

Section 3



Topics Covered

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Time Required: 40 Mins



Forms

As mentioned earlier in the workbook, using forms you are able to choose the layouts for fields on screen. This way you can ensure the forms best suit your needs. You could, for example, design a form to match the paper form that the data will be taken from. As usually only one record at a time is shown in a form, data entry and editing is easier.

In addition to designing the layout, you can customise each form to either show or hide window elements such as scroll bars, record selectors and navigation buttons. For users who may not know the menu options to use, *command buttons* can be added to the form to perform various operations. Clicking on the button will then carry out the menu option.

There are a number of methods of form creation for you to choose from. Here you'll learn how to use *AutoForm*, a method that will place all the fields from the table on the form in any one of a number of formats. These formats are shown on the next page.

Later in this section you'll use the *form wizard* that, like the other wizards you've seen, will lead you through the creation process step by step.



Creating Forms Using AutoForm

AutoForm allows you to choose from three formats: *columnar*, *tabular* and *datasheet*.

Columnar

Owner No	1
First Name	Brian
Last Name	Drake
Address	2 High Lane
Address2	Bellsmede
Town	Blackwell
PostCode	BL8 5YT
Phone Number	(01523) 52112
Notes	Mr Drake available 4pm - 6pm only

Tabular

Owner No	First Name	Last Name	Address	Address2	Town	PostCode	Phone Number	Notes
1	Brian	Drake	2 High Lane	Bellsmede	Blackwell	BL8 5YT	(01523) 52112	Mr Drake available 4pm - 6pm only
2	Joan	Kremeyer	98 Upton Road		Blackwell	BL8 5YT	(01523) 52112	

Datasheet

Owner No	First Name	Last Name	Address
1	Brian	Drake	2 High Lane
2	Joan	Kremeyer	98 Upton Road
3	Joseph	Blair	4 Townhouse St
4	Sandra	Younger	5 St Andrew Drive

Note: Not all the fields are shown in the datasheet illustration.

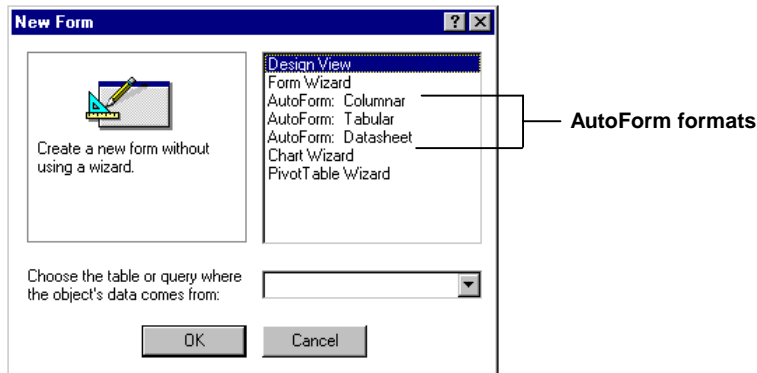
You'll notice that the datasheet format is identical to the table's datasheet seen in the previous section. This is, however, a form that has been designed to look like a datasheet.



Creating Forms Using AutoForm

To Create a Form Using AutoForm

Select the **Insert, Form** menu option or, with the **Forms** property sheet displayed in the database window, click on the **New** button to display the **New Form** dialogue box.



Select the AutoForm format you want to use then, from the drop-down list, choose the table or query whose fields you want to use in the form. Click on **OK** once you've done this.

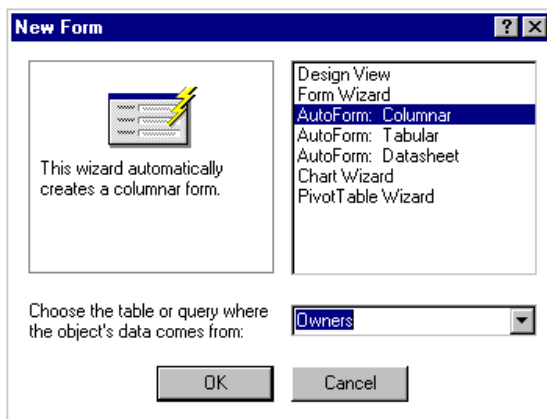
After a few moments, the form will be displayed in *Form view*.

Like tables, once the form has been created, its design can be modified to suit your own needs. This will be covered later in the section.



Exercise 3-1

1. Use the **File, Open** command to open the **Vets** database, which is in the **Access 2000 Intro Exercises** folder.
2. Following the instructions below, create the **View/Add Owner** form, which will be based on the **Owners** table.
 - Click on **Forms** in the Objects bar then click **New**.
 - Select **AutoForm: Columnar** in the list box then choose **Owners** from the drop-down list.



- Click on **OK**.

The form is displayed in Form view. The arrangement of the fields on this form will depend on the style that's been chosen for it. This style will be the one most recently used on your system.





Notice that only one record is displayed on the screen and that the record selector is a *bar* on this form, whereas it was a button on the table datasheet.

Note: The look of the background of your form will depend on choices that have been made during previous uses of your system.



Record Navigation

When the form you're viewing displays only one record at a time, there are a number of ways to display the other records.

If the record navigation buttons are shown at the bottom of the form window, these can be used. The  button is used to view the next record, and  to view the previous. Alternatively, click on  to display the first record or  to display the last.

If you prefer to use the keyboard, or if the record navigation buttons aren't shown on the form, you can press **[PGDN]** while holding down the **[CTRL]** key to display the next record. Holding down **[CTRL]** and pressing **[PGUP]** will display the previous record.

Using the **[CTRL] [HOME]** key combination will display the first record while **[CTRL] [END]** will display the last.

Using Go To

The **Edit, Go To** command can also be used to navigate through your data. When you select this command you have a choice of going to the **First**, **Last**, **Next** or **Previous** records. The **Go To, New** option displays a blank record in the form so that you can add a new record.



Record Navigation

Finding a Record

The **Find** facility is used to display a specific record(s) in your form.

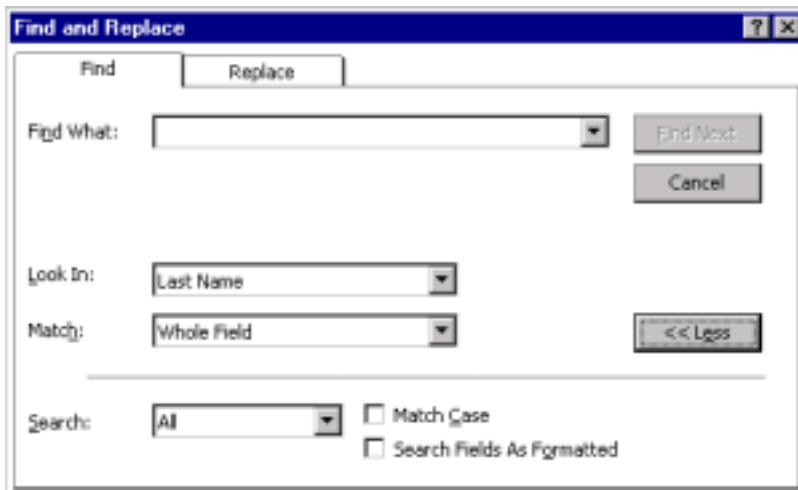
To Find a Record

1. Sit the cursor in the field you want to search, for example, if you are looking for a person whose last name is Blair, you would sit the cursor in the **Last Name** field.
2. **Menu:** Select the **Edit, Find** menu option.

 [CTRL] F

The **Find and Replace** dialogue box will be displayed.

3. To display all the available options, click the **More** button.



4. Complete the dialogue box as required.
 - **Find What:** Type the information you're looking for. This is referred to as the *search string*.
 - **Look In:** From the drop-down list choose whether you want to search the current field only or every field in the form.
 - **Match**
 - Any Part of Field:** Select this if the search string can be somewhere in the field. For example, if the search string were **bro**, entries such as **Brown** and **Goldbrook** would be 'found'.



Record Navigation

../ To Find a Record

Match Whole Field: If the search string has to be matched exactly, this option should be used.

Start of Field: Field entries must start with the search string. For example, if the search string was **bro**, entries such as **Brown** and **Broome** would be 'found' but **Adbrook** would not.

- **Search**

Up: Select this option to search from the current record back through the data to the first record.

Down: Select this option to search from the current record forward through the data to the last record.

All: Select this option to search through all records.

- **Match Case:** Select this option if the search string must appear in the field exactly as you've typed it.
- **Search Fields As Formatted:** Select this option to search for the string as it's displayed in the field rather than how it is stored. For example, a date may be stored as 12/2/2000 but displayed as 12-Feb-2000.

5. Once you've completed entries in the dialogue box, you can use the **Find First** button to find the first occurrence of the search string in the table or the **Find Next** button to find the next occurrence.

You'll be prompted when there are no more entries containing the search string.


6. Click **Cancel** to close the dialogue box.



Entering and Editing Data In Forms

Data is entered and edited in forms in much the same way as it is in a datasheet. In both cases, the data you enter and the changes you make are applied to the data in the table.

To Add Data in a Form

First, display a blank record. You can do this either by pressing **[CTRL] [END]** followed by **[CTRL] [PGDN]**, or by clicking on  shown next to the record navigation buttons.

Alternatively, select the **Insert, New Record** command or select **Edit, Go To, New Record**. Now type the new data into the blank record, pressing **[TAB]** to move from field to field.

QuickTip: If you're adding a large number of new records, you can temporarily hide existing records to avoid complications by selecting the **Records, Data Entry** command. Only the newly added records will be shown until you select the **Records, Remove Filter/Sort** menu option.

To Edit Data in a Form

Display the required record using one of the methods described earlier in this section in **Record Navigation**, then use **[TAB]** to move to the field to be edited. Alternatively, click in this field. You can then edit the data as required.

Correcting Mistakes

If you make a mistake while you're entering or editing data in a field, you can cancel the changes you've made by pressing **[ESC]** before you move from that field. Pressing **[ESC]** again will cancel all the changes you've made to that record.

Deleting Data


To delete a record using the form, click on the record selector bar that runs down the left side of the form then press the **[DELETE]** button.

To delete the contents of any field, move to the field then use the **[DELETE]** and/or **[BACKSPACE]** keys to remove the entry.



Exercise 3-1

3. Follow the instructions below to add a new record to the **Owners** table using the form.

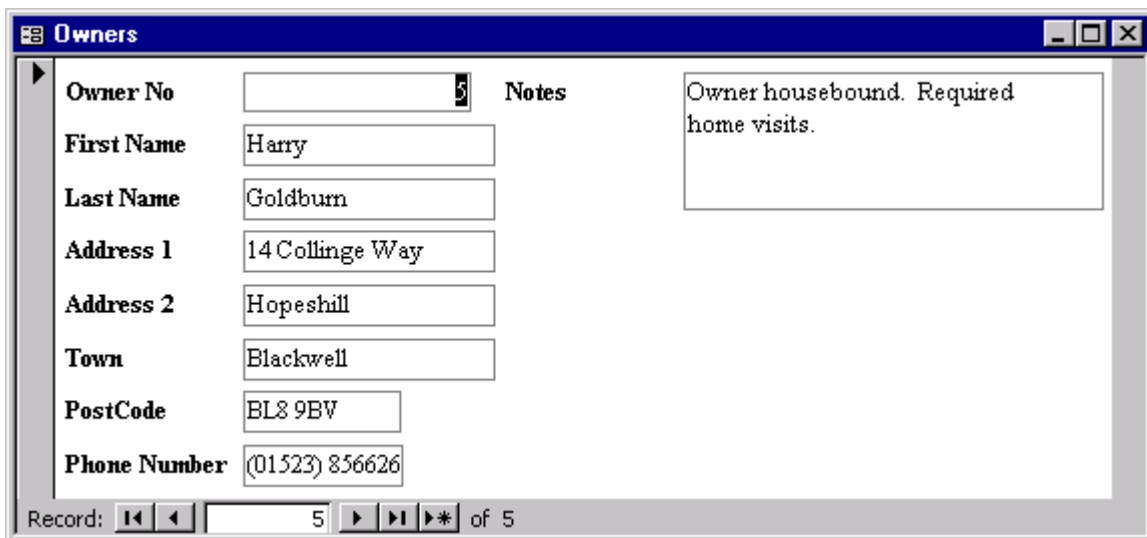
- Click on  next to the record navigation buttons to display a blank record.
- Enter the following details, using **[TAB]** to move from field to field:

Owner No	<i>automatically generated</i>
First Name	Harry
Last Name	Goldburn
Address 1	14 Collinge Way
Address 2	Hopeshill
Town	Blackwell
PostCode	BL8 9BV
Phone Number	01523 856626
Notes:	Owner housebound. Requires home visits.

Notice that the input masks specified in the table design are carried over onto the form.

When you press **[TAB]** after the **Notes** field, another blank record is displayed.

4. Press **[CTRL] [PGUP]** to display the record you've just entered.




The screenshot shows a Microsoft Access form titled "Owners". The form contains the following fields and their values:

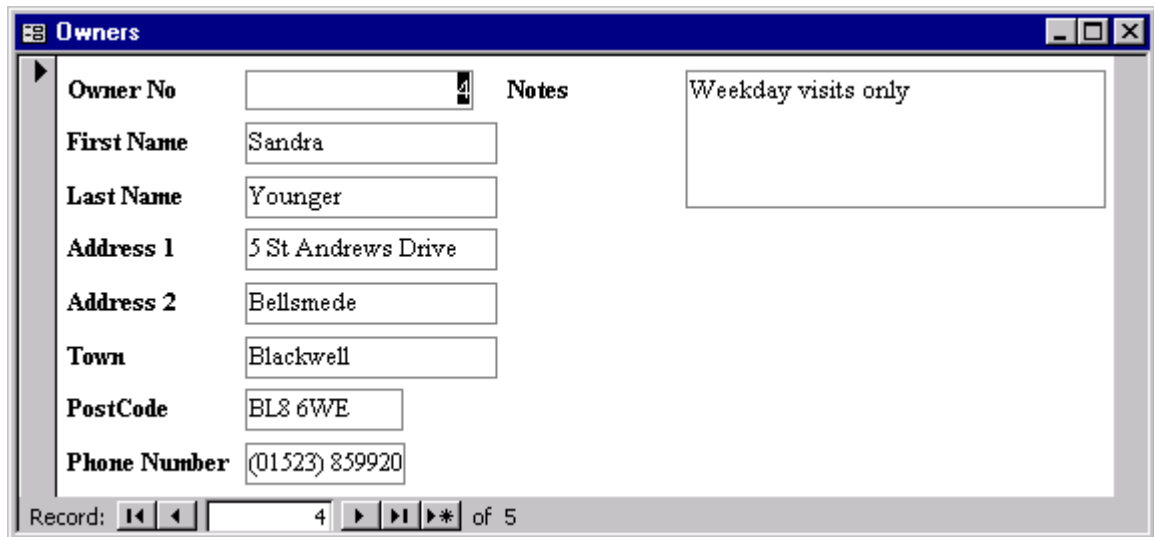
Owner No	5	Notes	Owner housebound. Required home visits.
First Name	Harry		
Last Name	Goldburn		
Address 1	14 Collinge Way		
Address 2	Hopeshill		
Town	Blackwell		
PostCode	BL8 9BV		
Phone Number	(01523) 856626		

At the bottom of the form, the status bar displays "Record: 5 of 5".










Exercise 3-1

- Following the instructions below, make some changes to the existing records.
 - Click on the  button to display record **4**, owner **Sandra Younger**.



Owner No	Notes
	Weekday visits only
First Name	Sandra
Last Name	Younger
Address 1	5 St Andrews Drive
Address 2	Bellsmede
Town	Blackwell
PostCode	BL8 6WE
Phone Number	(01523) 859920

Record:   4    of 5

- The entry in Sandra's **Address 2** field is incorrect. Move the cursor to this field then edit it to read **Netherton**
Notice that, in the record selector bar that appears at the left of this record, the  icon is shown, indicating that the changes you've made haven't been saved yet.
 - Click on  to display record **1**, owner **Brian Drake**.
As you move from Sandra's record, your changes are saved.
 - Brian's **Phone Number** is incorrect. Change it to **01523 852212**
- Use the **Edit, Go To** command to display the **Last, First, Next** and **Previous** records in the form.
 - Follow the instructions below to find a specific last name.
 - Click in the **Last Name** field.
 - Select the **Edit, Find** menu option and then click the **More** button to display all the available options.
 - You are looking for **Mr Goldburn** so type **Goldburn** into the **Find What** text box.
 - You want to search all records so ensure the **Search** text box contains **All**.
 - The field entry must match your search string exactly so ensure the **Match** text box contains **Whole Field**.



Exercise 3-1

- Click the **Find Next** button.

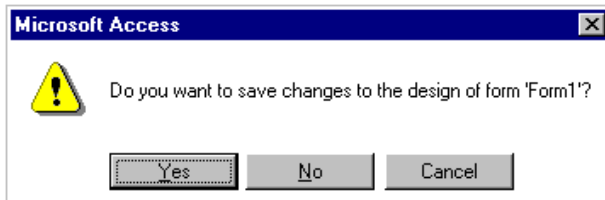
The first record in the table with a **Last Name** of **Goldburn** is displayed.

- Click the **Find Next** button to see if there are any more matching records.

Access prompts that it couldn't find the search item, meaning that it couldn't find any more owners with that last name. Click **OK** to clear the message.

8. Use Find to display owners who are housebound. Remember to choose **Any Part of Field** from the **Match** drop-down list and search for the word **housebound**.
9. Close the **Find and Replace** dialogue box then close the form.

You'll be prompted to save the design of the form.



10. Click on **Yes** then type **View/Add Owners** as the name for the form and click **OK**.



Creating Forms Using the Form Wizard

The *form wizard*, like the other wizards, guides you step by step, prompting you to enter information and choose from the choices available. Using the wizard, you can specify which fields to place on the form, its layout and style, and a name for the form.

To Create a Form Using the Form Wizard

1. In the database window, double click the **Create form by using wizard** option.

A series of **Form Wizard** dialogue boxes will be displayed. The first of these is shown below.

Form Wizard

Which fields do you want on your form?
You can choose from more than one table or query.

Tables/Queries:
Table: Pets

Available Fields:

- Owner No
- Pet No
- Pet Name
- Type
- Breed
- DOB
- Sex
- Notes

Selected Fields:

Cancel < Back Next > Finish

2. Make the required selections from this dialogue box then click on **Next** to progress to the next.



Creating Forms Using the Form Wizard

../ To Create a Form Using the Form Wizard

- Repeat step 2 for each dialogue box until the final one is displayed.

Form Wizard

What title do you want for your form?

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

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

Open the form to view or enter information.

Modify the form's design.

Display Help on working with the form?

Cancel < Back Next > Finish

- Enter a name for the form then choose whether you want to open the form in Form view or in Design view.
- Click on **Finish**.

The form will be created and displayed in the view you selected.



Exercise 3-2

1. Follow the instructions below to create a new form using the form wizard.
 - In the database window double click the **Create form by using wizard** option. The first **Form Wizard** dialogue box is displayed.
 - From the **Tables/Queries** drop-down list, choose the **Table: Pets** option.

Form Wizard

Which fields do you want on your form?
You can choose from more than one table or query.

Tables/Queries:
Table: Pets

Available Fields:
Owner No
Pet No
Pet Name
Type
Breed
DOB
Sex
Notes

Selected Fields:

Cancel < Back Next > Finish

- Click on **>>** to include all the fields from the **Pets** table. This form will also display most of the fields from the **Owners** table so that the user can match the pets with their owners.
 - Select **Table: Owners** from the **Tables/Queries** drop-down list. The fields from the **Owners** table are displayed in the **Available Fields** list box.
- Note:** The **Owner No** field that will appear on the form has to come from the ‘many’ side of the relationship between the tables in order for Access to automatically complete the other owner fields, ensuring that the correct details are shown and so preventing user error. Later you will ensure that the user cannot override these details on this form.



Exercise 3-2

- Include all fields from this table except **Owner No**.

Tip: The fastest way of doing this is to add *all* the fields and then remove the **Owners.Owner No** field (the table name has been put in front of the field name so that you can identify it, since the **Owner No** field from the **Pets** table has also been added to the form).

- Click on **Next** to display the next dialogue box.

Form Wizard

How do you want to view your data?

by Owners
by Pets

Owner No, Pet No, Pet Name, Type, Breed, DOB, Sex, Pets.Notes, First Name, Last Name, Address, Address2, Town, PostCode, Phone Number, Owners.Notes

Single form Linked forms

Cancel < Back Next > Finish

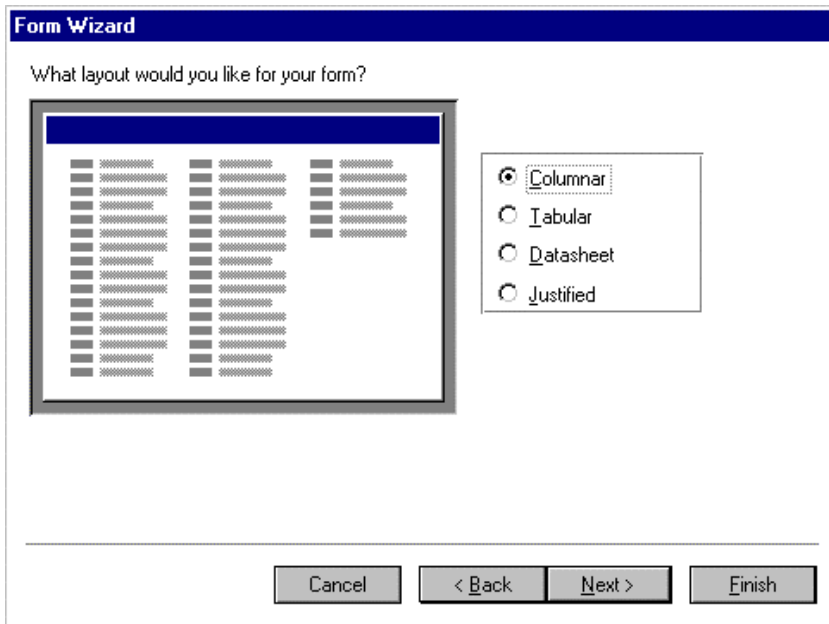
An illustration of the arrangement of the fields on the form is shown at the right of this dialogue box.

- Click on **by Owners** to see the effect on the layout of the form.

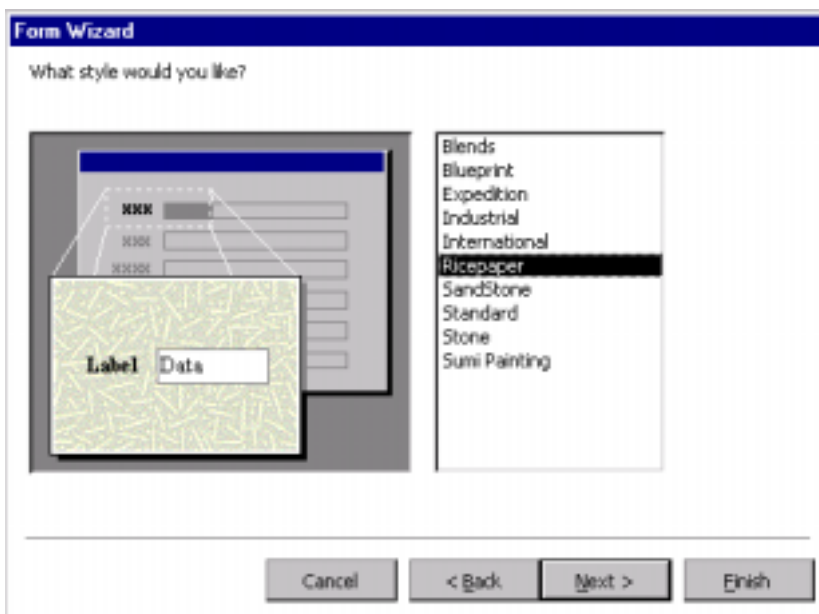


Exercise 3-2

- Click on **by Pets** as this is the arrangement needed for the form and then click **Next**.



- Click on each of the option buttons to see the effect on the illustration.
- Click **Columnar** and then **Next**.





Exercise 3-2

- Choose the same style as used in the **View/Add Owner** form from those listed and then click **Next**.

Form Wizard

What title do you want for your form?

Pets

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

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

Open the form to view or enter information.

Modify the form's design.

Display Help on working with the form?

Cancel < Back Next > Finish

- Enter **View/Add Pets** into the **What title do you want for your form?** text box.
- Click **Finish** to display your form.
- Close the form saving the changes if prompted to do so and return to the database window.



Questions and Answers

1. What three formats are available when you create a form using AutoForm?

2. What key combination would you use to display the first record in a form?

3. When *finding* a record, which **Match** option would you select if the search string had to match the field contents exactly?

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