

Using Microsoft Access Module Two: Form Design

By

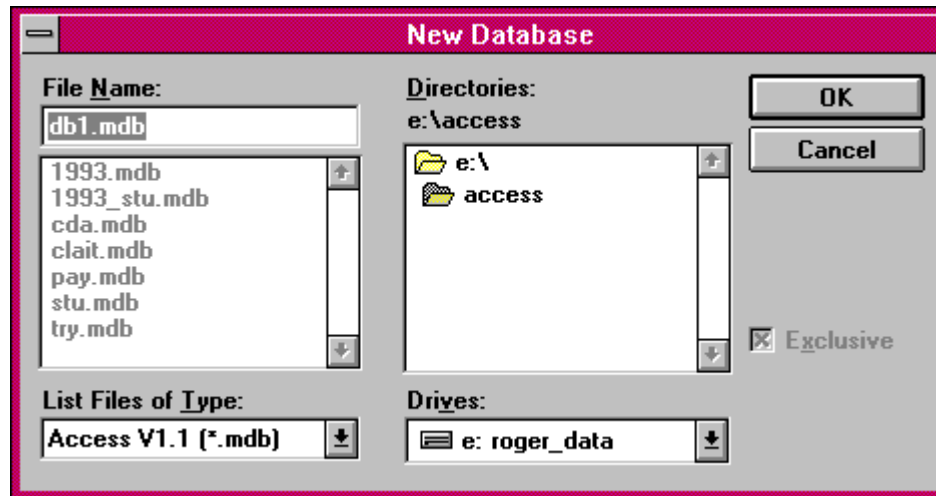
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- 1) Load Access from windows
- 2) Select **File, New: ,OK**

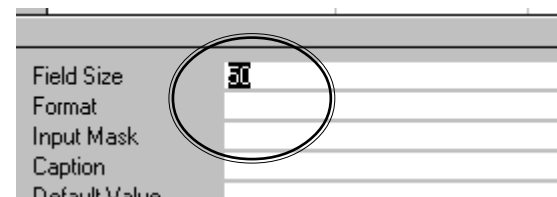
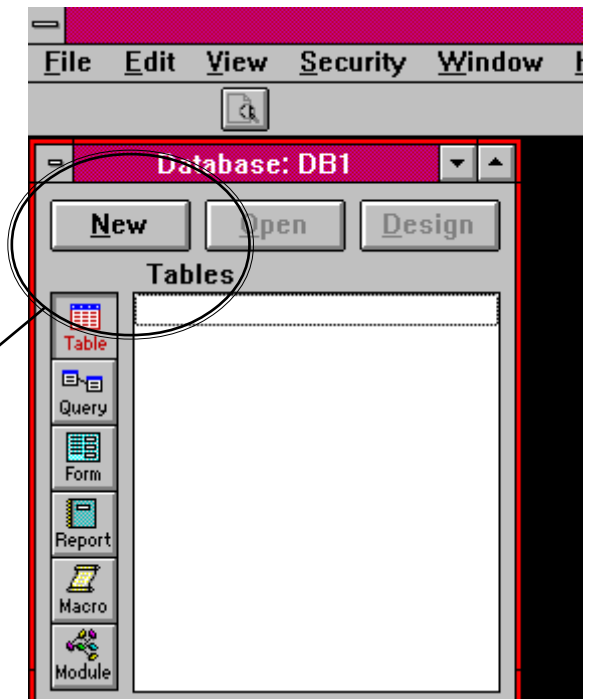


- 3) First we have to construct our main **TABLE**, this is where the data is stored Select **NEW Table:**
- 4) For this table we are going to need 8 **FIELDS** as shown below: A field is the place you store a particular type of data: you type the headings in and then use the mouse to select what **Type** of data you are entering.

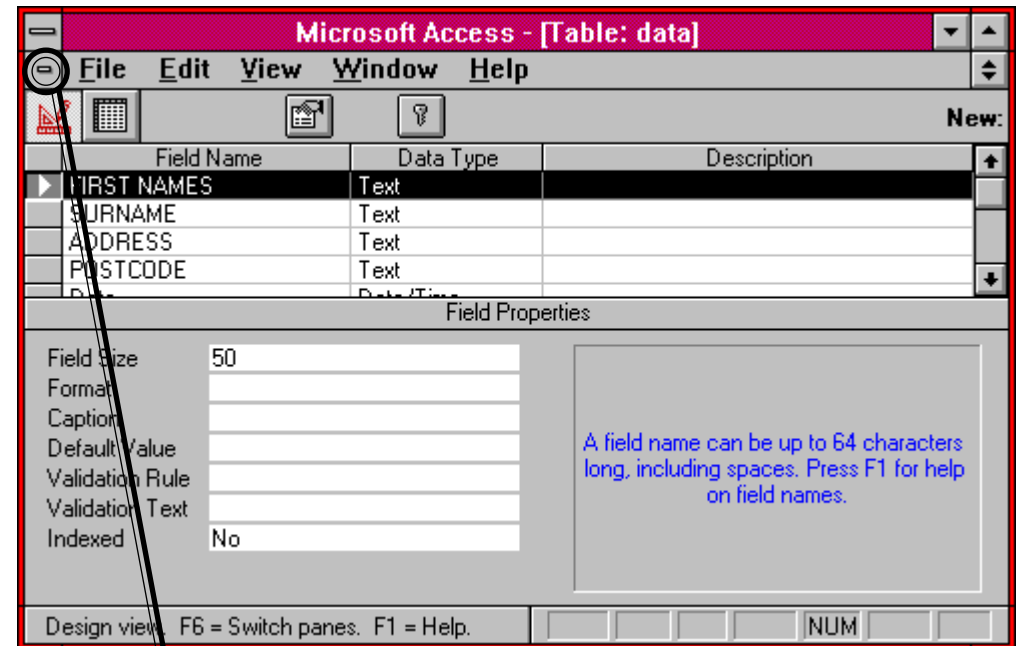
Field Name	Data Type
First Name	Text
Surname	Text
Address	Text
Postcode	Text
Ethnicity	Text
Gender	Text
Employment Status	Text
Date	Date/Time

NB when you get to the **Address** field you will have to tell Access that the text length is 250 (Characters), to enable you to put a full address in.

To do this press **F6** and change 50 to 250. Press **F6** again to return to the main menu.



- 5) We are now going to save the table by closing the window as shown below. When you save Access will ask you to name the table, call it "User Record".



Close and Save by clicking here

- 6) Access will ask you if you want to create a primary key. Click on "YES", Access will now create a new field called "ID". You can click on "HELP" if you want more information.



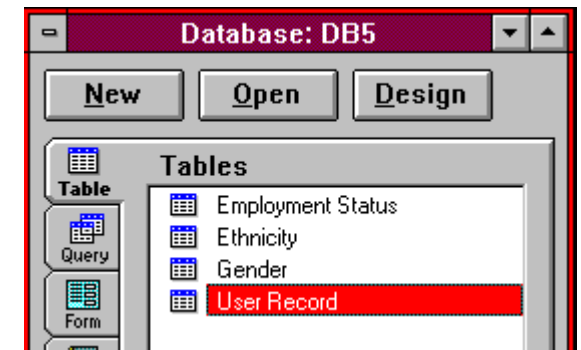
Click here to get Access to create a Primary Key

- 7) You have now created your main table. This is where you will store information about your users.

- 8) We are now going to produce some tables to give us choices we will want to record later on. The first one is easy, it will give us our choices for Gender. Open a new table as you did before. This time create one field called Gender. Save the Table with the name "**GENDER**". Do **not** create a primary key.
- 9) Using the same methods create the a Table called "**Ethnicity**" with the one field called "**Ethnicity**", then create a second table called "**Employment Status**" with the one field called "**Employment Status**". Neither table should have a primary key.
- 10) We have now created all the tables we will need for today. The next stage is to enter some data into all of the tables except for "User Record". These entries will be our options for recording ethnicity, gender etc.
- 11) At the database window, highlight the "Gender" table by clicking on it once, then click on "Open".

Field Name	Data Type
Gender	Text

Creating the Field Gender



The database window after Closing and Saving the Tables "Gender", "Ethnicity" and "Employment Status"

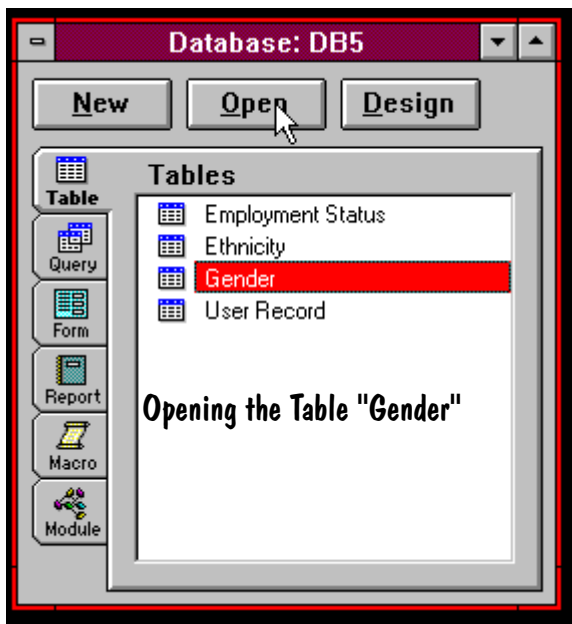


Table: Gender	
Gender	

After opening the Table "Gender"

- 12) We Want to put 3 entries into this Table: Female, Male & Not Given. Simply Type each option and hit the **RETURN** or **ENTER** key. Then **close the table**.

Table: Gender	
Gender	
Female	
Male	
Not Given	
*	

- 13) Using the same method enter the following options for Ethnicity in the Ethnicity Table: Black African, Black Caribbean, Black Other, Bangladeshi, Chinese, Indian, Pakistani, White, Other, Not Given.

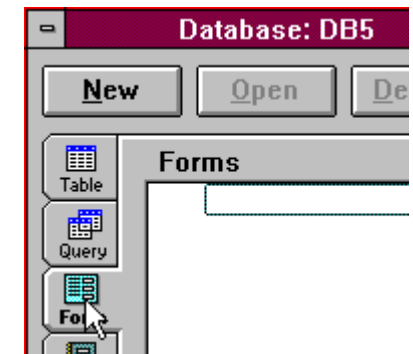
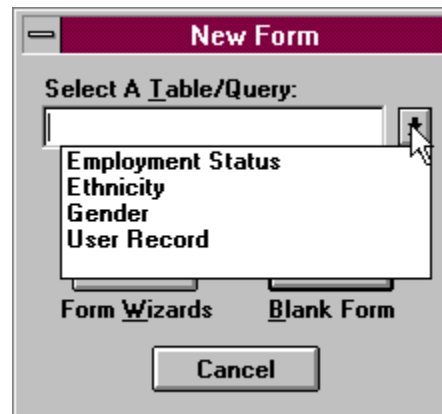
Table: Ethnicity	
Ethnicity	
Black African	
Black Caribbean	
Black Other	
Bangladeshi	
Chinese	
Indian	
Pakistani	
White	
Other	
Not Given	
*	

Table: Employment Status	
Employment Sta	
Employed	
Unemployed	
Student	
Retired	
Other	
*	

- 14) For employment status the options are: Employed, Unemployed, Student, Retired, Other.

We are now ready to create our main **FORM**.

- 15) Press **F11** to get back to the database window (if nothing happens you are already there!). Select the **FORM** option, then click on **NEW**. Click on the arrow as shown to Select "**USER RECORD**" as the basis for this form.



Selecting **FORM** from the database window

- 16) Now Select "Blank Form"



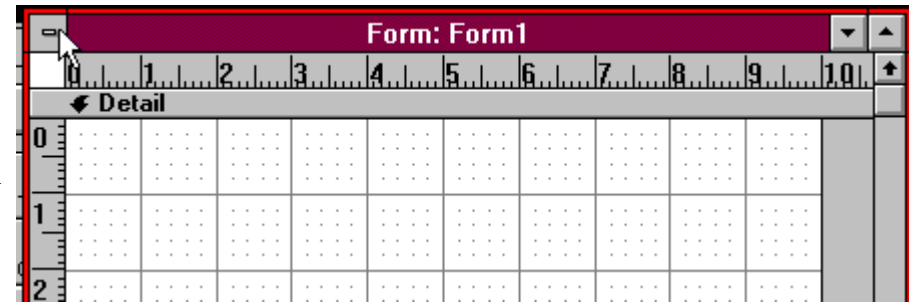
- 17) The function of a form is to give you an easy way of looking at individual records, in this case for entering data on your users.

Access is a very visual program. To put fields onto your form you can "Drag and Drop" them as you wish.

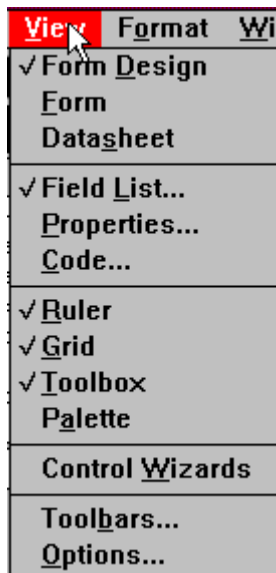
At this stage we need to have two options visible, they are: The **Field List** and the **Tool Box**.

To ensure that these are both visible go to the **VIEW** menu and make sure that both **Field List** and **Toolbox** are ticked. (See left and below). Don't worry if other options are ticked, this is fine.

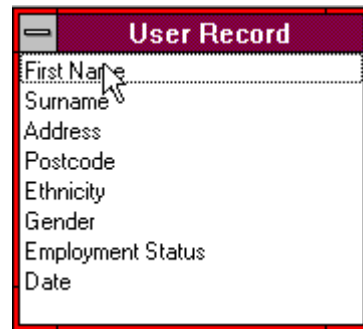
The Field List contains the fields defined in your table, and the Toolbox will help you manipulate them.



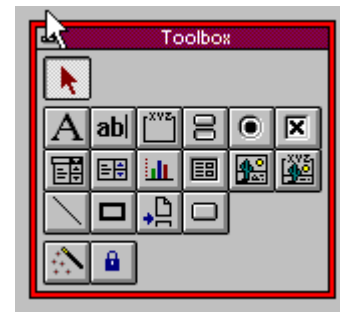
The Screen after Selecting "Blank Form"



The View Menu



The Field List

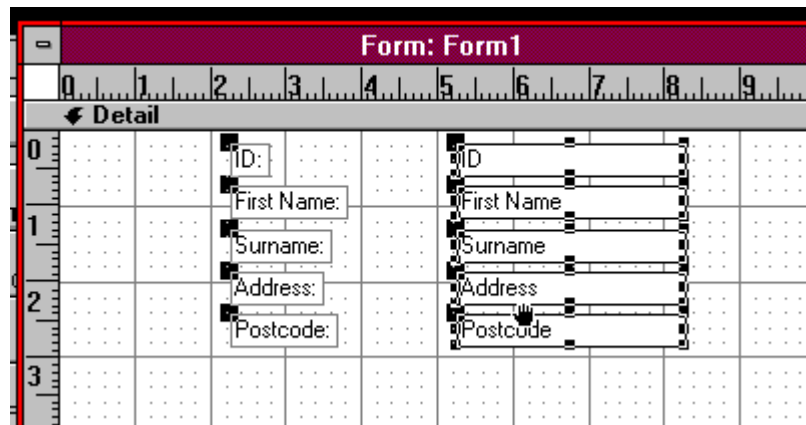
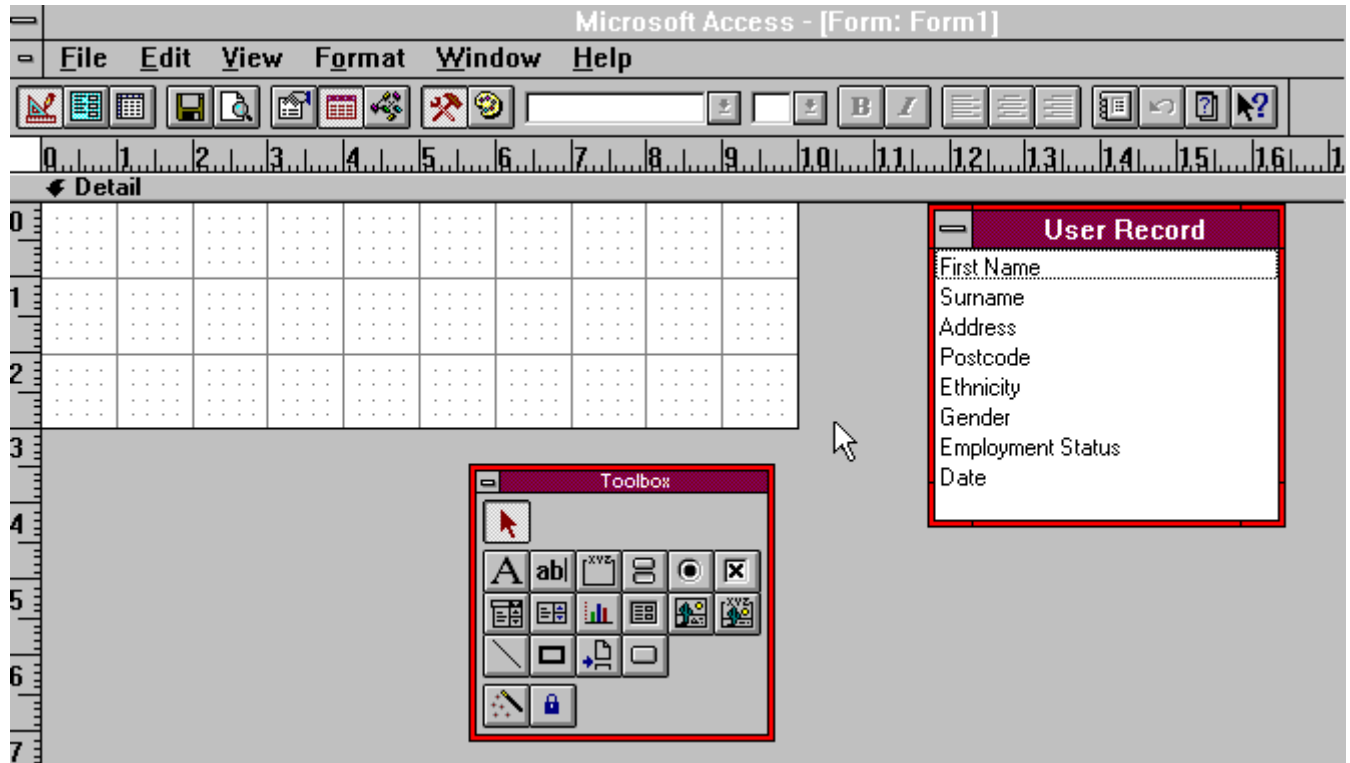
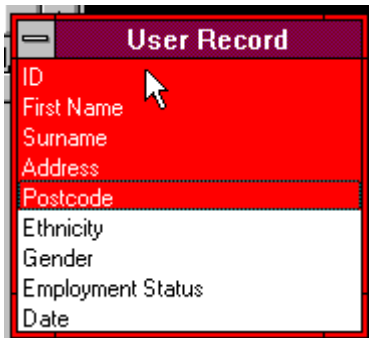


The Toolbox

18) Now we are going to drag some fields on your form.

First of all we are going to drag and drop "ID", "First Name", "Surname", "Address" & "Postcode" onto the form:

Click on "ID" in the field list, hold down the **SHIFT** key then click on "Post Code". The 5 fields should all be highlighted. Now click the LH mouse button in the highlighted area and drag these fields to the blank form. Now let go of your mouse button. The fields should now be on your form.



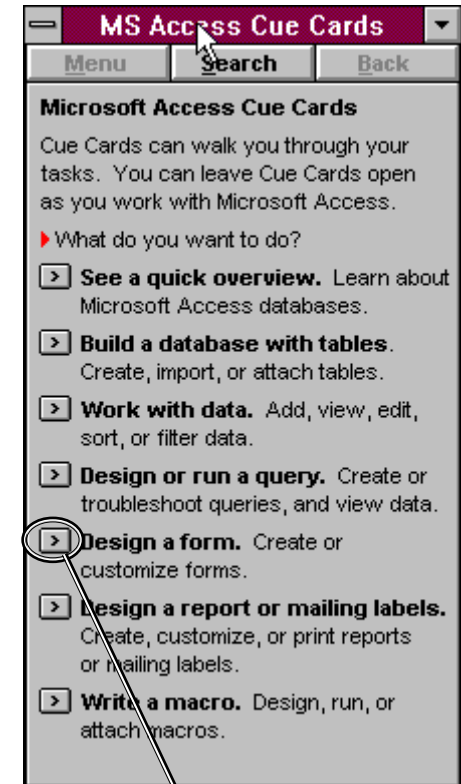
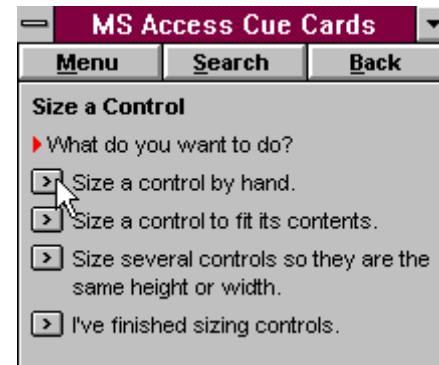
Fields after being dragged onto the Form

Form Design Screen after ensuring that the field list and toolbox are "ON"
NB these may not appear in exactly the same place on your form, don't worry.

19) We may have to alter the size of the fields or *Controls* as Access calls them. Now is the time to use Access's built in help. Go to the **HELP** menu and select Cue Cards. Click on "**Design a Form**", then click on "**Customise or Delete a control**", then click on "**Move or size all or part of the control**", then click on "**Size the control**", then click on "**Size a control by Hand**".

We need to make the address control larger. We also need to move the Postcode control down to make room for the Address control. Use the Cue Cards to help you Follow the instructions in the cue cards. Explore other options if you wish. You can always go "**Back**" if you make the wrong selection.


Try to move and resize so the form looks like the example below:

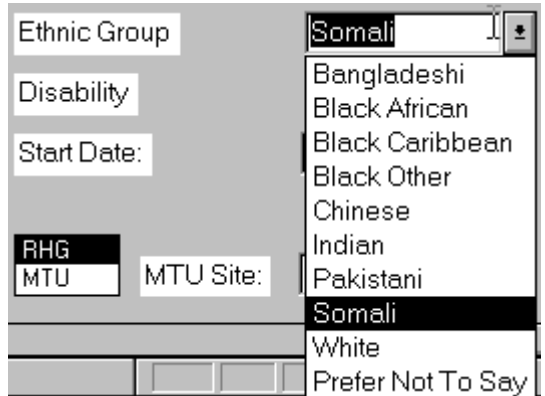


Click Here for more help on Form Design

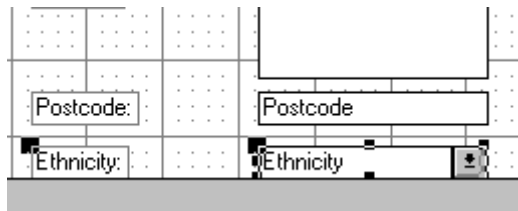
20) We are now going to add a different type of Control. This is called a Combo Box. These are very handy for inputting data from a series of choices.

It is wise to save the Form before going on to the next section. From the **FILE** menu chose Save and call the form "Input".

To add the combobox(es) we need to go to the Toolbox. Click on the combobox Icon:  then highlight "Ethnicity" on the Field list. Now drag this to somewhere below postcode on your form (See Below)

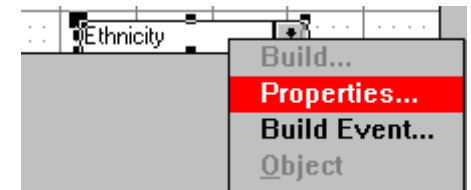


A Real Life example of a Combo Box in action



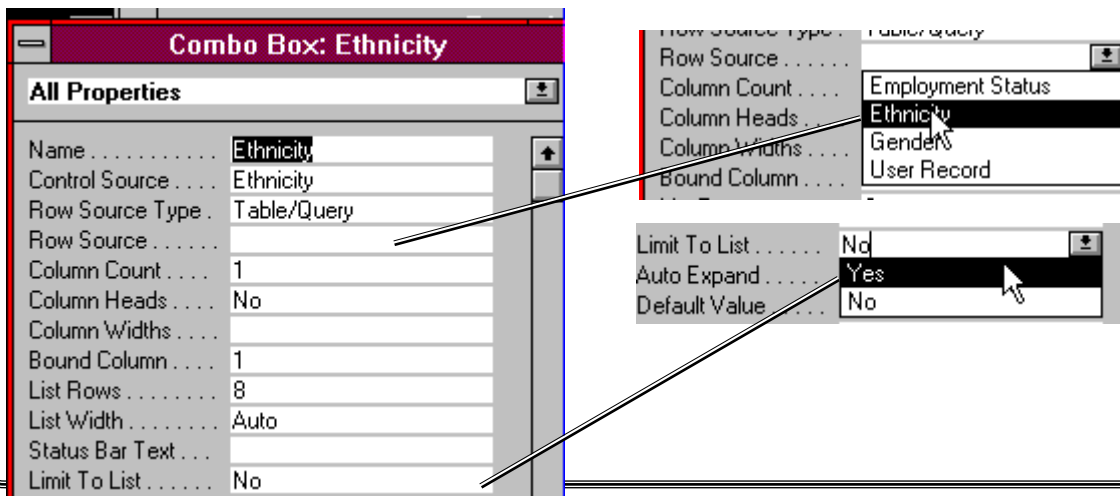
the form should now look like this.


Whilst the "Ethnicity" control is highlighted, depress the RH mouse button and select properties. The properties box should now appear:



Selecting Properties using the RH mouse button

We need to select a "Row Source", this is where your "Ethnicity" table comes in: Go to the Row Source option and click in it. Click on the arrow and select the table "Ethnicity" as the source. Now go to the "Limit to List" option and select "yes". Close the properties box and save the form.

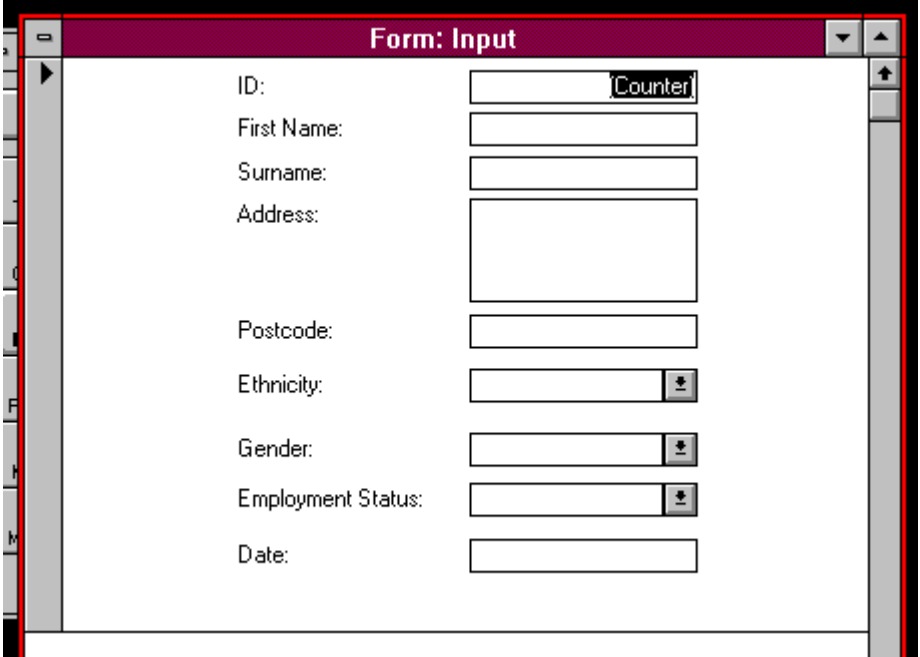


- 21) You can create your Gender and Employment controls as Combo Boxes using the same method. Help is **F1** if you get stuck!
- 22) Finally drag Date from the field list (without using the toolbox) onto the form. Save your form. (**CTRL S** is the keyboard short-cut for save once you have named an object).
- 23) Now we can see what your form will look like. Look for the "**Form View**"  icon near the top left of the screen and click on it. This will show you the results of your hard work. An example is on the right.

If your form needs tidying up use the cue cards (Help, Cue cards, Design a form, etc.)

When you are happy with your form save it.

- 24) We are now ready to enter data.



The screenshot shows a window titled "Form: Input" with a white background and a dark border. The form contains the following fields:

- ID:
- First Name:
- Surname:
- Address:
- Postcode:
- Ethnicity:
- Gender:
- Employment Status:
- Date:

Form View

- 25) Entering data: To get to a control, click in it. When you have finished hit Return. Use the mouse or the keyboard to select combo boxes. **NB: To put a hard return into the address control use CTRL Return.**

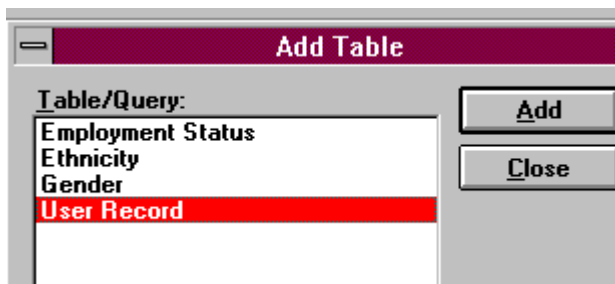
Enter the following data:

Name	Surname	Address	Post Code	Ethnicity	Gender	E
Bankole	Howard	44 Westcott House Limehouse LONDON	E14 ODG	Black African	Male	E
Anthony	Brown	36 Plato House New Cross LONDON	SE13 OLT	Black Caribbean	Male	R
Chan	Smith	13 Vulcan Square LONDON	E14 3RJ	Indian	Male	S
Glen	Sheekey	14 Aristotle Street LONDON	E14 6BQ	White	Male	L
Hamida	Philip	19 Socrates House Hampstead LONDON	NW2 1TR	-	Female	L
Valerie	Patten	136 Currie House Wapping LONDON	E1 OLT	Bangladeshi	Female	L
Rapia	Murphy	11 Driftway House Bow LONDON	E3 5EY	White	Female	L
Russell	Hussain	123 Robin Hood Gardens Poplar LONDON	E14 OHG	Russian	Male	L
Sarkhahat	Lam	20 Skeggs House Limehouse LONDON	E14 9NB	Chinese	-	L
Stuart	Daley	11 Drifway House Bow LONDON	E3 5EY	Bangladeshi	Male	E
Paulette	Jones	17 Landon Walk Camden LONDON	N1 OBM	White	Female	R

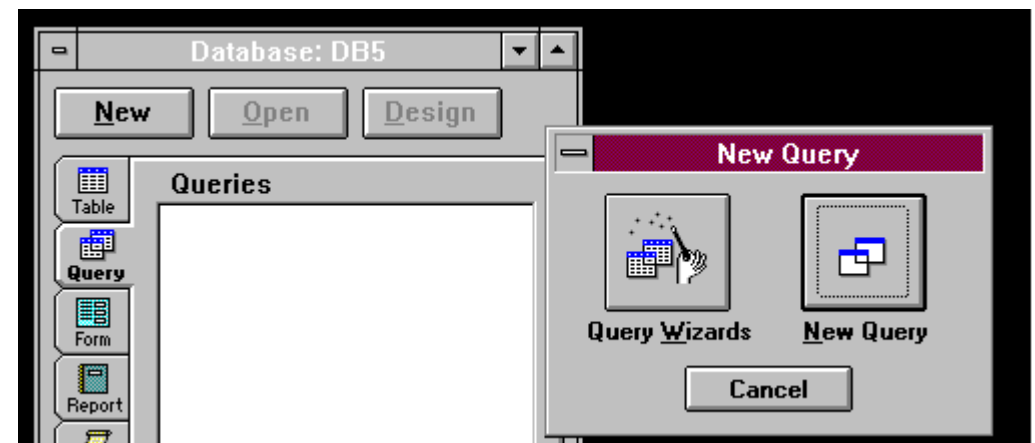
Remember you are limited to the options you put in your original tables, so use "Other" and "Not Given" where appropriate.

Now we have entered the data we can raise some queries to produce statistics.

- 26) Close the form and go to the database window (Hit **F11**)
- 26) Select **Query new, New Query**. Add the table: "**User Record**", then close the "**Add Table**" dialogue box.



Selecting a new Query

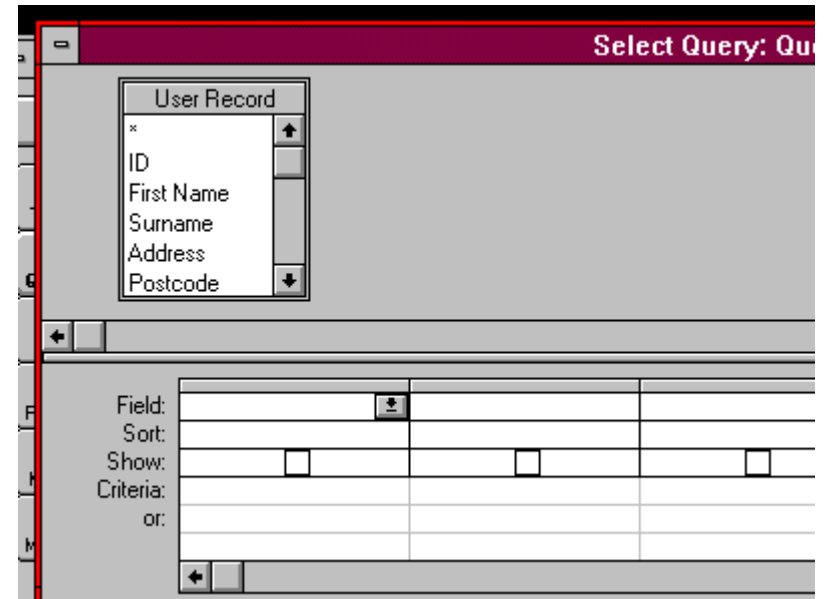
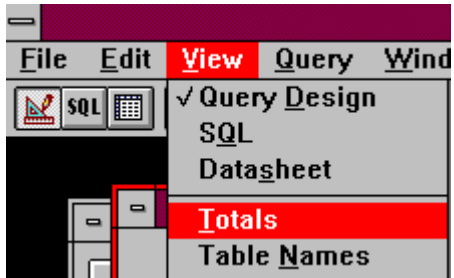


27) Your screen should look like something like the example on the left.

What we are going to do is to create a query to analyse the ethnic makeup of our users. We need use 2 fields "ID" and "Ethnicity".

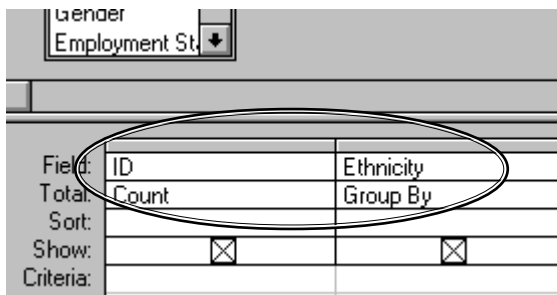
Go to Help, cue cards, design or run a query, choose fields, Add a field, see an illustration...


Now double click on ID in the field list, then double click on Ethnicity. Then go to the **VIEW** menu and select **TOTALS**.



Building a Query

Now in the Totals section of the query "Grid" select the options so that it looks like the example below:



To run the query look for the "Run" Icon  at the top left of the screen. save the query as "Count of Ethnicity".

28) Using the same methods create queries to analyse Gender and Employment status. **HINT:** Load up the ethnicity query, change the "Ethnicity" field to "Gender" (or whatever) and then **Save AS** some new name (Count of Gender?)

You can now copy the query into a word processor, spreadsheet or output the file to disk, e.g. as an ASCII file.