

University Information Technology Services

# **Microsoft Access 2010**

Level 1

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# **University Information Technology Services**

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# Introduction

Microsoft Access allows people to effectively and efficiently organize data. This document, Level 1, has been developed to introduce you to Microsoft Access. The various sections presented in this document will help you to build a solid knowledge foundation of the software.

When you have mastered the objectives in this document, you can expand upon your knowledge of Microsoft Access by checking out the Level 2 and Level 3 documentation.

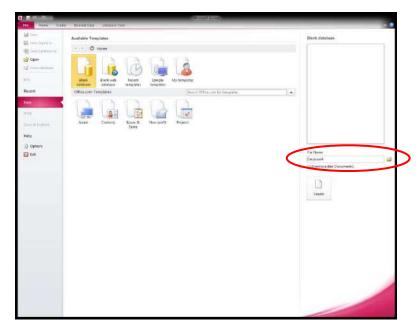
# **Objectives**

The following objectives are covered in this document:

- Understanding how to create a table.
- Knowing the purpose of the primary key.
- Having the ability to implement error traps.
- Being able to enter descriptions for fields.
- Understanding how to add and delete fields.
- Having the ability to insert default fields into the form/table.
- Being able to create a drop-down list on the form.
- Having the ability to create a form.
- Understanding how to adjust the form properties.
- Being able to add and remove items on the form.
- Having the ability to adjust tabs on the form.
- Understanding how to input data into a form.
- Being able to work with the data in the database.
- Knowing how to attach photos to a record.
- Having the ability to create calculated fields.

# **Creating the Database**

The following instructions explain how to create a database.



1. Enter a file name in the *File Name* text box (see *Figure 1*).

Figure 1 – Creating a Database

2. Click the yellow folder to indicate where the file will be saved (see *Figure 2*).

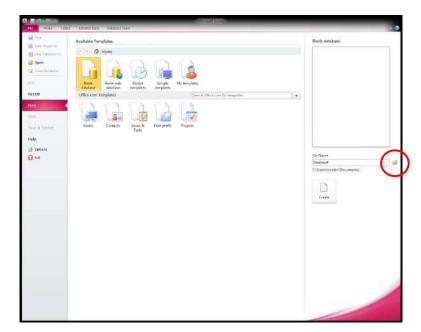


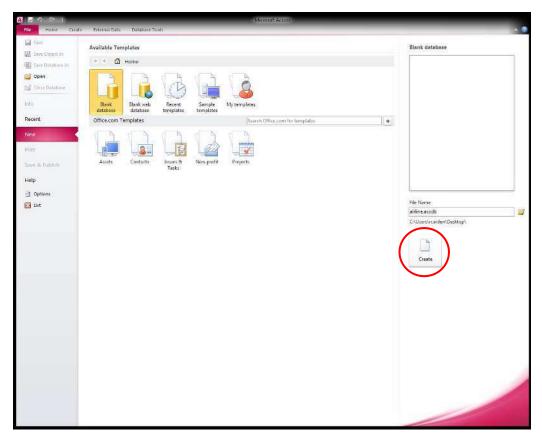
Figure 2 – Saving a File

3. The *File New Database* window will appear (see *Figure 3*). Select where to save the file and click the *OK* button.



Figure 3 – Saving a Database

4. Click the *Create* button (see *Figure 4*).



*Figure 4 – Create* button

# **Creating a Table**

The following instructions explain how to create a table for an airline reservation system.

1. Click the View button (see *Figure 5*).

A	Table Tools	airline : Database (Access 200	7) - Microsoft Access	
File Home Create External Data Database Tools	Fields Table			
AB Z	ne & Caption ault Value Id Size	Modify Modify Memo Lookups Expression Settings -	Data Type:         *           Format:         Formatting         *           \$ %         * 00 400 400         *	Required Required Unique Validation
Views Add & Delete	Prop	perties	Formatting	Field Validation
All Access Objects 💿 « 🛅 Table1				
search D · Click to	Add 🔹			
Tables 🔉 🛞 (New)				
Table1				

*Figure 5 – View* button

- 2. In the menu that appears, select *Design View*.
- 3. Next, enter the name of the table (example: Reservations) that you are about to create in the *Save As* dialogue box (see *Figure 6*).

ave As	( B 🗸
Table <u>N</u> ame:	
Table 1	

Figure 6 – Table Name

4. Enter the *Field Names* and *Data Types. Figure 7* shows an example of a table that could be used for an airline reservation system.

	Reservations							
1	Field Name	Data Type	Description					
P	Transaction Number	AutoNumber						
	First Name	Text						
	Last Name	Text						
	Departure City	Text						
	Destination City	Text						
	Meal	Yes/No						
	Ticket Cost	Currency						
	Departure Date	Date/Time						
	Departure Time	Date/Time						

Figure 7 – Example of Table for an Airline Reservation System

The following explains the different data types that could be used for the table:

- a. **AutoNumber** The database will create a unique number for each record that is entered.
- b. **Text** Use for fields that contain letters and numbers. This option can contain up to 255 characters.
- c. **Memo** Use for fields requiring long entries. Both letters and numbers can be created in this field. This option can hold up to 65,536 characters.
- d. **Number** *Define the field as this choice when numbers will be required for the field.*
- e. Date/Time Select this choice when you need to enter a date or time.
- f. **Currency** *This option is chosen when dollars and cents need to be entered into the field.*
- g. **Yes/No** This appears as a check-mark box. Use this choice when the field requires a yes or no entry.
- h. **OLE Object** When this is selected, the field can contain a picture or sound clip.
- i. **Hyperlink** Good choice when email addresses and hyperlinks are required.
- j. **Attachment** *This option allows the user to attach one or more pictures to the record.*
- k. **Lookup** This option helps the user create a drop-down list for the field. When this option is selected, the Lookup Wizard will begin.

# Things to Remember When Creating a Table

It is important to remember the following when creating a table.

## Primary Key

Records in Access can be organized by a unique, identifying number. The primary key is used to ensure that no two records have the same number. For example, in the table created for an airline reservation system (see *Figure 8*), it is important that each passenger has a unique *Transaction Number*.

Reservations		
Field Name	Data Type	Descrip
Transaction Number	AutoNumber	
First Name	Text	
Last Name	Text	
Departure City	Text	
Destination City	Text	
Meal	Yes/No	
Ticket Cost	Currency	
Departure Date	Date/Time	
Departure Time	Date/Time	

Figure 8 – Example of Table for an Airline Reservation System

The primary key can be used for the following data types: Auto Number, Number, and Text.

The primary key can be toggled on and off by clicking on the *Primary Key* button located on the *Design* tab (see *Figure 9*).

File	Home Create External Data Databa	se Tools Design	י	
View *	Primary Key Builder Test Validation Rules Modify Lookups	Property Indexes Sheet	Create Data Rename/Delete Macros * Macro	Relationships Object Dependencies
Views	Tools	Show/Hide	Field, Record & Table Events	Relationships

Figure 9 – Primary Key

When the *Primary Key* is active, it will appear as a key icon to the left of the field name (see *Figure 10*).

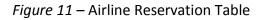
	Reservations						
		Field Name	Data Type				
(		ransaction Number	AutoNumber				
		First Name	Text				
		Last Name	Text				
		Departure City	Text				
		Destination City	Text				
		Meal	Yes/No				

Figure 10 – Key Icon

#### Error Traps

Error traps help to make certain that correct data is entered into the database by users. For example, for the field *Destination City* in *Figure 11*, perhaps the only three cities that should be entered are *Atlanta*, *Chicago*, and *Miami*.

Reservations						
Z Field Name	Data Type	Descript				
Transaction Number	AutoNumber					
First Name	Text					
Last Name	Text					
Departure City	Text					
Destination City	Text					
Meal	Yes/No					
Ticket Cost	Currency					
Departure Date	Date/Time					
Departure Time	Date/Time					



The following explains how to create an error trap for this field.

1. Click to select the field *Destination City* (see *Figure 12*).

AutoNumber Text Text Text	
Text	
Text	
Yes/No	
Currency	
Date/Time	
Date/Time	
	Date/Time



2. Click Validation Rule (see Figure 13).

Reservations			×
Field Nar	ne Data Type	Description	
Transaction Numb			
First Name	Text		
Last Name	Text		
Departure City	Text		
Destination City	Text		
Meal	Yes/No		
Ticket Cost	Currency		
Departure Date	Date/Time		
Departure Time	Date/Time		
	Dutty inite		
			-
		Field Properties	
General Lookup			
Field Size	255		*
Format	255		
Input Mask			
Caption			
Validation Rule	"Atlanta" Or "Chicago" Or "Miami"		A field name can be up to 64 characters long,
Validation Text	Invalid Entry: Please enter one of the	ollowing cities: Atlanta, Chicago, or Miami.	including spaces. Press F1 for help on field
Required	No		names.
Allow Zero Length	Yes		
Indexed	No		
Unicode Compression IME Mode	Yes No Control		
IME Mode IME Sentence Mode	None		
Smart Tags	a sullar		<b>T</b>

Figure 13 – Validation Rule

To make certain that the user enters only *Atlanta, Chicago,* or *Miami,* enter the following: **Atlanta or Chicago or Miami** 

If you were working with numbers, you could also enter a formula to make certain that only a specific range of numbers are entered. For example, if you wanted to make sure that only numbers from 0 to 100 are entered, you would enter the following: >= 0 and <= 100

Field Name         Data Type         Description         A           Instaction Number         AutoNumber         AutoNumber	田	Reservations			x
First Name       Text         Last Name       Text         Departure City       Text         Departure Date       Date/Time         Departure Date       Date/Time         Departure Date       Date/Time         Departure Time       Date/Time         Image: Control City       Text         Image: Control City       Text <t< td=""><td>10</td><td>Field Nar</td><td>Data Type</td><td>Description</td><td>A</td></t<>	10	Field Nar	Data Type	Description	A
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Meal         Yes/No           Ticket Cost         Currency           Departure Date         Date/Time           Departure Time         Date/Time           Date/Time         Date/Time					
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Departure Date     Date/Time       Departure Time     Date/Time       Defart Time     Date/Time       Defart Time     Date/Time       Defart Time     Date/Time       Defart Time     Date/Time		Meal	Yes/No		
Departure Time         Date/Time           Image: State of the following cities: Atlanta_Chicago, or Miami.         Image: State of the following cities: Atlanta_Chicago, or Miami.           Image: State of the following cities: Atlanta_Chicago, or Miami.         Image: State of the following cities: Atlanta_Chicago, or Miami.		Ticket Cost	Currency		
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Field Properties         General Lookup         Field Size       255         Format       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Validation Text       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Required       No         Allow Zero Length       Yes         Indexed       No         Unicode Compression       Yes         Indexed       No Control         IME Sentence Mode       None					
Field Properties         General Lookup         Field Size       255         Format       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Validation Text       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Required       No         Allow Zero Length       Yes         Indexed       No         Unicode Compression       Yes         Indexed       No Control         IME Sentence Mode       None					
Field Properties         General Lookup         Field Size       255         Format       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Validation Text       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Required       No         Allow Zero Length       Yes         Indexed       No         Unicode Compression       Yes         Indexed       No Control         IME Sentence Mode       None					
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Field Properties         General Lookup         Field Size       255         Format       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Validation Text       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Required       No         Allow Zero Length       Yes         Indexed       No         Unicode Compression       Yes         Indexed       No Control         IME Sentence Mode       None					
Field Properties         General Lookup         Field Size       255         Format       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Validation Text       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Required       No         Allow Zero Length       Yes         Indexed       No         Unicode Compression       Yes         Indexed       No Control         IME Sentence Mode       None					
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Field Properties         General Lookup         Field Size       255         Format       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Input Mask         Caption       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Validation Text       Invalid Entry: Please enter one of the following cities: Atlanta, Chicago, or Miami.         Required       No         Allow Zero Length       Yes         Indexed       No         Unicode Compression       Yes         Indexed       No Control         IME Sentence Mode       None					
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Format       Input Mask         Input Mask       Input Mask         Caption       Default Value         Drawing Value       Invalid Entryl Please enter one of the following cities: Atlanta, Chicago, or Miami,         Validation Text       Invalid Entryl Please enter one of the following cities: Atlanta, Chicago, or Miami,         Required       Ro         Allow Zero Length       Yes         Indexed       No         Unicode Compression       Yes         IME Sentence Mode       Non Control         IME Sentence Mode       None			255	*	
Input Mask         Caption           Caption         Default Value           Validation Fact         Munica Or Chicago Or Momit           Validation Fact         Invalid Entryl Please enter one of the following cities: Atlanta, Chicago, or Miami.           Required         No           Allow Zero Length         Yes           Unicode Compression         Yes           IME Sentence Mode         No Control					
Default Value         Affeld name can be up to 64 characters long, including spaces. Press F1 for help on field' names.           Validation Text         Invalid Entryl Please enter one of the following cities: Atlanta, Chicago, or Miami.         Affeld name can be up to 64 characters long, including spaces. Press F1 for help on field' names.           Required         Ro         No         No         No           Unicode Compression         Yes         Invalid Entryl Please enter one of the following cities: Atlanta, Chicago, or Miami.         Affeld name can be up to 64 characters long, including spaces. Press F1 for help on field' names.           Unicode Compression         Yes         No         No         No           UNE Sontrol         No control         No         HE         No         Here text of the following cities: Atlanta, Chicago, or Miami.					
Wildston Rele         Manual Or Entry Please enter one of the following cities: Atlanta, Chicago, or Miami.         Afield name can be up to 64 characters long, including spaces. Press F1 for help on field names.           Required         No         No         Indexed         No           Uncicode Compression         Yes         Indexed         No           UNE Mode         No Control         IME Sentence Mode         None					
Validation Text       Invalid Entryl Please enter one of the following cities: Atlanta, Chicago, or Miami.       including spaces. Press F1 for help on field names.         Required       No       No       No         Indexed       No       No         Unicode Compression       Yes       No         IME Mode       No Control       Mode	E	Default Value			
Required         No         names.           Allow Zero Length         Yes         Indexed         No           Unicode Compression         Yes         Indexed         Indexed           Unicode Compression         Yes         Indexed         Indexed           IME Mode         No Control         Indexed         Indexed			Adanta Or Critago Or Mani		A field name can be up to 64 characters long,
Allow Zero Length Yes Indexed No Unicode Compression Yes UME Mode No Centrol IME Sentence Mode None				ng cities: Atlanta, Chicago, or Miami.	
Indexed     No       Unicode Compression     Yes       IME Mode     No Centrol       IME Sentence Mode     None					ndries,
Unicode Compression Yes INE Mode No Control INE Sentence Mode None					
IME Mode No Cantrol IME Sentence Mode None					
IME Sentence Mode None					
			and the second s	*	

3. Next, select Validation Text (see Figure 14).

Figure 14 – Validation Text

4. Whatever appears in *Validation Text* is the message that will appear if a user attempts to enter data that violates the *Validation Rule* that was entered in *Step 2*. For example, the following is an example of a message that could be entered: **Invalid Entry! Please enter one of the following cities: Atlanta, Chicago, or Miami** 

Figure 15 is an example of how the error message would appear to the user.



Figure 15 – Error Message

## **Descriptions**

The description area (see *Figure 16*) is a place where you can provide instructions to the users. The users will see the instructions as they enter the various fields for the database.

File Home Create Exte	rnai	Data Database	e Tools Desig	n			4 🔮
View Primary Builder Test Validation Key Tools		□ Insert Rows Delete Rows Madify Lookups	Property Indexes Sheet Show/Hide	Create Data Rename/Delete Macros * Macro Field, Record & Table Events	Relationships Object Dependencies Relationships		
All Access Objects 💿 🤘	(th	Reservations					*
Search.		Field	Name	Data Type		Description	
Tables 8	8	Transaction Nur	nber	AutoNumber			18
Reservations		First Name		Text			
		Last Name		Text			
		Departure City		Text			1
		Destination City	1	Text			
		Meal		Yes/No			1
		Ticket Cost		Currency			1
		Departure Date		Date/Time			1
		Departure Time	6	Date/Time			1

*Figure 16* – Description

The following explains how to create a *Description* for a field.

- 1. Place your cursor in the *Description* column next to the field of your choice (see *Figure 16*).
- 2. Enter a meaningful description for the user. For example, for the *Meal* field in *Figure 17*, you could enter, "Please select if the customer wants a meal on the flight."

	Reservations			×
1	Field Name	Data Type	Description	
B	Transaction Number	AutoNumber		=
	First Name	Text		
	Last Name	Text		
	Departure City	Text		
	Destination City	Text		
	Meal	Yes/No	Please check if the customer wants a meal on the flight.	
	Ticket Cost	Currency		1
	Departure Date	Date/Time		
	Departure Time	Date/Time		

Figure 17 – Description

A	-	j - G - ∥ <del>-</del>	airline : Database (Access 2007) - Microsoft Access
Fil	e	Home Create Exte	rnal Data Database Tools 🗠
Viev	v	Paste Cut Pormat Painter Clipboard 15	Image: Ascending of Selection + Filter       Image: Selection + Selection
*		Reservations	
		📃 Reservat	ions
Navigation Pane		Transaction Number First Name Last Name Departure City Destination City	1       John       Smith       Atlanta       Chicago
Na		Meal Ticket Cost	
		Departure Date	
		Departure Time	
	Rec	cord: 14 📢 1 of 1 🕞 🕨 🕨	K No Filter Search
Pleas	se che	eck if the customer wants a me	al on the flight. Num Lock 🔲 🗄 🐇

Figure 18 shows where the Description text will appear when the user selects the Meal field.

Figure 18 – Description

## Adding and Deleting Fields

Once the table has been completed for the database, it is possible to add and delete fields. The following explains how to add the field *Transaction Date* to *Figure 19* between *Transaction Number* and *First Name*.

Ē	Reservations			
	Field Name	Data Type		Description
P	Transaction Number	AutoNumber	Add Transaction Date	
	First Name	Text	Add Hansaction Date	
	Last Name	Text		
	Departure City	Text		
	Destination City	Text		
	Meal	Yes/No		
	Ticket Cost	Currency		
	Departure Date	Date/Time		
	Departure Time	Date/Time		

Figure 19 – Adding and Deleting Fields

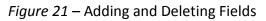
1. Allow your mouse pointer to hover over the field *First Name* (see *Figure 20*) and right-click.

	Reservations		
$\angle$	Field Name	Data Type	
8	Transaction Number AutoNumber		
F	First Name	Text	
Ī	Last Name	Text	
[	Departure City		
[	Destination City		
1	Meal	Yes/No	
1	Ticket Cost	Currency Date/Time	
[	Departure Date		
[	Departure Time	Date/Time	

#### Figure 20 – Adding and Deleting Fields

2. In the menu that appears, select *Insert Rows* (if you want to delete this field, you would select *Delete Rows*). Upon completing this step, a row will be available for you to enter the field *Transaction Date* (see *Figure 21*).

	Reservations			×
2	Field Name	Data Type	Description	
8	Transaction Number	AutoNumber		$\equiv$
[				
	First Name	Text		
	Last Name	Text		
	Departure City	Text		
	Destination City	Text		
	Meal	Yes/No		
	Ticket Cost	Currency		
	Departure Date	Date/Time		
	Departure Time	Date/Time		



# **Default Values**

As the database designer, you have the option of including *Default Values*. For example, in the table in *Figure 22*, suppose that 99% of the entries for *Departure City* will be *Atlanta*. You could include a default value of *Atlanta* to make the data entry easier for the user.

Reservations	Reservations								
Z Field Name	Data Type	Description							
Transaction Number	AutoNumber								
First Name	Text								
Last Name	Text								
Departure City	Text								
Destination City	Text								
Meal	Yes/No								
Ticket Cost	Currency								
Departure Date	Date/Time								
Departure Time	Date/Time								



The following explains how to include the default value of *Atlanta* for *Departure City*.

1. Select the field *Departure City* (see *Figure 23*).

Frimary Builder Test Validati key Tools	on a	≔ Insert Rows ▶ Delete Rows ♥ Modify Lookups	Property Indexes Sheet Show/Hide	Create Data Rename/Delete Macros + Macro Field, Record & Table Events	Relationships Object Dependencies Relationships	
ll Access Objects 🛛 🛞 «		Reservations				
earch 🔎		Field	Name	Data Type		Description
Tables &		Transaction Number		AutoNumber		
Reservations		Transaction Dat	ate	Date/Time		
Reservations		First Name		Text		
		Last Name	_	Text		
		Departure City		Text		
		Destination City	1	Text		
		Meal Ticket Cost		Yes/No		
				Currency		
		Departure Date		Date/Time		
		Departure Time	8	Date/Time		

Figure 23 – Default Values

2. Click Default Value (see Figure 24).

File Home Create Ext	rnal Data Database Too	ols Design		۵ 🕐
View Primary Builder Test Validatio Key Tools	Modify Lookups SI	perty Indexes Create Data Renar	lacro Depen	dencies
All Access Objects 💿 «	Reservations			×
Search	Field Nam	Data Type	1	Description
La contra constante da consta	8 Transaction Numbe			Description A
Tables	Transaction Date	Date/Time		
Reservations	First Name	Text		
	Last Name	Text		
		1077-107-1		
	Departure City	Text		
	Destination City	Text		
	Meal	Yes/No		
	Ticket Cost	Currency		
	Departure Date	Date/Time		
	Departure Time	Date/Time		
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
				•
			Field Properties	
	General Lookup			
	Field Size	15		
	Format			
	Input Mask			
	Caption			
	Default Value	-		
	Validation Rule			A value that is automatically entered in this
	Validation Text Required	No		field for new records
	Allow Zero Length	Yes		
	Indexed	No		
	Unicode Compression	Yes		
	IME Mode	No Control		
	IME Sentence Mode	None		
	Smart Tags	24/300/11/00	*	

Figure 24 – Default Values

3. Enter Atlanta (see Figure 25).

General Lookup		
Field Size	15	
Format		
Input Mask		
Caption		
Default Value	Atlanta	
Validation Rule		
Validation Text		
Required	No	
Allow Zero Length	Yes	
Indexed	No	
Unicode Compression	Yes	
IME Mode	No Control	
IME Sentence Mode	None	
Smart Tags		-

Figure 25 – Default Values

4. When the user opens a form, *Atlanta* will appear as a default for the field *Departure City* (see *Figure 26*). This will make the job of the data entry person easier because he or she will not need to type *Atlanta*.

However, another city can be entered for *Departure City*, if desired. For example, *Chicago* could be entered in place of *Atlanta*.

Transaction Numbe	r (New)				
Transaction Date					
First Name					
Last Name					
Departure City	Atlanta	Atlant	a – Default Valı	ue	
Destination City					
Meal		N			
Ticket Cost					
Departu <mark>re</mark> Date					
					1

Figure 26 – Default Values

## Creating a Drop-Down List

A drop-down list can make the job of the data entry person easier. When a drop-down list is available, the user simply clicks the list and selects the option of his or her choice.

For example, in *Figure 27*, *Destination City* would be the perfect place to include a drop down list. If the cities for the *Destination City* field were *Atlanta*, *Chicago*, and *Miami*, the user would simply click the list and select the city of his or her choice. This eliminates a lot of typing for the user.

View Views Views Views Views Views Views	ion	Here Insert Rows Delete Rows Modify Lookups	Property Indexes Sheet Show/Hide	Create Data Rename/Delete Macros + Macro Field, Record & Table Events	Relationships Object Dependencies Relationships	
All Access Objects 🛛 🛞 <	(	Reservations				
search 🖇	>	Field 1	Name	Data Type		Description
Tables &		Transaction Number		AutoNumber		
Reservations		Transaction Dat	e	Date/Time		
La Reservations		First Name		Text		
		Last Name		Text		
		Departure City		Text		
		Destination City	1	Text		
		Meal		Yes/No		
		Ticket Cost		Currency		
		Departure Date		Date/Time		
		Departure Time		Date/Time		

Figure 27 – Creating a Drop-Down List

The following steps explain how to create a drop-down list for the field Destination City.

1. For *Destination City*, select the down-arrow (see *Figure 28*).

	Reservations		
2	Field Name	Data Type	Description
P	Transaction Number	AutoNumber	
	Transaction Date	Date/Time	
	First Name	Text	
	Last Name	Text	
	Departure City	Text	
	Destination City	Text 💌	
	Meal	Yes/No	
	Ticket Cost	Currency	
	Departure Date	Date/Time	
	Departure Time	Date/Time	

Figure 28 – Down-Arrow

2. From the menu that appears, select *Lookup Wizard* (see *Figure 29*).

	Ta	ble Tools airline : Databas	se (Access 2007) – Microsoft Access	
Views Tools	Delete Rows     Modify Lookups     Show/Hi	Macros * Macro	Dependencies	
All Access Objects 🛞 «	Reservations     Field Name	Data Type		Description
Tables &	Transaction Date First Name Last Name Departure City Destination City Meal Ticket Cost Departure Date Departure Time	Date/Time Text Text Text Text Text Memo Number Date/Time Currency AutoNumber Yes/No		
		OLE Object Hyperlink Attachment Calculated Lookup Wizard.		

*Figure 29* – Lookup Wizard

3. The *Lookup Wizard* dialogue box will appear. Select the option, "I will type in the values that I want." Then, click the *Next* button (see *Figure 30*).

This wizard creates a lookup field, which displays a list of values you can choose from. How do you want your lookup field to get its values?
 I want the lookup field to get the values from another table or query.
I will type in the <u>v</u> alues that I want.
L

Figure 30 – Lookup Wizard

4. Under *Col 1* (see *Figure 31*), type the values that you want to appear. Then, click the *Finish* button.

hat values do you w the list, and then ty				of columns you want
o adjust the width of	a column, drag it	s right edge to I	the width you war	nt, or double-click the
ight edge of the colur				
lumber of <u>c</u> olumns:	1			
Col1				
Atlanta				
Chicago	-			
Miami				
	)			

Figure 31 – Lookup Wizard

5. *Figure 32* shows how the drop-down list would appear in the form for the user.

Reservations		
Reservat	ions	
Transaction Number	3	
Transaction Date	2/15/2011	
First Name	John	
Last Name	Smith	
Departure City	Atlanta 💽	
Destination City	Atlanta Chicago	
Meal	Miami	
Ticket Cost		
Departure Date		
Departure Time		

Figure 32 – Drop-down List

## **Opening and Closing the Table**

When you are finished creating the table, it can be closed by clicking the "X" in the upper-right area of the table (see *Figure 33*).

View Printary Key Plaider Test Validati Rules Tools	Modify Lookups	Property Indexes Sheet Show/Ride		Depend	ect dencies	
All Access Objects 🛛 🛞 🦑						
earch.	Field 1		Data Type		Description	
Tables 🛠	Transaction Nur		AutoNumber			
Reservations	Transaction Dat	e	Date/Time			
	First Name		Text			
	Last Name		Text			
	Departure City		Text			
	Destination City	/	Text			
	Meal		Yes/No			
	Ticket Cost		Currency			
	Departure Date Departure Time		Date/Time Date/Time			
	Departure Hime	8	Date/ Inne			
			Field P	roperties		
	General Lookup					
	Field Size	Long Intege	r.			
	New Values	Increment				
	Format Caption					
	Indexed					
	Smart Tags	No. No. of Street, Str	9100°C		A field name can be up to 64 characters long,	
	Text Align	General			including spaces. Press F1 for help on field names.	

Figure 33 – Closing the Table

To open the table again, double-click the name of the table that you want to open. The name of the table will appear on the left area of the window (see *Figure 34*).

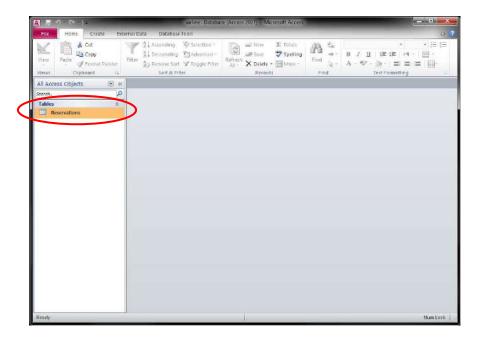


Figure 34 – Opening the Table

# Forms

The following explains how to create and design forms in Access.

#### Create the Form

The following instructions explain how to create an interactive form that allows the user to effectively interact with the database.

1. From the *Create* tab, click *Form Design* (see *Figure 35*).

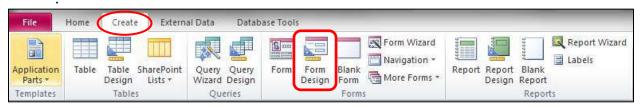


Figure 35 – Form Design

2. A blank form will appear on your screen (see *Figure 36*).

File Home Create Ext	rnal Data Database Tools Design Arrange Format	
Views Themes	ab Aa 🔤 🗋 🌏 🔍 🧮 👫 🖓 📑 🏥 🔪 ど 🔛	Logo Title Date and Time
	Econerois	Header / Footer
All Access Objects		
Tables	✓ Detail	
Reservations X		

Figure 36 – Access Form

## Form Properties

You create the form by using the *Property Sheet*. To see the Property Sheet, click *the Property Sheet* button on the *Design* tab (see *Figure 37*).

File	Home Create	External Data Database Tools Design Arrange Format		$\frown$
View	Aa state Themes A Fonts +	💦 abl Aa 📼 🗀 🧟 💿 🗂 📩 🕂 👔 👔 🔪	the true     the true	Add Existing Property Too Fields Sheet Oder 22 Convert Form's A
Views	Themes	Controls	Header / Footer	Tools

Figure 37 – Property Sheet

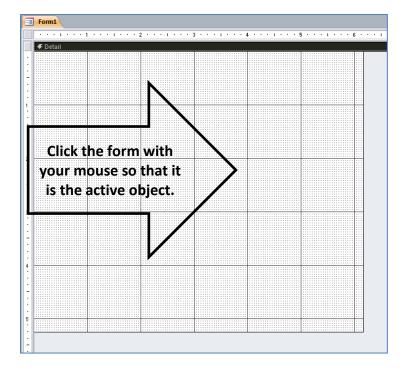
The Property Sheet will appear on the screen (see *Figure 38*) and provide you with many options allowing you to develop an effective form.

Selection type: Form Form Torm Torm Torm Torm Torm Torm Torm T	Property Sheet	×
Format       Data       Event       Other       All         Record Source		
Record Source       Image: Context Source         Record Source       Image: Context Source         Caption       Image: Context Source         Pop Up       No         Modal       No         Default View       Single Form         Allow Form View       Yes         Allow ProtChart View       Yes         Allow ProtChart View       Yes         Allow ProtChart View       Yes         Allow Layout View       Yes         Allow Layout View       Yes         Allow Layout View       Yes         Picture Tiling       No         Picture Size Mode       Clip         Vidth       6.1694*         Auto Center       No         Auto Resize       Yes         Fit to Screen       Yes         Border Style       Sizable         Record Selectors       Yes         Navigation Buttons       Yes         Navigation Caption       Dividing Lines         Dividing Lines       No         Split Form Orientation       Datasheet on Tc         Split Form Drientation       Datasheet         Split Form Drientation       Datasheet         Subdatasheet Expanded       No	Form	•
CaptionPop UpNoModalNoDefault ViewSingle FormAllow Form ViewYesAllow ProtTable ViewYesAllow ProtChart ViewYesPicture TilingNoPicture TilingNoPicture Size ModeClipVidthG.1694"Auto CenterNoAuto ResizeYesBorder StyleSizableRecord SelectorsYesNavigation CaptionDividing LinesNoNoScroll BarsBothControl BoxYesMin Max ButtonsBoth EnabledMoveableNoSplit Form SizeAutoSplit Form Splitter BarYesSplit Form DrientationDatasheet on TcSplit Form Splitter Bar YesSplit Form OnlySave Splitter Bar PositionYesSubdatasheet ExpandedNoSubdatasheet ExpandedNoSubdatasheet ExpandedNoSubdatasheet TypeDynasetFetch DefaultsYesFilterFilterFilter On LoadNoOrder ByOrder SyOrder By On Load <t< td=""><td>Format Data Event Of</td><td>ther All</td></t<>	Format Data Event Of	ther All
Pop Up       No         Modal       No         Default View       Single Form         Allow Form View       Yes         Allow ProtTable View       Yes         Allow ProtTable View       Yes         Allow ProtTable View       Yes         Allow ProtTable View       Yes         Allow Layout View       Yes         Allow Layout View       Yes         Picture Type       Embedded         Picture Tilling       No         Picture Size Mode       Clip         Width       6.1694*         Auto Center       No         Auto Resize       Yes         Fit to Screen       Yes         Border Style       Sizable         Record Selectors       Yes         Navigation Buttons       Yes         Navigation Caption       Dividing Lines         Dividing Lines       No         Scroll Bars       Both Enabled         Moveable       No         Split Form Orientation       Datasheet on Tc         Split Form Drientation       Datasheet         Split Form Drientation       Datasheet         Subdatasheet Height       O'         Grid X       24 </td <td>Record Source</td> <td><b>_</b></td>	Record Source	<b>_</b>
ModalNoDefault ViewSingle FormAllow Form ViewYesAllow Dottasheet ViewYesAllow PivotTable ViewYesAllow InterventionYesAllow Layout ViewYesPicture TypeEmbeddedPicture TilingNoPicture TilingNoPicture Size ModeClipWith6.1694"Auto CenterNoAuto CenterNoAuto CenterNoAuto SeizeYesFit to ScreenYesBorder StyleSizableRecord SelectorsYesNavigation ButtonsYesNavigation CaptionDividing LinesDividing LinesNoScroll BarsBothClose ButtonYesMin Max ButtonsBoth EnabledMoveableNoSplit Form SizeAutoSplit Form DatasheetAllow EditsSplit Form DatasheetAllow EditsSplit Form PrintingForm OnlySave Splitter Bar PositionYesSubdatasheet HeightO"Grid X24Grid X24Idid X24Idid X24FilterFilterFilter On LoadNoOrder ByOrder ByOrder ByNoAllow AdditionsYes	Caption	
Default View     Single Form       Allow Form View     Yes       Allow ProtTable View     Yes       Picture Tiling     No       Picture Size Mode     Clip       Width     6.1694"       Auto Center     No       Auto Resize     Yes       Fit to Screen     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Nain Max Buttons     Both Enabled       Moveable     No       Split Form Spitter Bar     Yes       Split Form Drientation     Datasheet on Tc       Split Form Spitter Bar     Yes       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     N	Pop Up	No
Allow Form View     Yes       Allow Datasheet View     Yes       Allow PivotTable View     Yes       Allow PivotChart View     Yes       Picture Type     Embedded       Picture Tiling     No       Picture Size Mode     Clip       Width     6.1694"       Auto Center     No       Auto Resize     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Orientation     Datasheet on Tc       Split Form Datasheet     Allow Edits       Split Form Drientation     Datasheet on Tc       Split Form Position     Yes       Subdatasheet Expanded     No       Subdatasheet Expanded     No       Subdatasheet Expanded	Modal	No
Allow Datasheet View     Yes       Allow PivotTable View     Yes       Allow Layout View     Yes       Picture Type     Embedded       Picture Type     Embedded       Picture Tilling     No       Picture Alignment     Center       Picture Size Mode     Clip       Width     6.1694"       Auto Center     No       Auto Resize     Yes       Fit to Screen     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Corrol Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Orientation     Datasheet on Tc       Split Form Orientation     Datasheet       Split Form Drinting     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Height     O"       Grid X     24       Grid X     24       Grid X     24       Grid X     24       Fitter     Fitter       Fitter On Load     No       Orientation     Left-to-Right       Recordset Type     Dynaset	Default View	Single Form
Allow PivotTable View     Yes       Allow PivotChart View     Yes       Allow Layout View     Yes       Picture Type     Embedded       Picture Tiling     No       Picture Tiling     No       Picture Size Mode     Clip       Width     6.1694"       Auto Center     No       Auto Resize     Yes       Fit to Screen     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Splitter Bar     Yes       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Height     O"       Grid X     24       Agrout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fetch Defaults     Yes       Filter On Load     No       Filter On Load     No       Order By     Order By <td>Allow Form View</td> <td>Yes</td>	Allow Form View	Yes
Allow PivotChart View     Yes       Allow Layout View     Yes       Picture Type     Embedded       Picture Tiling     No       Picture Tiling     No       Picture Alignment     Center       Picture Size Mode     Clip       Width     6.1694°       Auto Center     No       Sorder Style     Sizable       Record Selectors     Yes       Navigation Buttons     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Splitter Bar     Yes       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Kepanded     No       Subdatasheet Expanded	Allow Datasheet View	Yes
Allow Layout View     Yes       Picture Type     Embedded       Picture Tiling     No       Picture Alignment     Center       Picture Size Mode     Clip       Width     6.1694"       Auto Center     No       Auto Center     No       Auto Center     No       Auto Center     No       Auto Resize     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Orientation     Datasheet on Tc       Split Form Splitter Bar     Yes       Split Form Datasheet     Allow Edits       Split Form Position     Yes       Subdatasheet Height     O'       Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fitter     Filter       Filter On Load     No       Order By     O       Order	Allow PivotTable View	Yes
Picture Type     Embedded       Picture Tiling     No       Picture Tiling     No       Picture Size Mode     Clip       Width     6.1694"       Auto Center     No       Auto Resize     Yes       Fit to Screen     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Orientation     Datasheet on Tc       Split Form Orientation     Datasheet on Tc       Split Form Drinting     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Height     O"       Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fitter     Fitter       Fitter On Load     No       Order By     Order By       Order By On Load     Yes	Allow PivotChart View	Yes
Picture       (none)         Picture Tiling       No         Picture Alignment       Center         Picture Size Mode       Clip         Width       6.1694"         Auto Center       No         Auto Resize       Yes         Fit to Screen       Yes         Border Style       Sizable         Record Selectors       Yes         Navigation Caption       Dividing Lines         Dividing Lines       No         Scroll Bars       Both         Control Box       Yes         Min Max Buttons       Both Enabled         Moveable       No         Split Form Spitter Bar       Yes         Split Form Printing       Form Only         Save Splitter Bar Position       Yes         Subdatasheet Height       O"         Grid X       24         Layout for Print       No         Orientation       Left-to-Right         Recordset Type       Dynaset         Fitter       Fitter         Fitter On Load       No         Order By       Order By         Order By       No         Auto Additions       Yes	Allow Layout View	Yes
Picture Tiling     No       Picture Alignment     Center       Picture Size Mode     Clip       Width     6.1694"       Auto Center     No       Auto Resize     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Caption     Dividing Lines       No     Scroll Bars       Softer Style     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Orientation     Datasheet on Tc       Split Form Datasheet     Allow Edits       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Expanded     No       Subdatasheet Type     Dynaset       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes	Picture Type	Embedded
Picture Alignment       Center         Picture Size Mode       Clip         Width       6.1694*         Auto Center       No         Auto Resize       Yes         Fit to Screen       Yes         Border Style       Sizable         Record Selectors       Yes         Navigation Buttons       Yes         Navigation Caption       Dividing Lines         Dividing Lines       No         Scroll Bars       Both         Cortol Box       Yes         Min Max Buttons       Both Enabled         Moveable       No         Split Form Orientation       Datasheet on Tc         Split Form Orientation       Datasheet on Tc         Split Form Drinting       Form Only         Save Splitter Bar Position       Yes         Subdatasheet Height       O'         Grid X       24         Layout for Print       No         Orientation       Left-to-Right         Recordset Type       Dynaset         Fitter       Fitter On Load         Fitter On Load       No         Order By       Order By         Order By       No         Matt for Post Processing	Picture	(none)
Picture Size Mode     Clip       Width     6.1694°       Auto Center     No       Auto Resize     Yes       Fit to Screen     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Splitter Bar     Yes       Split Form Datasheet     Allow Edits       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Height     O"       Grid X     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fitter     Fitter       Fitter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes	Picture Tiling	No
Picture Size Mode     Clip       Width     6.1694°       Auto Center     No       Auto Resize     Yes       Fit to Screen     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Splitter Bar     Yes       Split Form Datasheet     Allow Edits       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Height     O"       Grid X     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fitter     Fitter       Fitter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		Center
Width     6.1694"       Auto Center     No       Auto Resize     Yes       Fit to Screen     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Close Button     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Splitter Bar     Yes       Split Form Datasheet     Allow Edits       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Kepanded     No       Subdatasheet Type     Dynaset       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     Or       Order By     No       Order By     No       Auto Post Processing     No       Allow Additions     Yes		
Auto Center     No       Auto Resize     Yes       Fit to Screen     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Orientation     Datasheet on Tc       Split Form Orientation     Datasheet on Tc       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Height     Or       Grid Y     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fitter     Filter       Filter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes	Width	6.1694"
Auto Resize     Yes       Fit to Screen     Yes       Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Gaption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Splitter Bar     Yes       Split Form Datasheet     Allow Edits       Split Form Drientation     Datasheet on Tc       Split Form Drientation     Pets       Subdatasheet Expanded     No       Subdatasheet Height     O"       Grid X     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fitter     Filter       Filter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes	Auto Center	
Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Orientation     Datasheet on Tc       Split Form Orientation     Datasheet on Tc       Split Form Datasheet     Allow Edits       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Type     Dynaset       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     Order Stype       Order By     No       Order By     No       Allow Additions     Yes		Yes
Border Style     Sizable       Record Selectors     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Orientation     Datasheet on Tc       Split Form Orientation     Datasheet on Tc       Split Form Datasheet     Allow Edits       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Type     Dynaset       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     Order Stype       Order By     No       Order By     No       Allow Additions     Yes		
Record Selectors     Yes       Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Scroll Bars     Both       Control Box     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Orientation     Datasheet on Tc       Split Form Datasheet     Allow Edits       Split Form Porientation     Ves       Subdatasheet Expanded     No       Subdatasheet Height     O'       Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     O       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		
Navigation Buttons     Yes       Navigation Caption     Dividing Lines       Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Close Button     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Orientation     Datasheet on Tc       Split Form Splitter Bar     Yes       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Height     O"       Grid X     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fitter     Fitter       Fitter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		
Navigation Caption           Dividing Lines         No           Scroll Bars         Both           Control Box         Yes           Close Button         Yes           Close Button         Yes           Close Button         Yes           Min Max Buttons         Both Enabled           Moveable         No           Split Form Size         Auto           Split Form Orientation         Datasheet on Tc           Split Form Printing         Form Only           Save Splitter Bar Position         Yes           Subdatasheet Expanded         No           Subdatasheet Height         O'           Grid X         24           Grid Y         24           Layout for Print         No           Orientation         Left-to-Right           Recordset Type         Dynaset           Fitter         Fitter           Fitter On Load         No           Order By         Or           Order By         No           Data Entry         No           Allow Additions         Yes		
Dividing Lines     No       Scroll Bars     Both       Control Box     Yes       Close Button     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Orientation     Datasheet on Tc       Split Form Orientation     Datasheet on Tc       Split Form Drientation     Potatsneet       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Expanded     No       Subdatasheet Type     Dynaset       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     No       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		
Scroll Bars     Both       Contol Box     Yes       Close Button     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Orientation     Datasheet on Tc       Split Form Orientation     Datasheet on Tc       Split Form Driatsheet     Allow Edits       Split Form Drinting     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Height     O'       Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fitter     Filter       Filter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		No
Control Box     Yes       Close Button     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Orientation     Datasheet on Tc       Split Form Datasheet     Allow Edits       Split Form Datasheet     Allow Edits       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Height     0°       Grid X     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Filter     Filter       Filter On Load     No       Order By     On       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		
Close Button     Yes       Min Max Buttons     Both Enabled       Moveable     No       Split Form Size     Auto       Split Form Splitter Bar     Yes       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Expanded     No       Subdatasheet Height     O'       Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Filter     Filter       Filter On Load     No       Order By     On       Order By     No       Data Entry     No       Allow Additions     Yes		
Min Max Buttons         Both Enabled           Moveable         No           Split Form Orientation         Datasheet on Tc           Split Form Orientation         Datasheet on Tc           Split Form Datasheet         Allow Edits           Split Form Printing         Form Only           Save Splitter Bar Position         Yes           Subdatasheet Expanded         No           Subdatasheet Height         Or           Grid X         24           Grid Y         24           Layout for Print         No           Orientation         Left-to-Right           Recordset Type         Dynaset           Fitter         Filter           Filter On Load         No           Order By         Order By           Order By On Load         Yes           Wait for Post Processing         No           Allow Additions         Yes		
Moveable         No           Split Form Size         Auto           Split Form Orientation         Datasheet on Tc           Split Form Splitter Bar         Yes           Split Form Datasheet         Allow Edits           Split Form Printing         Form Only           Save Splitter Bar Position         Yes           Subdatasheet Expanded         No           Subdatasheet Height         O"           Grid X         24           Layout for Print         No           Orientation         Left-to-Right           Recordset Type         Dynaset           Fitter         Filter           Filter On Load         No           Order By         Order By           Order By On Load         Yes           Wait for Post Processing         No           Allow Additions         Yes		
Split Form Size     Auto       Split Form Orientation     Datasheet on Tc       Split Form Splitter Bar     Yes       Split Form Datasheet     Allow Edits       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Height     0°       Grid X     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Filter     Filter       Filter On Load     No       Order By     Order Sy       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		
Split Form Orientation         Datasheet on Tc           Split Form Splitter Bar         Yes           Split Form Drinting         Form Only           Save Splitter Bar Position         Yes           Subdatasheet Expanded         No           Subdatasheet Expanded         No           Subdatasheet Height         O°           Grid X         24           Grid Y         24           Layout for Print         No           Orientation         Left-to-Right           Recordset Type         Dynaset           Fitter         Fitter           Fitter On Load         No           Order By On Load         Yes           Wait for Post Processing         No           Allow Additions         Yes		
Split Form Splitter Bar     Yes       Split Form Datasheet     Allow Edits       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Height     0°       Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fitter     Filter       Filter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		
Split Form Datasheet     Allow Edits       Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Height     0°       Grid X     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		
Split Form Printing     Form Only       Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Height     0°       Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fitter     Fitter       Filter On Load     No       Order By     On Load       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		
Save Splitter Bar Position     Yes       Subdatasheet Expanded     No       Subdatasheet Height     0°       Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fetch Defaults     Yes       Filter		
Subdatasheet Expanded     No       Subdatasheet Height     O"       Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Allow Additions     Yes		
Subdatasheet Height     0°       Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     On Load       Vait for Post Processing     No       Data Entry     No       Allow Additions     Yes		
Grid X     24       Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fetch Defaults     Yes       Filter		
Grid Y     24       Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fetch Defaults     Yes       Filter     Filter On Load       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Data Entry     No       Allow Additions     Yes	-	
Layout for Print     No       Orientation     Left-to-Right       Recordset Type     Dynaset       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Data Entry     No       Allow Additions     Yes		
Orientation     Left-to-Right       Recordset Type     Dynaset       Fetch Defaults     Yes       Filter     Filter       Filter On Load     No       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Data Entry     No       Allow Additions     Yes		
Recordset Type     Dynaset       Fetch Defaults     Yes       Filter     Filter On Load       Order By     Order By       Order By On Load     Yes       Wait for Post Processing     No       Data Entry     No       Allow Additions     Yes		
Fetch Defaults Yes Filter No Order By Order By V Wait for Post Processing No Data Entry No Allow Additions Yes		
Filter     Filter On Load       No     Order By       Order By On Load     Yes       Wait for Post Processing     No       Data Entry     No       Allow Additions     Yes		
Filter On Load         No           Order By         Order By           Order By On Load         Yes           Wait for Post Processing         No           Data Entry         No           Allow Additions         Yes		Yes
Order By On Load Yes Wait for Post Processing No Data Entry No Allow Additions Yes		
Order By On Load         Yes           Wait for Post Processing         No           Data Entry         No           Allow Additions         Yes		No
Wait for Post Processing         No           Data Entry         No           Allow Additions         Yes		
Data Entry No Allow Additions Yes		
Allow Additions Yes		
Allow Deletions Vec		
Allow Deletions Tes	Allow Deletions	Yes

Figure 38 – Property Sheet

## Changing the Color of a Form

The following explains how to change the color of a form.



1. Click the Form with your mouse so that it is the active object in Access (see *Figure 39*).

Figure 39 – Form

2. In the *Property Sheet*, click the *Format* tab (see *Figure 40*).

Property Sheet					- ×	
Selection type:	Section					
Detail				•		
Format Data	Event	Oth	er	All		
Visible			Yes	;	-	
Height			5.25"			
Back Color	Back Color					
Alternate Back (	Color		Background 1, Darl			
Special Effect			Flat			
Auto Height		Yes				
Can Grow			No			
Can Shrink	No					
Display When	Always					
Keep Together				No		
Force New Page	No	ne				
New Row Or Co			No			

*Figure 40* – Property Sheet

3. Click to select the right-column for Back Color on the Property Sheet (see *Figure 41*).

Property	Sheet			×	
Selection	n type: S	ection			
Detail				-	
Format	Data	Event	Oth	er All	
Visible				Yes	Click the
Height				5.25"	right column
Back Co	lor			Backgrou.	-
Alternat	e Back C	olor		Background 1, Darl	for <i>Back</i>
Special B	Effect			Flat	Color.
Auto He	ight			Yes	
Can Gro	w			No	
Can Shri	ink			No	
Display	When			Always	
Кеер То	gether			No	
Force Ne	ew Page			None	
New Ro				None	

Figure 41 – Back Color

4. In the Property Sheet, for Back Color, click the 🛄 button (see *Figure 42*).

Property	Sheet				×		
Selection	n type:	Section					
Detail					•		
Format	Data	Event	Oth	er	All		
Visible				Yes	5		
Height				5.25"			
Back Co	lor			Background 🖵 🚥			
Alternat	e Back (	Color		Background 1, Darl			
Special	Effect			Flat			
Auto Height					Yes		
Can Grow					No		
Can Shrink					No		
Display When					Always		
Keep Together					No		
Force N	ew Page			No	ne		
New Ro	w Or Co	)		No	ne		

Figure 42 – Back Color

5. A window containing many colors will appear on your screen. Select the color that you want to apply to your form.

#### **Drawing Labels**

Labels allow you to create items such as banners on your form. The following explains how to add a banner to a form.

1. On the *Design* tab, click the *Label* button (see *Figure 43*).

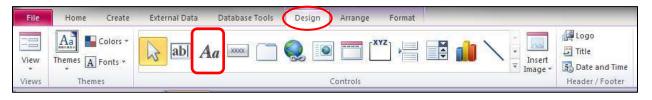


Figure 43 – Label Button

2. Draw a text box on the form (see *Figure 44*).

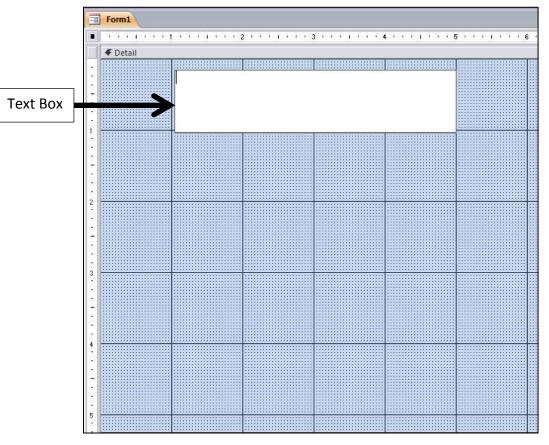


Figure 44 – Text Box

- 3. Type your text in the text box.
- 4. Select the text.
- 5. The text can be formatted from the *Text Formatting* area of the *Home* tab (see *Figure* 45).

File	Home Create Ex	dernal Data Database Tools Design	Arrange Format			
	Cut	Ascending Selection -	New Σ Totals	Cae Replace ⇒ Go To	Calibri (Detail) * 11 * 🗄 1	提 註 P1 -
View	Paste	Pitter	Retrech	Find la Select	в <i>I</i> <u>U</u> <u>A</u> ∗ <sup>a</sup> ⊻ · <u>A</u> ∗ ≡ ≡ ∃	•   III ~   III ~
Views	Clipboard G	Sort & Filter	Records	Find	Text Formatting	-0

Figure 45 – Text Formatting

- 6. Click the form to deselect the text box.
- 7. Then, click the text box again to select it. When you allow your mouse pointer to hover over the edge of the text box (see *Figure 46*), you can hold your mouse button down and move the text box to the location of your choice on the form.

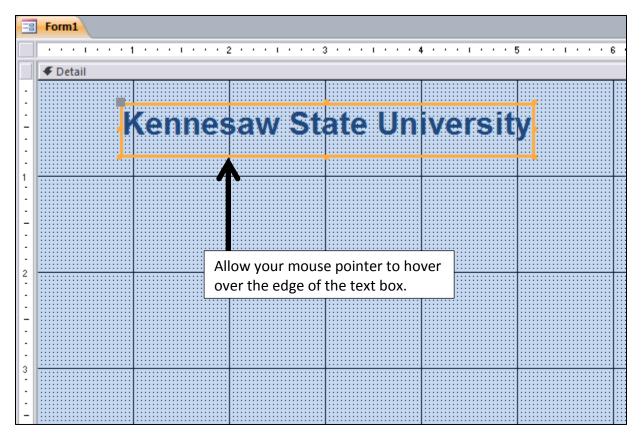


Figure 46 – Moving the Text Box

8. You can re-size the text box by allowing your mouse pointer to hover over an anchor point (see *Figure 47*), holding down your mouse button, and moving the mouse.

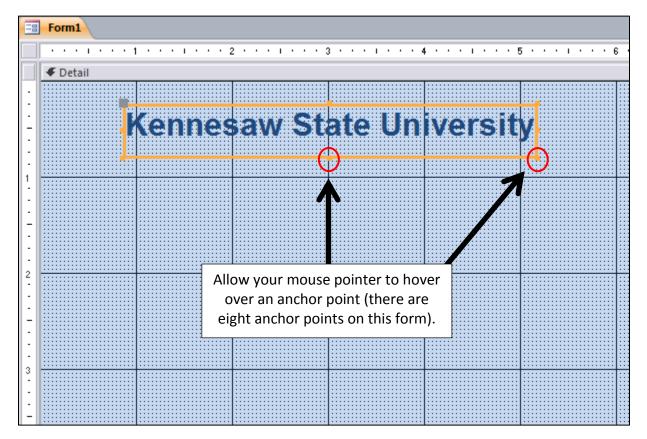


Figure 47 – Re-sizing the Text Box

## **Drawing Lines**

Lines can be used as an organizational tool for the form. For example, lines can create different areas on the form. The following explains how to draw a line on the form.

1. Click the *Line* button (see *Figure 48*) from the *Design* tab.



Figure 48 – Line tool

2. Allow your mouse pointer to hover over the form, hold down the mouse button, and move your mouse. This action will draw a line on the form.

- 3. Click to select the line.
- 4. In the Property Sheet, on the *Format* tab, you can adjust the width and color of the line (see *Figure 49*).

Property Sheet	×			
Selection type: Line				
Line1	•			
Format Data Event Oth	ner All			
Visible	Yes			
Line Slant	Λ			
Width	4.5"			
Height	0"			
Тор	0.9167"			
Left	0.875"			
Border Style	Solid			
Border Width	Hairline 🗨			
Border Color	Text 1			
Special Effect	Flat			
Gridline Style Top	Transparent			
Gridline Style Bottom	Transparent			
Gridline Style Left	Transparent			
Gridline Style Right	Transparent			
Gridline Width Top	1 pt			
Gridline Width Bottom	1 pt			
Gridline Width Left	1 pt			
Gridline Width Right	1 pt			
Top Padding	0.0208"			
Bottom Padding	0.0208"			
Left Padding	0.0208"			
Right Padding	0.0208"			
Horizontal Anchor	Left			
Vertical Anchor	Тор			
Display When	Always			

Figure 49 – Adjusting the width and color of a line

## Adding Fields to the Form

The following explains how to add fields to the form.

1. If the *Property Sheet* is open, click the "X" in the upper-right area of the *Property Sheet* to close this window (see *Figure 50*).

		$\sim$
Property She	eet	(×
Selection typ	pe: Line	Ŭ
Line1		-
Format Da	ata Event Other	All
Vicible	Voc	

Figure 50 – Closing the Property Sheet

2. From the *Design* tab, click the *Add Existing Fields* button (see *Figure 51*).



Figure 51 – Add Exiting Fields

3. The *Field List* window will appear. Click *Show all tables* (see *Figure 52*).



Figure 52 – Show all tables

4. Click the "+" next to the name of your table that contains the fields that you want to add to your form (see *Figure 53*).

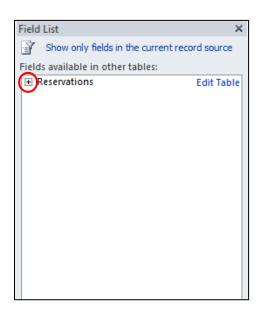


Figure 53 – Adding Fields

- 5. Move the fields from the *Field List* window to the *Form* (see *Figure 54*) by following the instructions below.
  - a. Allow your mouse pointer to hover over the name of the field in the *Field List* window that you want to place on the form.
  - b. Press and hold down your mouse button. With the mouse button pressed down, move the field to the form.
  - c. When the field is over the form, release your mouse button and the field will be added to the form.

a	Data Database Tools Design Arrange Format D Aa a a a a a a a a a a a a a a a a a a	ib na
	Controls Header / Footer	Tools
	Formi	Field List
	≰ k + 1 + 1 + 1 + 1 + 2 + 1 + 1 + 3 + 1 + 1 + 4 + 1 + 1 + 5 + 1 + 1 + 6 + 1 + 1 + 7 + 1 + 1 ▲ # Detail	Show only fields in the current record source Fields available in other tables:
	ABC Airline Field List	Reservations Edit Table Transaction Number Transaction Date First Name Last Name Deporture City
<b>-</b>		I Destination City Meal Ticket Cost Departure Date Departure Time Number
0	Form	

Figure 54 – Adding Fields

## Arranging Fields on the Form

The following instructions explain how to quickly arrange the fields on the form.

- 1. Select all of the fields that you want to arrange on the form. To select all of the fields, follow the instructions below.
  - a. On the form, allow your mouse pointer to hover over the upper-left area where your fields are located.
  - b. Press and hold down your mouse button.
  - c. As you move your mouse button towards the fields, you can draw a selection box to select all of the fields.
  - d. When you release the mouse button, all of the fields that were contained in the selection box will be selected.

2. From the Arrange tab, click Stacked (see Figure 55).

File	Home	Create	External Data	Database Tools Design	Arrange Format	
Gridline	Stacked	abular Remove Layout	Insert Insert Above Below	Insert Left Right Select Column	Merge Split Split Vertically Horizontally	Move Up Move
	Tabl	le		Rows & Columns	Merge / Split	Move

Figure 55 – Stacked Button

3. Click the *Remove Layout* button (see *Figure 56*).

File	Home	Cre	ate	External I	Data	Databa	ase Tool:	s Design	Arrange	Format			
Gridlines	Stacked Ta	Contraction of the	Remove Layout	and a standard and a	Insert Below	Insert Left	Incart	Select Layou Select Colur	nn Marga	Split Vertically	Split Horizontally	Move Up	Move
	Table					Rows &	& Colum	ns		Merge / S	Split	M	ove

Figure 56 – Remove Layout Button

4. The fields will be neatly arranged on the form (see *Figure 57*).

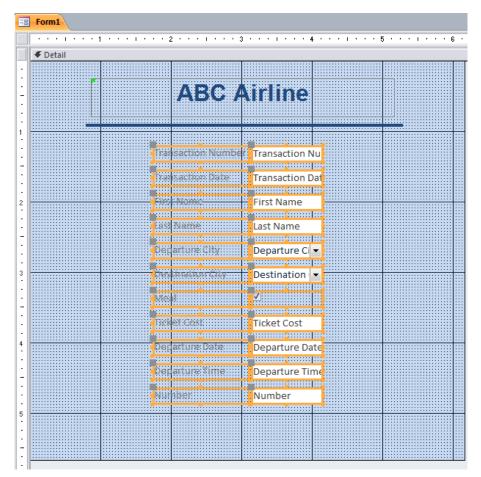


Figure 57 – Fields on the Form

# Removing a Tab Stop for a Field

The following explains how to remove a tab stop for a field. As an example, in *Figure 58*, *Transaction Number* is defined as an auto-number. Therefore, no input is required from the user. For this reason, the tab stop for this field will be removed.

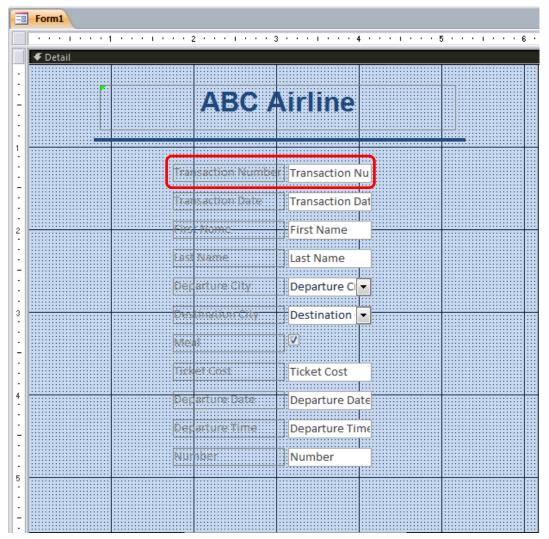


Figure 58 – Fields on the Form

1. From the *Design* tab, click *Property Sheet* (see *Figure 59*).

File	Home Create	External Data Database Tools Design Arrange Format	-	_		
View	Themes A Fonts *	ab Aa 🚥 🗂 🧶 💿 💳 🟋 🕂 🖬 🖬 🔪 🗸 Inset	Logo Title B Date and Time	Add Existing Fields	Property Sheet	Tab Order
Views	Themes	Controls	Header / Footer			Para an

Figure 59 - Property Sheet

- ABC Airline

   Transaction: Number:
   Transaction Nu

   Transaction: Number:
   Transaction Nu

   Transaction: Date
   Transaction Date

   Corr:< Nome</td>
   First Name
- 2. Click to select the text box for *Transaction Number* (see *Figure 60*).

Figure 60 – Select the Text Box

- 3. In the *Property Sheet*, click the *Other* tab (see *Figure 61*).
- 4. In the *Property Sheet*, for *Tab Stop*, click to change *Yes* to *No* (see *Figure 61*).

Property Sheet	×	
Selection type: Text Box		
	$\frown$	
Format Data Event	Other All	
Name	Transaction Numbe	
Datasheet Caption		
Enter Key Behavior	Default	
ControlTip Text		
Tab Index	0	Click to
Tab Stop	Yes 🗲	change
Status Bar Text		to No
Shortcut Menu Bar		10 110
Help Context Id	0	
Auto Tab	No	
Vertical	No	
Allow AutoCorrect	Yes	
IME Hold	No	
IME Mode	No Control	
IME Sentence Mode	None	
Tag		

Figure 61 – Property Sheet

#### Changing the Tab Order

The following explains how change the tab order for a form.

1. From the *Design* tab, click *Tab Order* (see *Figure 62*).

File	Home Create	External Data Database Tools Design Arrange Format		
View	Themes A Fonts *	ab Aa 🔤 🗋 🌏 💽 📅 🟋 📲 🖬 🚺 🔪 🔅 Inset	🚔 Logo 💭 Title 🔂 Date and Time	Add Existing Property Tab Fields Sheet Order
Views	Themes	Controls	Header / Footer	

Figure 62 – Tab Order

- 2. The Tab Order dialogue box will appear (see Figure 63).
- 3. Click to the *Left* of the field name to select the field where you want to adjust the order (see *Figure 63*).
- 4. After the field name is selected, click to the left of the field name and hold down your mouse button. As your mouse button is pressed down, move the field to re-arrange the tab order in the window.
- 5. When you have re-arranged the tab order, click the OK button to close the window.

Section:	Custom Order:			
Detail	Transaction Number		7	
	Transaction Date		-	
	First Name			
	Last Name	Δίωργο	click the area to	
	Departure City			
	the left o		of the field name	
	Meal	to selec	t and re-arrange	
	Ticket Cost	the order.		
	Departure Date			
	Departure Time			
	Number			
Click to select a row, or click and drag to select nultiple rows. Drag velected row(s) to move hem to desired tab order.				

Figure 63 – Tab Order

## Entering Data in the Form

The following explains how to enter data in the form.

1. From the *Design* tab, click *View* (see *Figure 64*).

File	Home Create	External Data Database Tools Design Arrange Format
View	Colors *	😡 abi Aa 🚥 🗀 🧶 💽 💳 🖄 🕂 🗮 📫 🔨 🚽
Views	Themes	Controls

Figure 64 - View Button

- 2. From the menu that appears, select Form View.
- 3. You can now enter data into the various text boxes on the form.
  - a. Press the tab key to go to the next field.
  - b. Press <u>shift + tab</u> to go to the previous field.
- 4. When you have entered data into all of the fields on the form, press the tab key and you will go to the next record where you can enter more data.
- 5. The following instructions explain how to return to the *Design* view so that you can make adjustments to the layout and design of the form.
  - a. From the *Home* tab, click the *View* button (see *Figure 65*).
  - b. From the menu that appears, select Design View.



Figure 65 - View Button

## Saving the Form

The following explains how to save the form.

1. Click the File tab (see Figure 66).

File	Home Create	External Data Database Tools	Design	Arrange	Format	
View	Themes A Fonts *	abl Aa 🔤 📋 🌘	2			
Views	Themes			Controls		

Figure 66 – File tab

2. From the menu that appears, click *Save* (see *Figure 67*).



Figure 67 – Save Button

- 3. In the next window that appears, enter a filename and click the *OK* button. It may help you stay organized if you name the form the same name as the table that the form is associated with.
- 4. To close the form, click the "X" in the upper-right area of the form (see *Figure 68*).

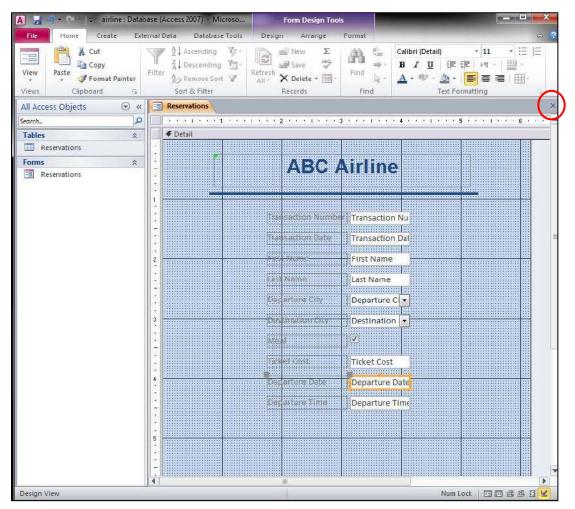
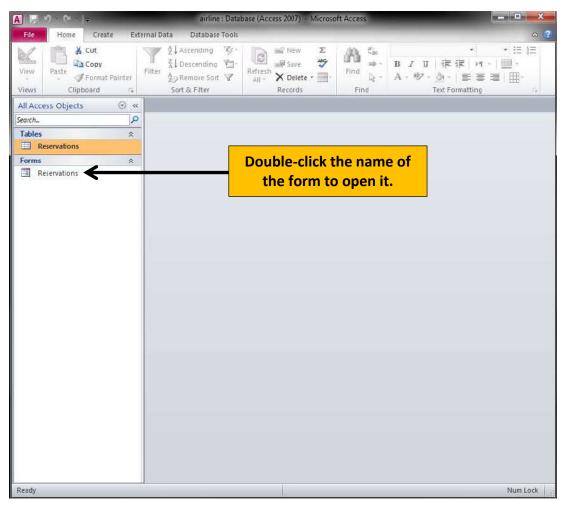


Figure 68 – Closing the Form



5. To open the form again, double-click the form name (see Figure 69).

Figure 69 – Opening the Form

- 6. The following instructions explain how to return to the *Design* view so that you can make adjustments to the layout and design of the form.
  - a. From the *Home* tab, click the *View* button (see *Figure 70*).
  - b. From the menu that appears, select *Design View*.

File	Home Create Ext	ernal Data Database Tools		
View	Paste Cut	Image: Selection to the	Image: New     Σ Totals       Image: New     State       Image: New     Selling       Refresh     More -       All +     X Delete +	Find $ \begin{array}{c} a_{ac}^{b} \ \text{Replace} \\ \Rightarrow \ \text{Go To } \star \\ \hline & & & \\ & & \\ \end{array} $
Views	Clipboard 🕼	Sort & Filter	Records	Find

Figure 70 – View Button

# Moving Between Records on the Form

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File Home Create Ex	ternal Data 🔹 Database Tools			۵
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All Access Objects 🛛 🛞 «	Reservations			
Search P Tables & Reservations Forms &		ABC A	irline	
Reservations		Transaction Number Transaction Date First Name Last Name Departure City Destination City Meal Ticket Cost Departure Date Departure Time	3/7/2011 Joe Passenger Atlanta ▼ Chicago ▼ ▼ \$150.00 4/4/2011 7:00 PM	

To move between records on the form, use the controls at the bottom-left of the window (see *Figure 71*).

Figure 71 – Navigational Buttons

*Figure 72* explains the purpose of each navigational button.

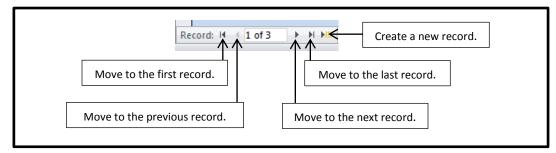


Figure 72 – Navigational Buttons

# Searching for a Record

The following explains how to search for a record in Access.

1. Place the cursor in the field where you are searching for a match. For example, in *Figure* 73, if you were searching for a person's last name, you would place the cursor in the text box for last name.

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File Home Create Ext	ternal Data 🛛 Database Tool	k			۵ 🔮
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All Access Objects 💿 «					×
Search					<u></u>
Tables A Reservations		ABC A	Airline		
Forms A	-				
Reservations					
		Transaction Number	1		
		Transaction Date	3/7/2011		
		First Name	Joe		
		Last Name	Passenger		=
		Departure City	Atlanta 💌		
		Destination City	Chicago 💌		
		Meal			
		Ticket Cost	\$150.00		
		Departure Date	4/4/2011		
		Departure Time	7:00 PM		
	Record: H 4 1 of 3	🕨 🍋 🤺 No Filter 🛛 Search	8 <u>1 - 1</u>		
Form View				Num Lock	

Figure 73 – Record Searches

2. Next, on the *Home* tab, click the *Find* button (see *Figure 74*).



Figure 74 – Find Button

3. In the window that appears, enter item that you are searching for (last name) and click the *Find Next* button (see *Figure 75*).

Find Repla	ace	
Find What:	Smith	Find Next
Look In:	Current field	Cancel
Match:	Whole Field	
Search:	All	

Figure 75 – Search Window

4. The item that you are searching for will appear on the form. Click the *Find Next* button to go to the next match; when there are no more matches, a message will appear indicating the search item was not found.

# **Applying a Filter with Access**

The following explains how to apply a filter in Access.

1. Place your cursor in the field that you want to filter. For example, in *Figure 76*, if you wanted to only see flights destined for Chicago, you would place your cursor in the *Destination City* field.

ABC A	Airline	
Transaction Numbe	r 1	
Transaction Date	3/7/2011	
First Name	Joe	
Last Name	Passenger	
Departure City	Atlanta 💌	
Destination City	Miami	
Meal	2	
Ticket Cost	\$150.00	
Departure Date	4/4/2011	
Departure Time	7:00 PM	

*Figure 76* – Filtering Records

2. From the *Home* tab, click the *Filter* button (see *Figure 77*).

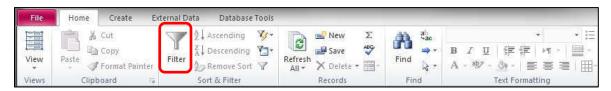


Figure 77 – Filter Button

3. In the menu that appears, remove all of the check-marks except for the one for Chicago (see *Figure 78*) and the click the *OK* button.

Â↓	Sort A to Z	
Z A↓	S <u>o</u> rt Z to A	
*	Clear filter from Destination Text <u>F</u> ilters	
	<ul> <li>[Select All)</li> <li>(Blanks)</li> <li>Chicago</li> <li>Denver</li> </ul>	
	Miami	
	OK Cance	

Figure 78 – Filter

- 4. As you navigate through the records, you will only see the records destined for Chicago.
- 5. To remove the filter so that you can see the other records again, click the *Filtered* button (see *Figure 79*) at the bottom-left area of the window.

8	ABC	Airline	-
-	Transaction Numbe	2	
	Transaction Date	3/6/2011	
	First Name	Amanda	-
	Last Name	Cook	
	Departure City	Atlanta	
	Destination	Chicago	
	Meal	7	
	Ticket Cost	\$210.00	
	Departure Date	3/14/2011	L
	Departure Time	10:00am	
			-

Figure 79 – Remove Filter Button

# **Attaching Photos to a Record**

In many situations, it is helpful to attach a photo to a record. The following explains how to attach a photo to a record.

1. When you create the Photo record in the table, allow the data type to be defined as an *Attachment* (see *Figure 80*).

A		Table Tools Databases ( Database (	Access 2007) - Microsoft Access	- 0 X-
File Home Create Ext	ternal Data Database Tools	Design		۵ 😮
Views Views Views	Modify Lookups Sheet	y Indexes V/Hide Field, Record & Teble Svenks	Dependencies	
All Access Objects 💿 «	Customers			x
Search.	Field Name	Data Type	Description	=
Tables A	- 8 Customer ID	AutoNumber		=
Customers	First Name	Text		
caromes	Last Name	lext		
	Photo	Attachment 💌		
		Field Pro	perties	v
	General Lookup	- 1998 (1999)		
	Caption			
	Required No			
			that users can store	nines the kind of values in the field. Press Fi for data types.
Design view. F6 - Switch panes. F1 -	Help.			ium Lock   🗉 🏽 🖉 💆

Figure 80 – Attachments

2. Place the photo field on the form. Make certain the area that will contain the photo is large enough to see the image (see *Figure 81*).

Form1		×	Field List	×
✓ Detail     Customer ID     Erret Name	Customer ID First Name Last Name	×	Field List Show only fields in the current reco Fields available for this view: Customers Customer ID First Name Last Name Photo.FileData Photo.FileName Photo.FileType	
2 2 3				

Figure 81 – Photos

- 3. Once the form is complete and you are entering the data for the record, do the following to attach the photo to the record:
  - a. Double-click inside of the box for the photo field (see *Figure 82*).
  - b. The Attachments window will appear on the screen. Click the Add button.
  - c. Browse for the photo on your computer. When you select the photo, click the *Open* button.
  - d. You will now return to the Attachments window. Click the OK button.

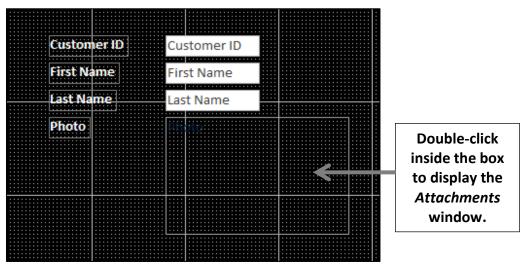


Figure 82 – Attaching Photos to Records

# **Creating Calculated Fields**

When performing calculations in Access, the calculations are created on the form. The following explains how a *Total* field could be created for *Figure 83* that would display the total sales for *Store 1* and *Store 2*.

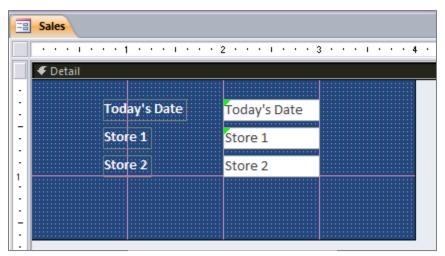


Figure 83 – Calculated Fields

1. Insert a text box onto the form by clicking the *Text Box* button (see *Figure 84*).

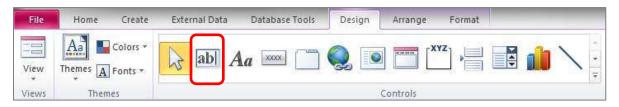


Figure 84 – Text Box Button

2. Draw the text box on the form (see *Figure 85*).

	4 .
🗲 Detail	
Today's Date	oday's Date
Store 1 St	tore 1
Store 2 St	tore 2
Text3	nbound

Figure 85 – Text Box

3. Click to select the label (see *Figure 86*). Then, enter descriptive text for the field. Also, format the text box to match the other text boxes on the form.

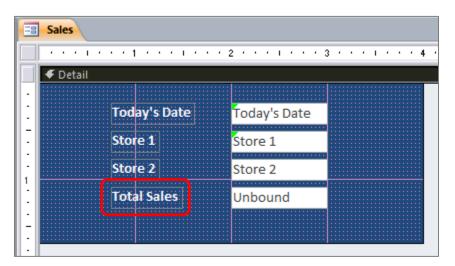


Figure 86 – Labels

4. From the *Design* tab, click the *Property Sheet* button (see *Figure 87*).



Figure 87 – Property Sheet Button

5. Click to select the text box (see *Figure 88*) that you added in *Step 2*.

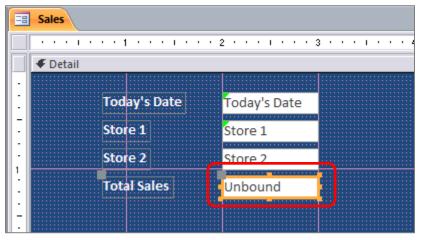


Figure 88 – Property Sheet Button

6. In the *Property Sheet*, click the *Other* tab. For *Name*, give a meaningful name to the selected text box. For this example, *Total Sales* was entered (see *Figure 89*).

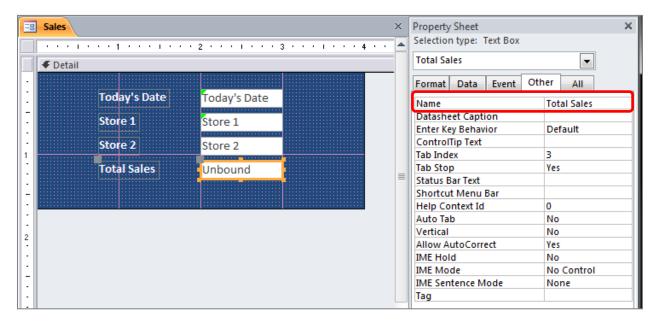


Figure 89 – Name

7. In the *Property Sheet*, click the *Data* tab. For *Control Source*, click the 🔜 button (see *Figure 90*).

	Sales				×	Property Sheet	×
		1	2	3 * * * 1 * * * 4 * *		Selection type: Text Box	
						Total Sales	-
:						Format Data Event O	ther All
·		Today's Date	Today's Date			Control Source	<b>_</b>
-		Store 1	Store 1			Text Format Input Mask	Plain Text
		Store 2	Store 2			Default Value	
1		Total Sales	Unbound			Validation Rule Validation Text	
:			onbound	•	≡	Filter Lookup	Database Default
-						Enabled	Yes
						Locked	No
						Smart Tags	
2							
•							

Figure 90 – Control Source

- 8. The *Expression Builder* will appear. Enter the formula into the Expression Builder. The following will help you to build formulas:
  - a. Always begin a formula with the following: =
  - b. You will find your fields that are used on the form listed in the *Expression Categories* area (see *Figure 91*). Double-click these fields to add them to the *Expression Builder*.
  - c. Click the *OK* button when you are done building the formula.

= [Store 1] + [Store 2]		OK
		Cancel
		Help
		<< Less
Expression Elements	Expression Categories	Expression Values
Sales     Sales     Functions     Database5.accdb     Constants     Operators     Common Expressions	<form> <field list=""> Label0 Today's Date Label1 Store 1 Label2 Store 2</field></form>	<value>     AfterUpdate       AfterUpdateEmMacro     AggregateType       AllowAutoCorrect     AutoTab       BackColor     BackShade</value>
	Label4 Total Sales Detail	BackStyle BackThemeColorIndex BackTint

*Figure 91* – Expression Builder

9. Click the *Format* tab (see *Figure 92*). Select the format of your choice.

=	Sales			:	×	Property Sheet	×
		1	2 · · · 1 · · · :	3 • • • 1 • • • 4 • •		Selection type: Text Box	
						Total Sales	
•					(	Format Data Event	Other All
1:		Today's Date	Today's Date			Format	Currency 🖵 🔺
1.		Store 1	Store 1			Decimal Places	Auto
·						Visible Show Date Picker	Yes For dates
		Store 2	Store 2			Width	1"
11:		Total Sales	=[Store 1]+[Sto			Height	0.2188"
11			[ereit = 1]. [erei			Тор	1.0833"
-						Left	2"
ll ·						Back Style	Normal
						Back Color	Background 1
2						Border Style	Solid

Figure 92 – Format Tab

10. As you enter data into the form, the total will be displayed (see *Figure 93*).

			×
9	Today's Date	3/25/2011	
	Store 1	\$8,000.00	
	Store 2	\$9,000.00	
	Total Sales	\$17,000.00	
Record: 14 4	1 of 1 ▶ ▶ ▶ ▶	K No Filter Search	

Figure 93 - Total