

Creating Forms and Reports

BCS 2018

AG

Why Use Forms?

- Forms aid data entry and help users understand data
- A form provides a window into the data
- Users can view several records at a time or work with one record at a time
- Data entry in a well-designed form is much easier than data entry into a datasheet

Controls and Properties

- Forms are made up of controls
- A control is a graphic object that displays in a form or report
 - May be bound or unbound
- A bound control displays data from an underlying table or query
- An unbound control is not tied to fields in an underlying table or query
 - Calculated controls are examples of unbound controls
- Each control on a form possesses properties which affect its behavior and appearance
- Form sections and the form itself also possess properties
- Properties can be viewed in the Property Sheet

Designing a Form

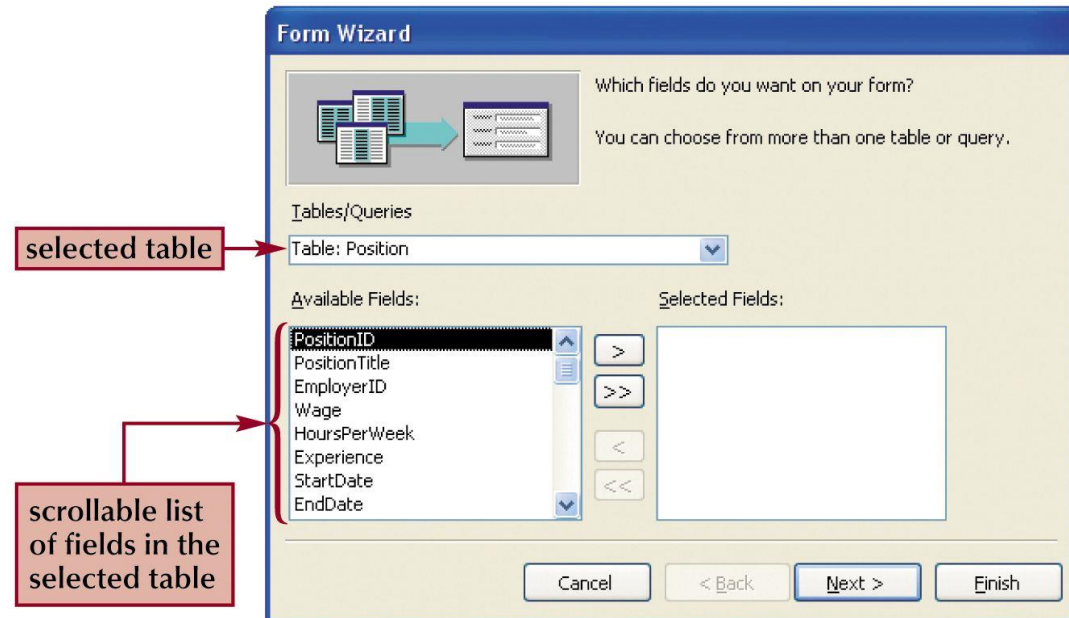
- Begin by listing the data you want to enter (or view)
- Decide on the controls you need in order to capture and work with the data
- Select a data source for the form – that is, a table, or a query

Create a form using the Form Wizard

- You can create a form from scratch or you can create a form using the Form Wizard.
- The Form Wizard will lead you through a series of choices to help you develop the form based on a table or a query.
- You will need to select the type of layout you want for your form, the style of the form, and a name for the form.
- After you have selected the table or query on which the form will be based, you will select which field(s) will be used on the form.

Open the Form Wizard dialog box

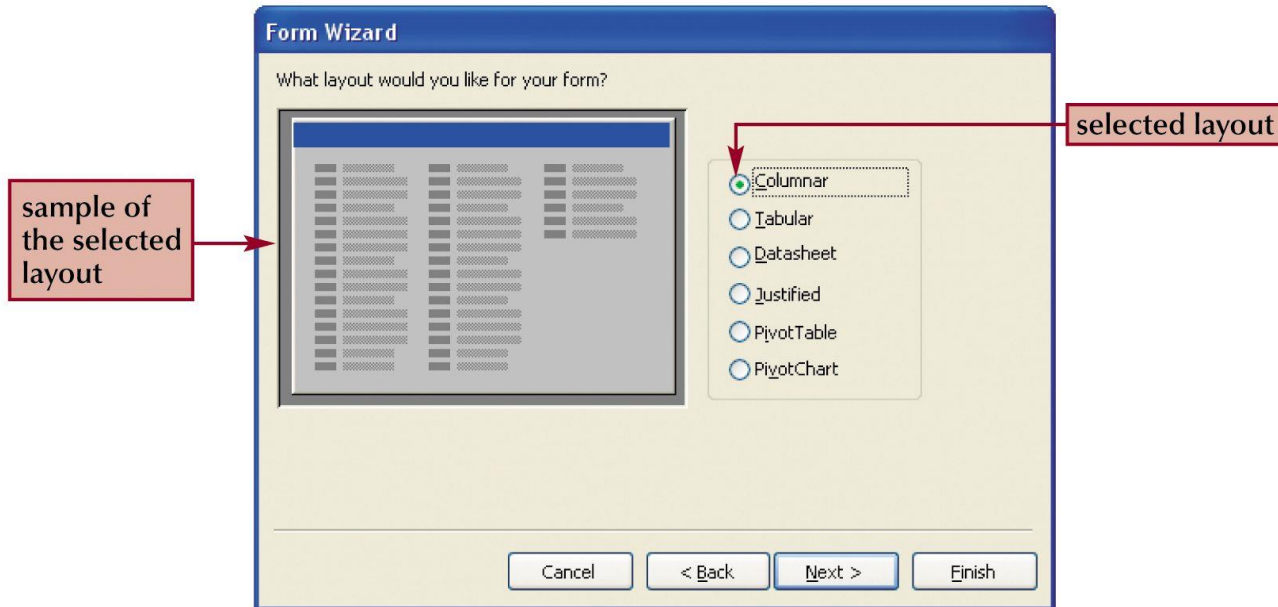
Figure 4-1 First Form Wizard dialog box



Use Form Wizard to choose a form layout

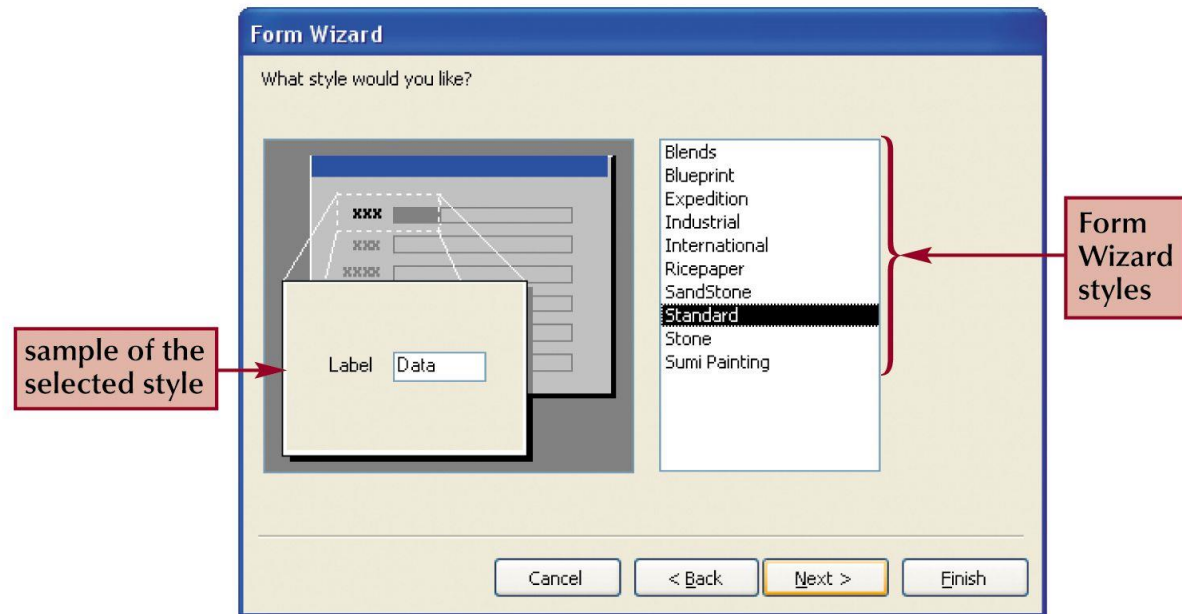
Choosing a layout for the form

Figure 4-2



Use Form Wizard to select a style for the form

Figure 4-3 Choosing a style for the form



Completed Form

Figure 4-4 Completed form for the Position table

first record from the Position table appears in the form

The screenshot shows a window titled "Position Data" with a form containing the following fields and values:

Position ID	2004
Position Title	Host/Hostess
Employer ID	10197
Wage	17.00
Hours/Week	24
Start Date	07/01/2006
End Date	09/30/2006
Openings	1
Experience	<input type="checkbox"/>

At the bottom of the form, there is a record navigation bar that reads "Record: 1 of 64".

Form Views

- There are three views for working with forms:
 - Form view
 - Layout view
 - Design view

Form View

- Allows you to read, enter and edit records
- Use this view when you are working with the data
- You cannot modify a form's design in form view



The image shows a screenshot of a software application window titled "NYCustomers". The window has a blue header bar with the text "NYCustomers" and a small icon. Below the header, there is a form with four input fields:

FirstName	<input type="text" value="Helen"/>
LastName	<input type="text" value="Anderson"/>
State	<input type="text" value="NY"/>
ZIP	<input type="text" value="11552"/>

Layout View

- Show guides that align controls
- Each control displays real data
- Can use tabular or stacked layout
- Allows you to adjust the form's design while looking at real data

CustomerID	FirstName	LastName	State	ZIP
1012	Helen	Anderson	NY	11552
1035	Anna	Billings	NY	11793
1042	Sarah	Armstrong	NY	11558

Design View

- Provides a detailed view of the structure of the form
- Does not show any data
- Allows you to add a wider variety of controls, than does Layout view
- Allows you to resize form sections
- Allows you to adjust the size of individual controls

The image shows a screenshot of a form in Design View. The form is structured into three main sections: Form Header, Detail, and Form Footer. The Form Header section contains a blue header bar with the text "NY Customers". The Detail section is a grid containing several controls: a CustomerID label and text box, a FirstName label and text box, a LastName label and text box, a State label and text box, and a ZIP label and text box. The Form Footer section is a simple grid at the bottom of the form.

Automated Form Tool – Detail Form

- Select a table or query in the Navigation Pane
- Display the Create tab of the Ribbon
- Click the Form command button

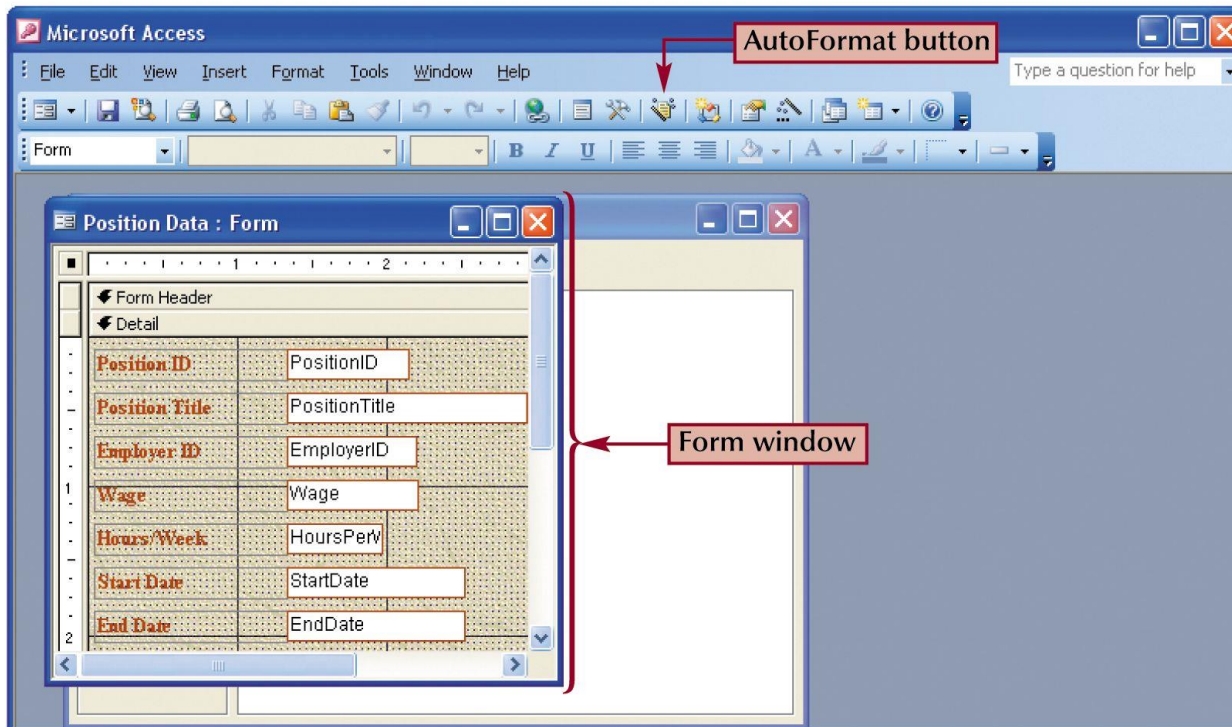
Change a form's AutoFormat

- You may want to change the appearance of a form after it has been created with the Form Wizard.
- Clicking on the AutoFormat button and then make your selection.
- Click the button beside each format to view a sample of that particular format.
- Once you have decided on a format, click OK.

A completed form created with the Form Wizard

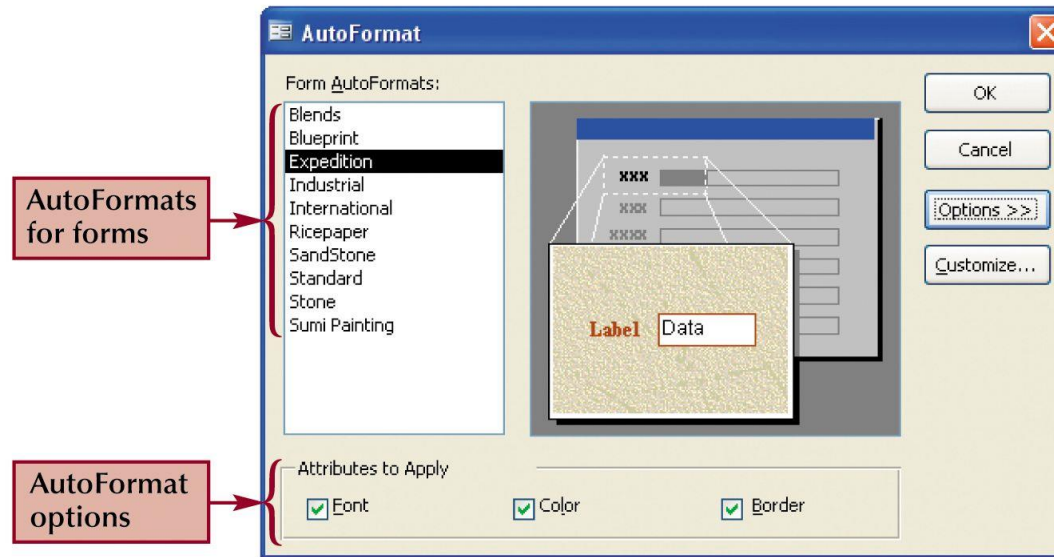
Form displayed in Design view

Figure 4-5



The AutoFormat dialog box

Figure 4-6 AutoFormat dialog box

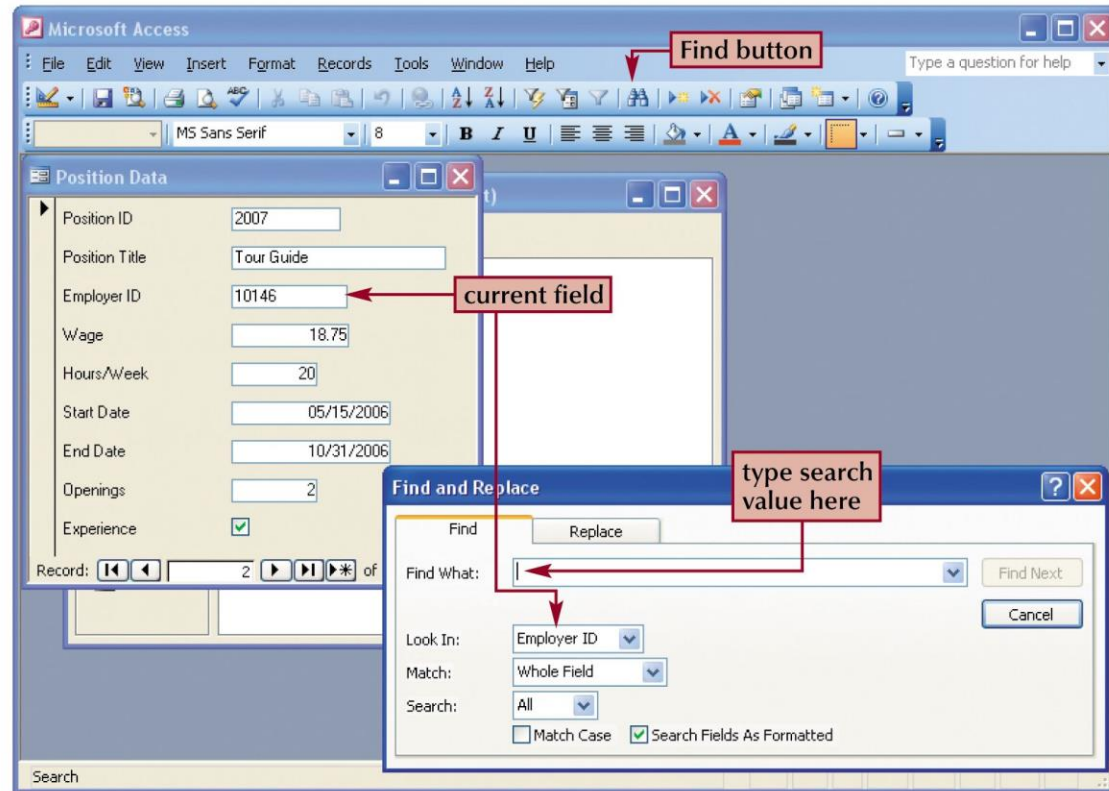


Find data using a form

- You can navigate through all the records in a form, but you may want to find a particular record more quickly.
- The Find command allows you to specify the record you want to see and then will navigate directly to that record.
- To use the Find command:
 - Place your cursor in the form on the field for which you want to search
 - Press the Find button and enter the value you are looking for
- The form will display the record(s) that match your Find criteria.

Setting up a Find operation

Figure 4-8 Find and Replace dialog box



Using wildcard characters in a Find

Wildcard characters

Figure 4-9

Wildcard Character	Purpose	Example
*	Match any number of characters. It can be used as the first and/or last character in the character string.	th* finds the, that, this, therefore, and so on
?	Match any single alphabetic character.	a?t finds act, aft, ant, apt, and art
[]	Match any single character within the brackets.	a[fr]t finds aft and art but not act, ant, and apt
!	Match any character not within brackets.	a[!fr]t finds act, ant, and apt but not aft and art
-	Match any one of a range of characters. The range must be in ascending order (a to z, not z to a).	a[d-p]t finds aft, ant, and apt but not act and art
#	Match any single numeric character.	#72 finds 072, 172, 272, 372, and so on

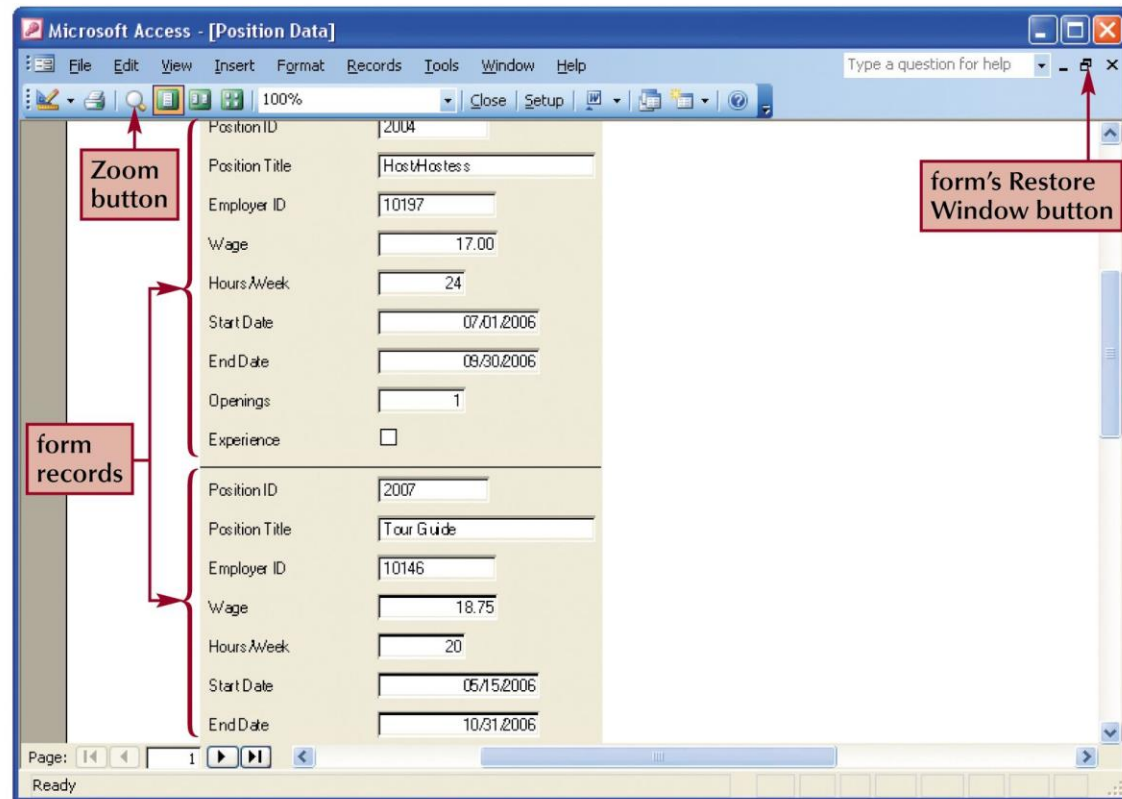
report

Preview and print selected form records

- Access allows you to print your forms.
- Each printout page will contain as many records as can fit on a page.
- You can specify how many records you want to print:
 - You can print just one record
 - You can print a range of records
 - You can print all the records

The Print Preview window shows how form records would look when printed

Figure 4-10 Print Preview window displaying form records



Maintain table data using a form

- Not only can you view your data in a form, you can also make modifications to the data right in the form.
- Once you have navigated to the record you want to change, you can make your changes.
- When you move off the record, the changes are made directly to the table.
- Access will allow you to add, modify, and delete records in forms view.

A form in editing mode

Figure 4-12 Position record after changing field values

The screenshot shows a 'Position Data' form window with the following fields and values:

Field	Value
Position ID	2033
Position Title	Lifeguard
Employer ID	10138
Wage	20.50
Hours/Week	35
Start Date	06/30/2006
End Date	09/15/2006
Openings	1
Experience	<input checked="" type="checkbox"/>

Callouts in the image:

- A red box labeled "indicates editing mode" points to a pencil icon in the top-left corner of the form.
- A red box labeled "field values changed" has arrows pointing to the "Hours/Week" and "End Date" fields.

At the bottom of the form, there is a record navigation bar showing "Record: 10 of 64" with navigation buttons.

Add and Delete records in Form view

- In addition to making changes to a record in the form, you can also delete an entire record.
 - The deletion is made immediately and you will not be able to recover that record once it is deleted
 - Always approach deletions of any kind with caution
- Records can be added using a form as well. To add a record:
 - Click the New Record button on the form view toolbar
 - A blank form will appear. Enter the new data values for the new record

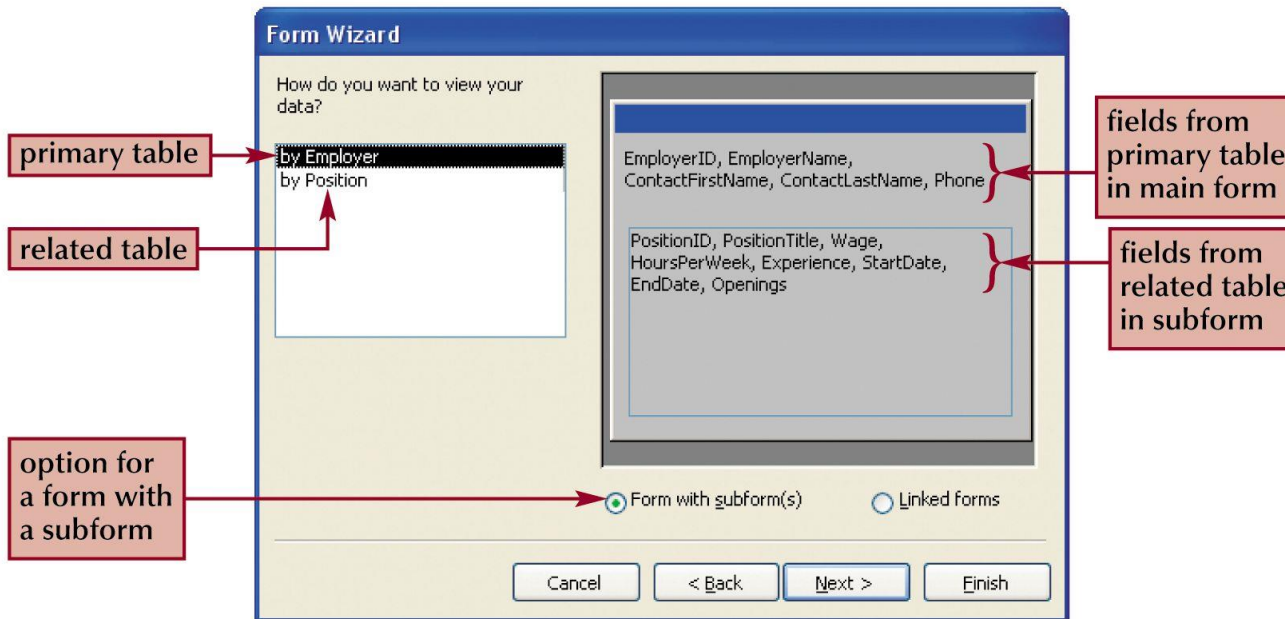
Create a form with a main form and a subform

- You can create a form with a subform on two tables that have an established relationship.
- When the relationship between the tables is a one-to-many relationship, the main form will consist of data from the primary table and the subform will consist of data from the related table.
- By selecting two related tables in the Form Wizard, you can produce a form with a subform.
- The form with subform is a great way to display data for tables that have a one-to-many relationship.

Form Wizard Form/Subform dialog box

Choosing a main/subform format

Figure 4-14

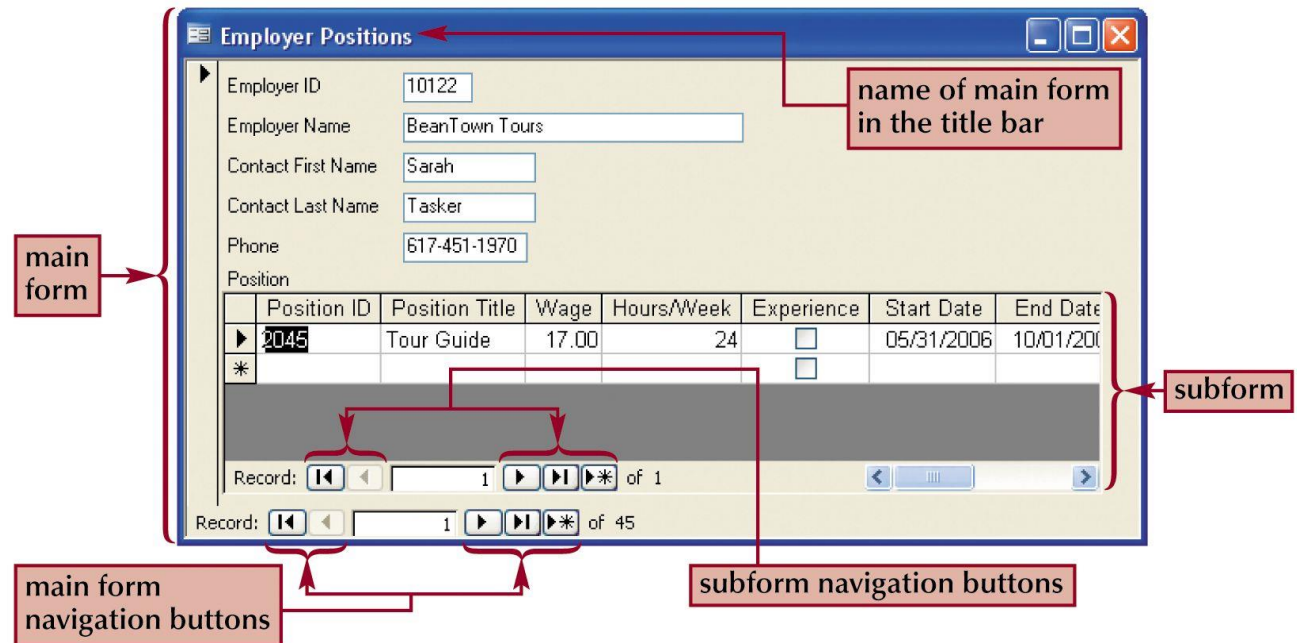


Form and subform data

- Notice in the following figure that the main form contains information about the employer whose ID is 10122.
- The data in the subform are positions that this particular employer has available.
- Also notice that you have two sets of navigation buttons. You can navigate the data for either form.
 - The outer navigation buttons apply to the main form
 - The inner navigation buttons apply to the subform

An example of a Form with subform

Figure 4-15 Main form with subform in Form view



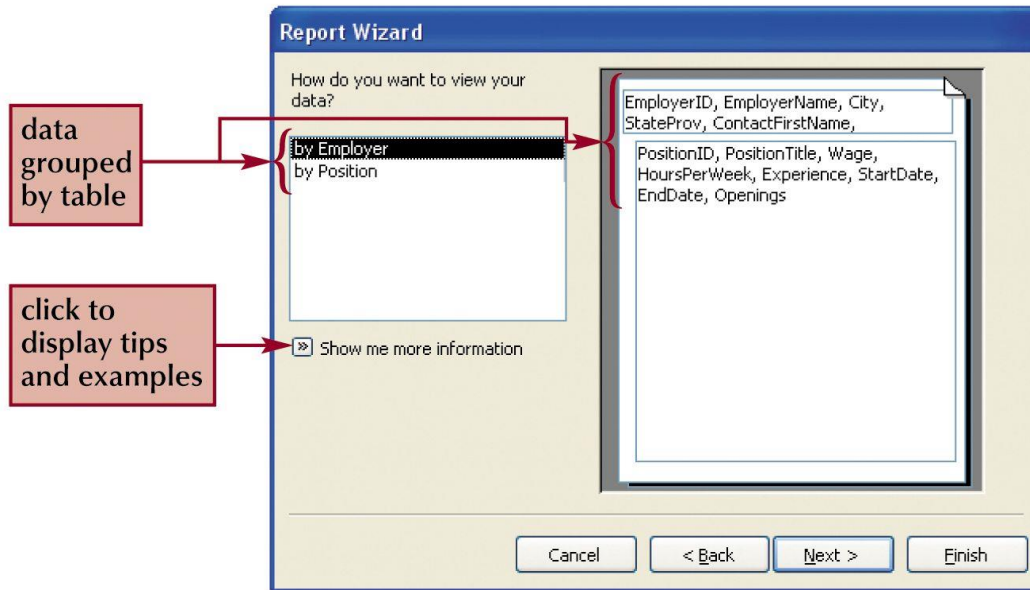
Create a report using the Report Wizard

- You can easily create a formatted printout of data in table(s) in a database by using the Report Wizard.
- The Report Wizard will ask you a series of questions to help you format the report.
- Once the report has been created, either with the Report Wizard or your own design, you can change the design later.
- You will find that the choices you make in the Report Wizard are similar to the choices in the Form Wizard.
- Choices include grouping and sorting options, as well as report layout options. You can preview the report to view how it will look when printed.

Grouping report data

Choosing a grouped or ungrouped report

Figure 4-20

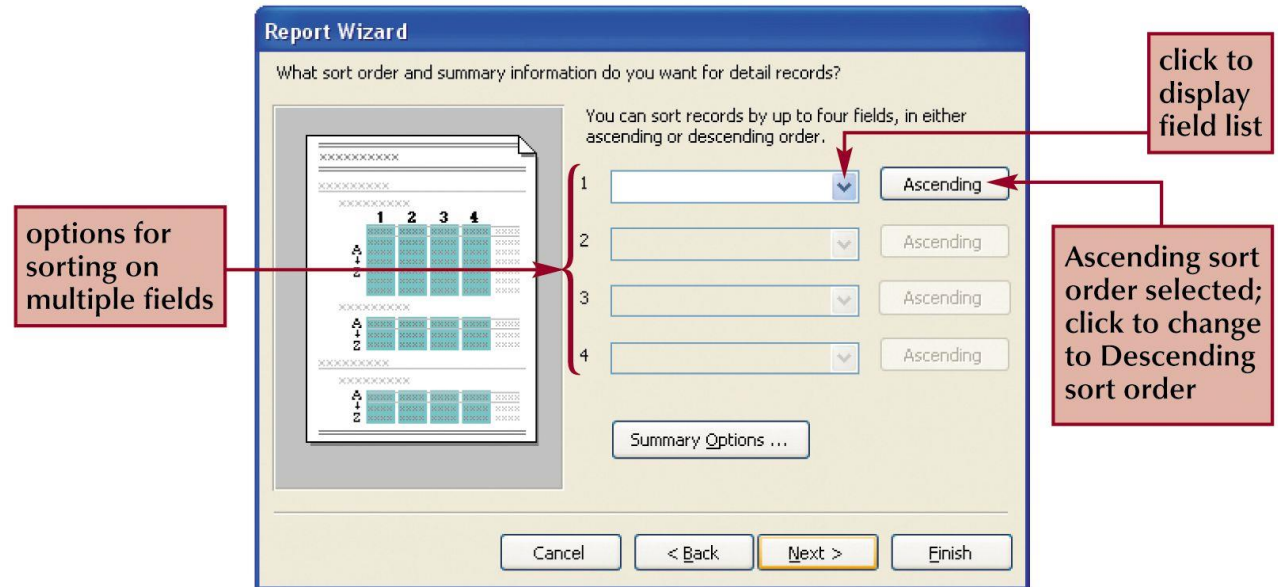


Sorting report data

- You can sort the data on a particular field or on several fields.
- If you choose to sort on two or more fields, the grouping is in order as selected on the Sort Order portion of the Report Wizard.
 - If you choose to sort on State and then on City, the report would be sorted on State and then within each State group, the data would be sorted on City

The Report Wizard Sort dialog box

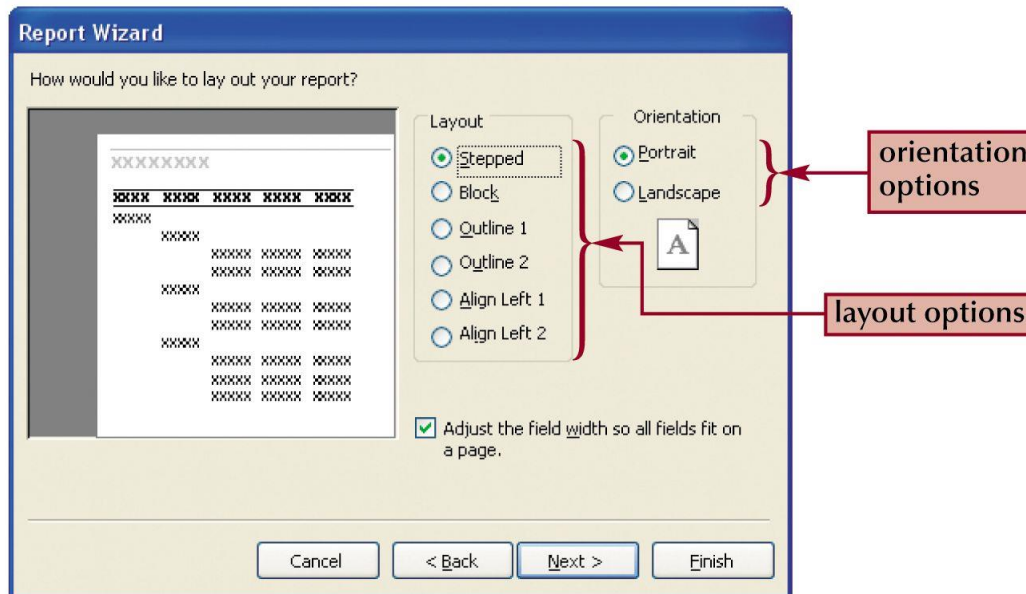
Figure 4-21 Choosing the sort order for detail records



Choose a report layout

Choosing the report layout and page orientation

Figure 4-22



Insert a picture in a report

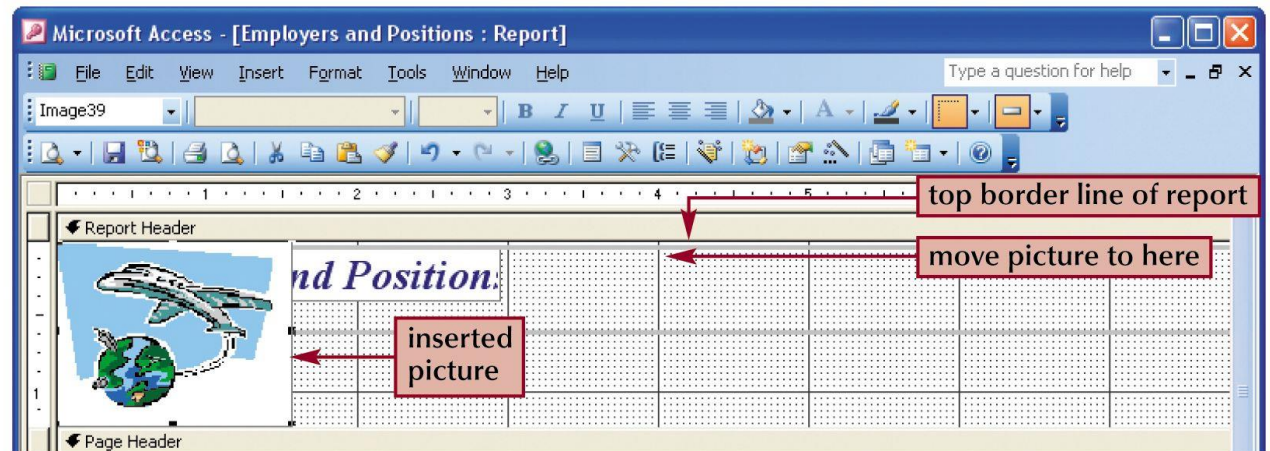
- You can insert a picture into a report to improve its appearance.
- The picture can be from scanned images, images created in Microsoft Paint, or a picture created in some other graphic program.
- Once the picture is inserted into the report, you can move it around and size it to your preference.

Insert a picture

- The picture you insert must be created before you try to insert the picture.
- Be sure you know where the picture is located on your disk before you begin to insert the picture. To insert the picture:
 - Click Insert on the menu bar
 - Select Picture from the drop-down menu
 - Navigate to the location of the picture and select it
 - Press the OK button to insert it

Moving a picture in a report

Figure 4-32 Picture inserted in the report



Preview and print a report

- Before printing the report, you can view it in Print Preview by pressing the Print Preview button.
- If the preview looks OK, you can print the report.
To print the report:
 - Click the File menu, and then click Print
 - In the Print dialog box you can:
 - Print the entire report
 - Print a selected number of pages
 - Set other printing options such as number of copies

Preview your report before printing it

Print Preview of report with picture

Figure 4-34

