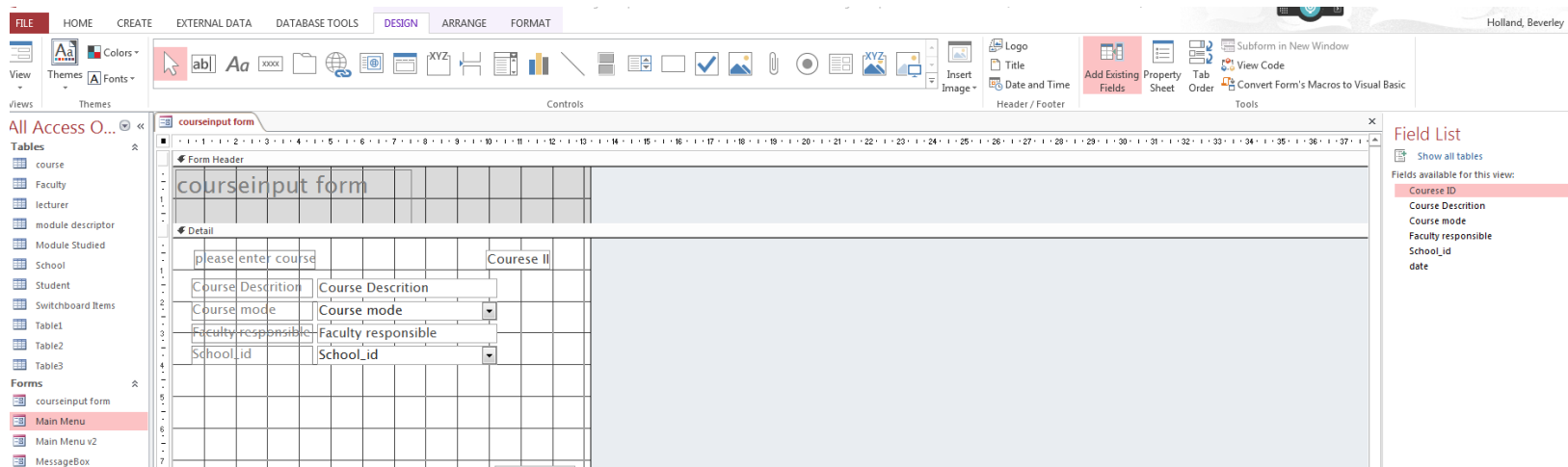
Objects on the form



Selecting and Rearranging Objects

You can select objects by:

- Clicking in a field or label.
- This will allow you to move all the fields together or click on the field itself to move the text box away from the label.
- In design mode you will also see a field list this is attached to the table design.



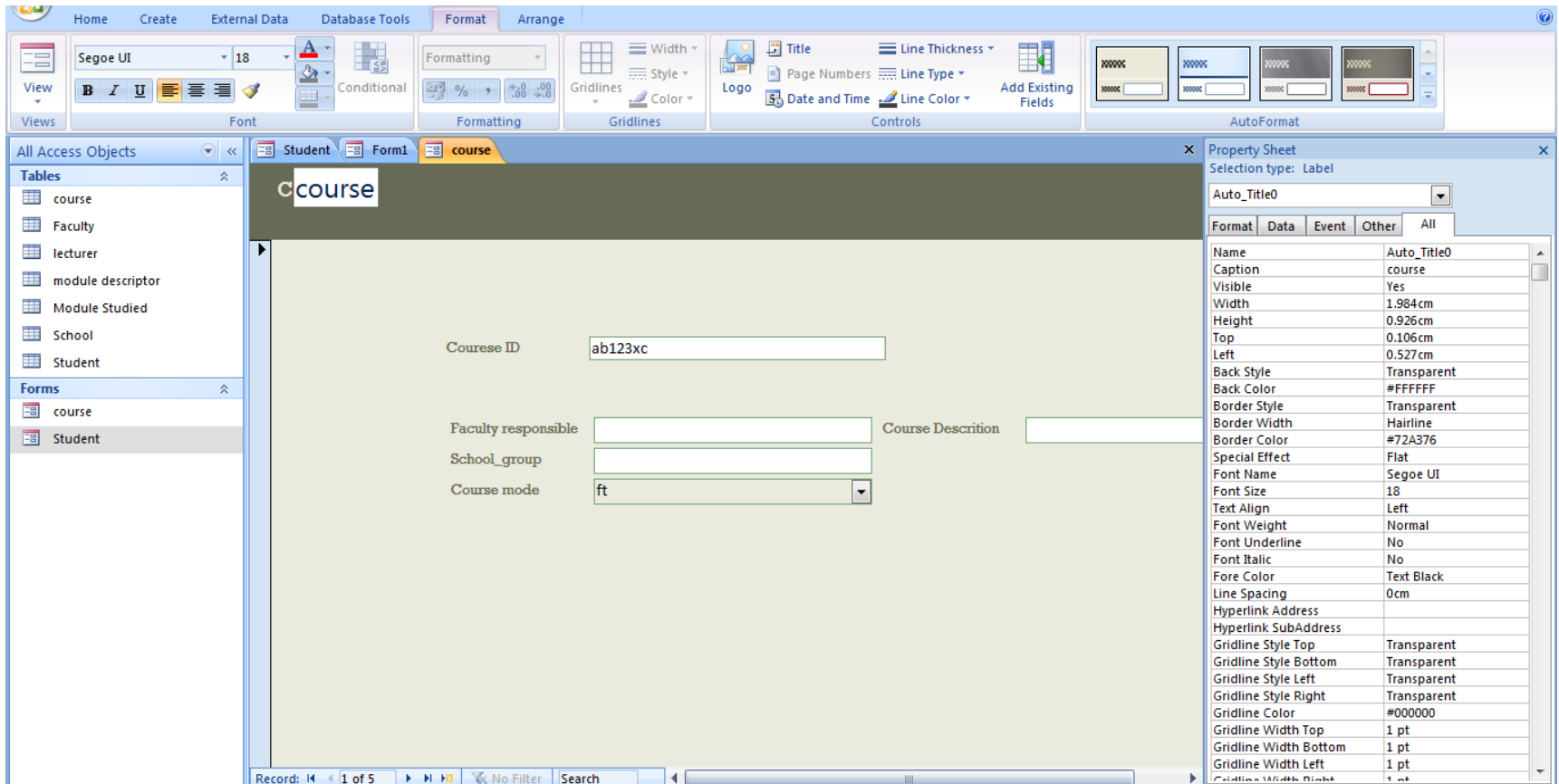
Aligning Objects

- Select the fields and labels that you want to move.
- Click on Format from the menu bar.
- Select Align and then chose Left, Right etc.
- The arrange tab allows you to change the fields on the form.

Resizing

- Both the size of the fields and labels can be adjusted by simply clicking in the field or label to select it and then dragging the handles OR:
- Select the required objects.
- Select Format.
- Size.
- To Widest etc.

The Format tab can be seen when we are in the Form layout view



Creating a List Box / Combo Box

- Using the course form click on the List box icon in the found in the controls area within the design tab.
- Click about a field's width underneath the faculty responsible field.
- Select 'I will type in the values I want'.
- Leave the number of columns as 1.
- Type in required values.
- Adjust the column width as required.

Creating a List Box

Click Next.

Select 'store that value in this field'.

Select the appropriate field from the drop down box.

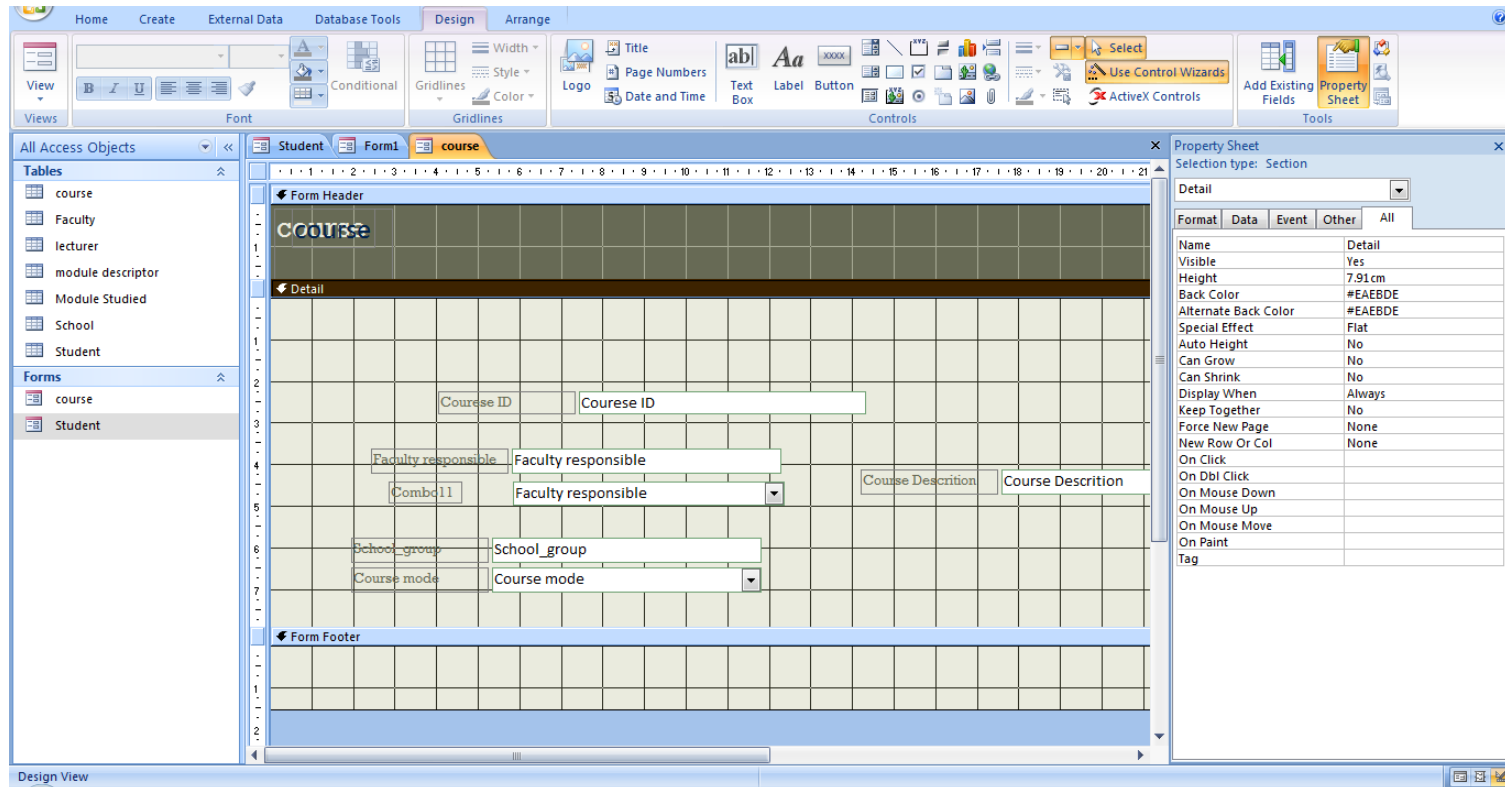
Save the list box giving it an appropriate name.

Click Finish.

Creating a List Box

- There are now two fields exactly the same on the form.
- Click in the original field, not in the newly created list box or any of the labels.
- Press the delete key.
- Tidy up by moving the fields around.
- Note: if you have created a lookup at table level this will automatically appear as a combo box on the form.

Adding A Combo button



Creating A Command Button

- You can create buttons to do a variety of tasks.
- In Design view click on the Command Button Icon in the toolbox.
- Click in an empty space and drag out the shape that you want.
- The command button wizard appears.

Creating A Command Button

- Select Record Operations & Add New Record in the Actions box.
- Click Next.
- Type in an appropriate name in the text box.
- Click Next.
- Name the button appropriately.
- Click Finish.

Deleting Record Navigation & Scroll Bars

- In Design view, click in the small box on the left at the top of the form.
- Right click and select properties.
- Select All.
- Change the Scroll Bars from Both to Neither.
- Record Selectors from Yes to No.
- Navigation Buttons from Yes to No.

Creating a Tab Stop

- Select the properties menu for e.g. the ID field.
- Select All.
- Change the tab stop from yes to NO.
- Change the **Enabled** property to NO.
- The ID field is now greyed out and the cursor is positioned in the next field.

Tab Order

- The tab order can also be changed by:
- Select View.
- Select Tab Order from the menu bar.
- Select auto order to order the field from left to right and top to bottom.
- Then drag the fields into the required order.
- Click OK.

Creating a Combo Box

Click on the Combo Box tool.

Drag out a box on the form.

Select 'I want the combo box to look up the values in a table or query'.

Click Next.

Select the appropriate table.

Select the appropriate fields.

Creating a Combo Box

Select how you want the combo box sorted or you can leave it blank.

Click Next.

Adjust the column width if necessary.

Click Next

Select 'store that value in this field'.

Select the field from the drop down box.

Creating a Combo Box

Rename the label for your combo box.

Click on Finish.

There are now two fields exactly the same on the form.

Click in the original field, not in the newly created list box or any of the labels.

Press the delete key.

Tidy up by moving the fields around.

Creating an Option Group

Select the option group button from the tool box.

Draw out a rectangle.

Name the labels.

Select whether you want a default choice.

Assign appropriate values.

Select 'store the value in this field'.

Creating an Option Group

Select the appropriate field.

Click Next.

Leave the defaults.

Click Next.

Type the caption 'Course Duration'.

Click Finish.

Creating an Option Group

- Click in the original field, not in the newly created option box.
- Press the delete key.
- Tidy up by moving the option buttons around and by adjusting the size of the box around them.

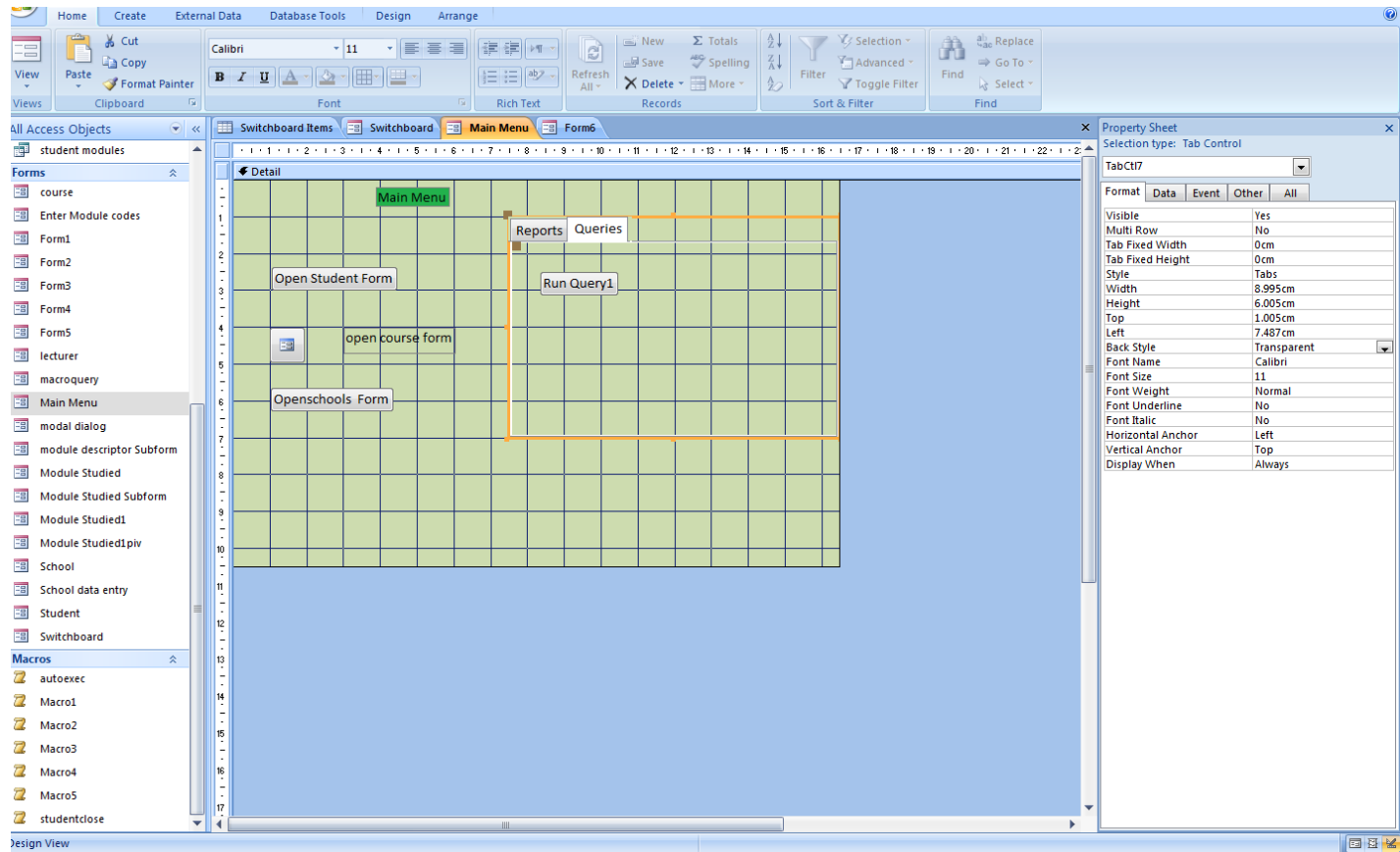
Input Masks and Validation Rules

- You can enter these on a form in the properties box exactly as you would when creating tables.
- However, if you have already entered these when designing your table, you cannot change them without deleting the relationships and re-entering.
- Select the properties box of a field (not a label) and enter as appropriate.

Creating a Main Menu

- We can create a Main Menu for our database via two methods. We can generate the Main Menu by building a blank form and populating this with command buttons that will allow the user to select and move to relevant data entry forms and reports.
- Or we could use a database tool (found on the Database tools tab) known as the switch board manager, which allows you to create a hierarchical menu structure.

Blank form method

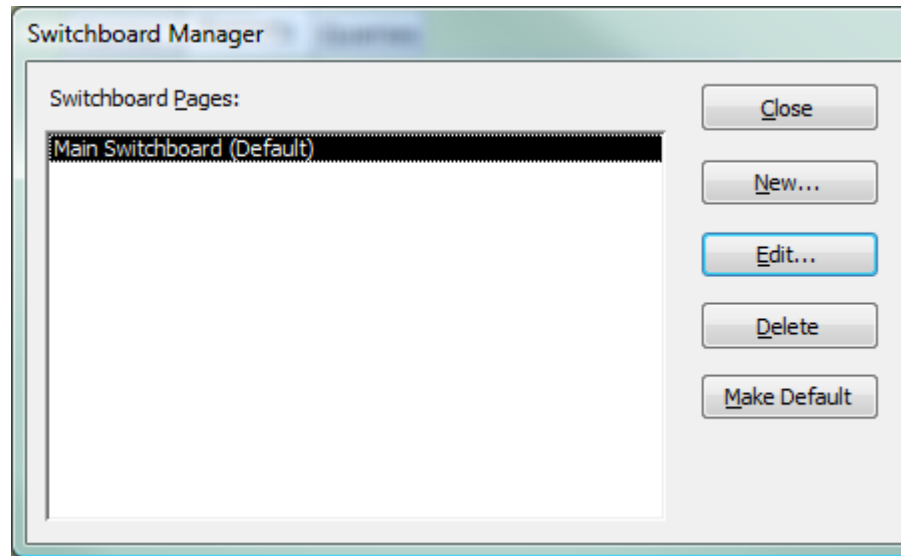


To create buttons...

- Once you have generated a blank form you can add buttons or tab control pages to design a user friendly menu system to navigate around you database system.
- Command buttons will invoke the command button wizard and you can create them to navigate to data entry forms reports etc.
- Remember that once you have navigated to a form you need a button on each form to return to the main menu.

SwitchBoard Method

To create a switchboard click on database tools tab and choose switchboard manager. If you do not have a switchboard you will be prompted to create one.



Creating Switchboard form

We can rename items on the switchboard e.g. The main or default page can be called Main Menu. You can add further sub pages to open forms, reports etc in a similar way to creating you main menu through blank forms

