



University Information
Technology Services

Microsoft Office Access 2013

Forms

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Published by Kennesaw State University – UITs 2014

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Introduction

Microsoft Access allows people to effectively and efficiently organize data. This document has been developed to help you learn more about several useful features in Access such as creating a Form. Forms are very useful tools that allow you to easily enter data into a database in a quick, easy to manage large amounts of data. The various sections presented in this document will help you to build a solid knowledge foundation creating *Forms* in Microsoft Office Access 2013.

The Microsoft Access Documentation Series will provide you the necessary knowledge on how to use Microsoft Office Access 2013. Before reading this booklet, it is recommended that you read the Microsoft Office Access – Intro to Access 2013 documentation on the UITS Documentation Center at <http://uits.kennesaw.edu/cdoc>:

Objectives

The following objectives are covered in this document:

- Understanding how to create a form
- Editing form properties
- Entering data into the form
- Searching for records in a form
- Saving the form

Forms

Intro to Access Booklet/Workshop

A foundation was created in the *Microsoft Office Access 2013 - Intro to Access* training documentation, which can be viewed at <http://uits.kennesaw.edu/cdoc>. In that documentation, you were presented with the following table:

University Ambassador Database
<i>Student ID</i>
<i>First Name</i>
<i>Last Name</i>
<i>Hometown</i>
<i>Campus</i>
<i>Date of Birth</i>
<i>Application Received</i>
<i>Account Balance Due</i>

For this booklet, we will continue using this table in order to create a form. Forms are powerful tools in which you can easily view, add, or modify data that is stored in the Access database. If your database is going to be used by multiple users, it is recommended that a well-designed form be used for efficiency and data accuracy. The following explains how to create and design forms in Access.

Creating the Form

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

1. Click on the **Create** tab (see Figure 1).

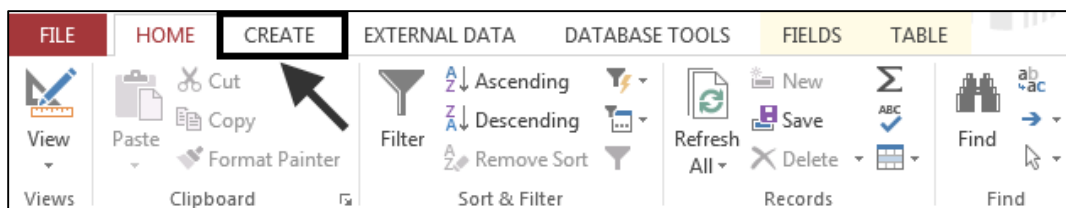


Figure 1 - The Create Tab

2. Click on the **Form Design** field (see Figure 2).

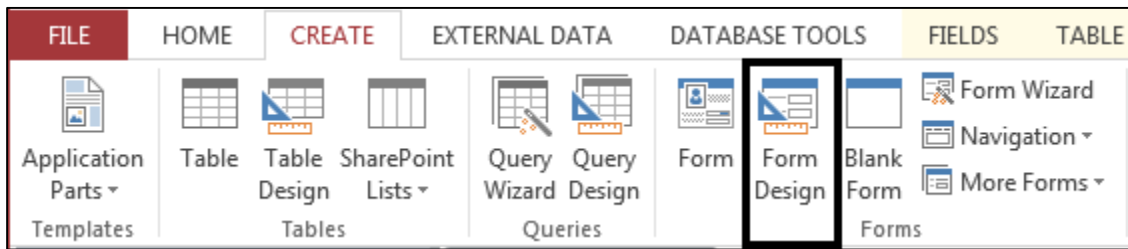


Figure 2 - The Form Design Field

3. A *blank form* will appear on your screen (see Figure 3).

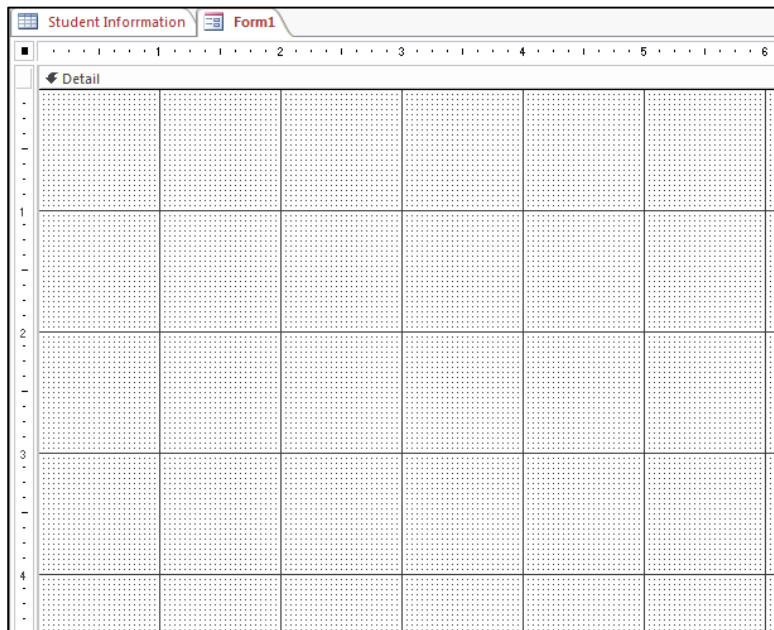


Figure 3 - A Blank Form

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 4).

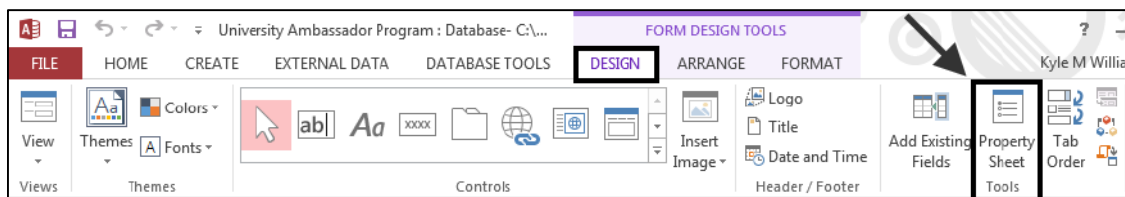


Figure 4 - The Property Sheet Icon

The *Property Sheet* will appear on the screen and provide you with many options allowing you to develop an effective form (see Figure 5).

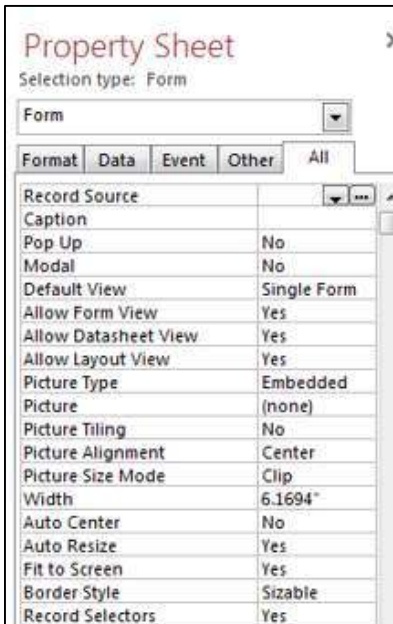


Figure 5 - The Property Sheet

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 6).

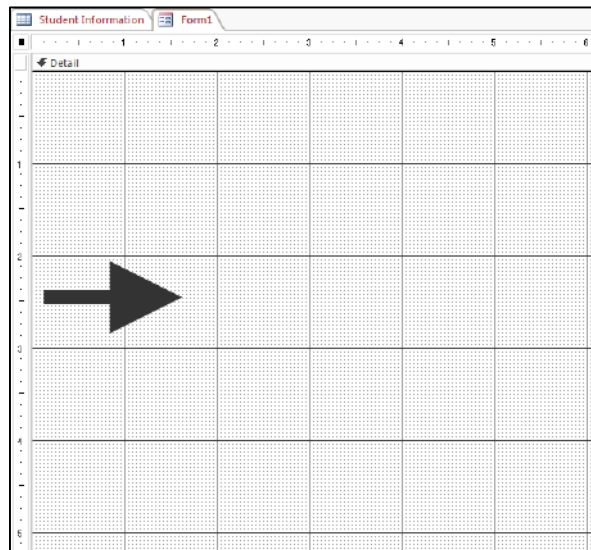


Figure 6 - Clicking the form to make it active

2. In the *Property Sheet*, click the **Format** tab (see Figure 7).

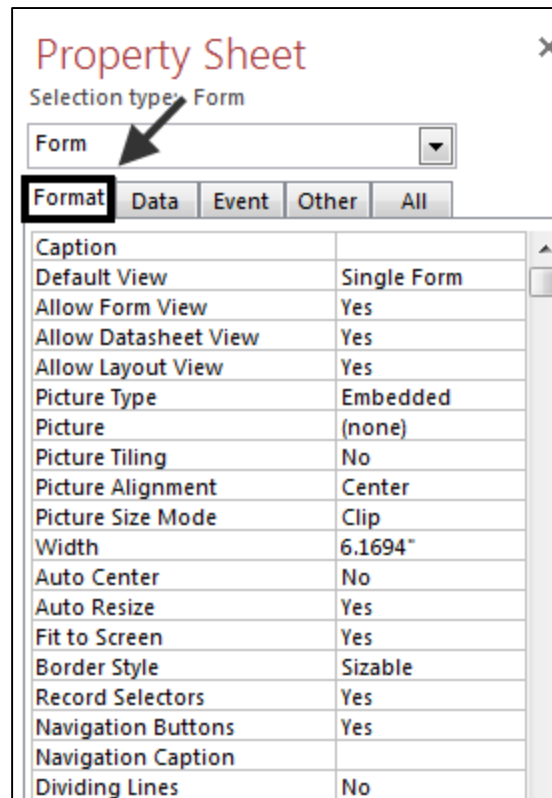


Figure 7 - The Format Tab

3. Click to select the right-column for **Back Color** on the *Property Sheet* (see Figure 8).

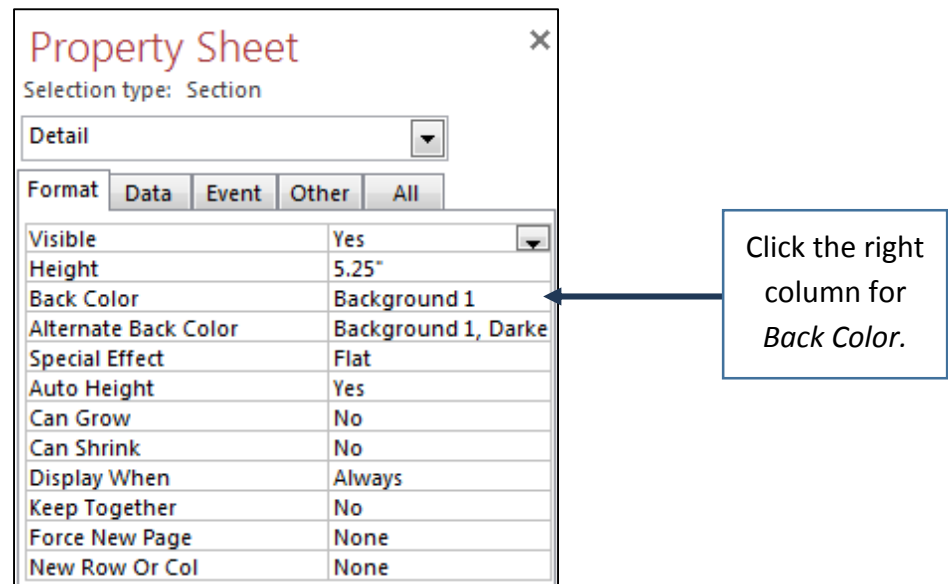



Figure 8 - Selecting the Back Color

4. In the *Property Sheet*, for *Back Color*, click the  button (see Figure 9).

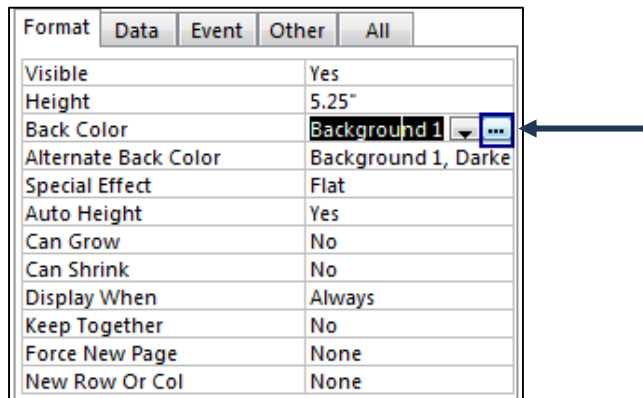


Figure 9 - Clicking on the "... " button

5. The *Color Selection Palette* will appear. Select the **color** that you want to apply to your form (see Figure 10).

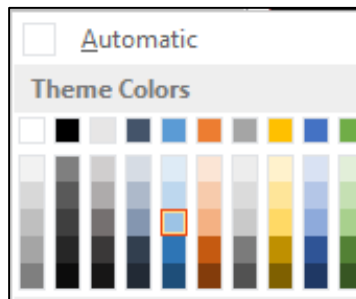


Figure 10 - Selecting the Color

6. Your selected background color will be applied to the form (see Figure 11).

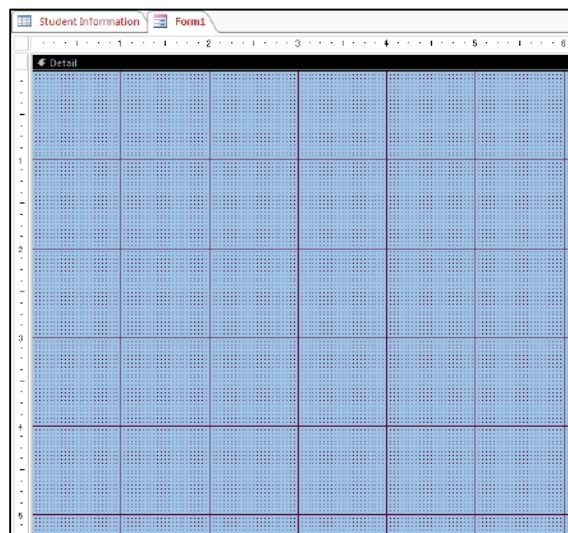


Figure 11 - Background Color

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, in the *Controls* grouping, click the **Label** button (see Figure 12).

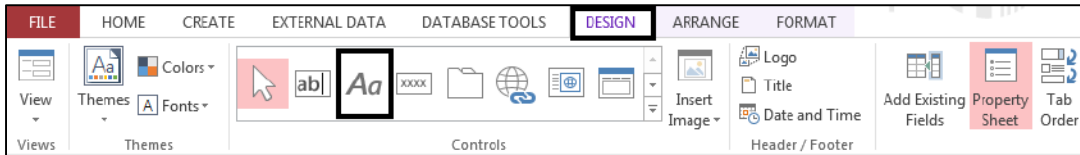


Figure 12 - The Label Icon

2. Left-click and draw a **text box** on the form (see Figure 13).

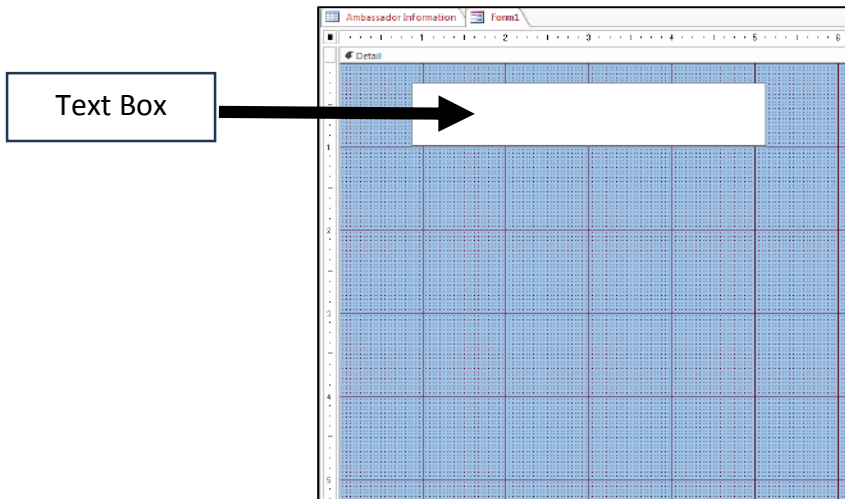


Figure 13 - Drawing your Text Box

3. Click in the *text box* and type your text (see Figure 14).

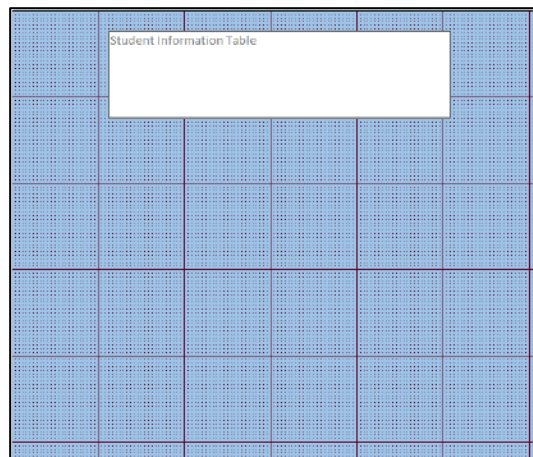


Figure 14 - Entering Text into the Text Box

4. To change the text style and color, first select the **text** (see Figure 15).

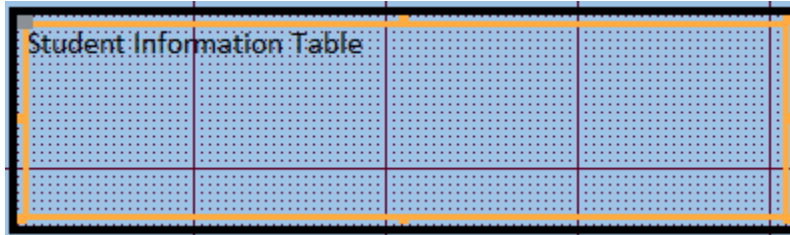


Figure 15 - Selecting your text

5. The text can be formatted from the *Text Formatting* grouping, under the *Home* tab.

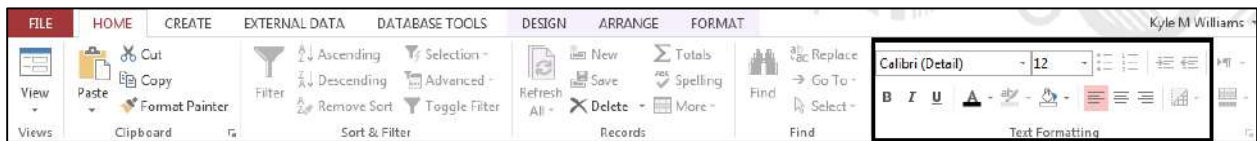


Figure 16 - Text Formatting Tools

6. To move the text box, first click on the form to deselect the text box.
7. Click on the text box again to select it.
8. When you allow your mouse to hover over the edge of the text box, you can hold your mouse button down and move the text box to the location of your choice on the form (see Figure 17).

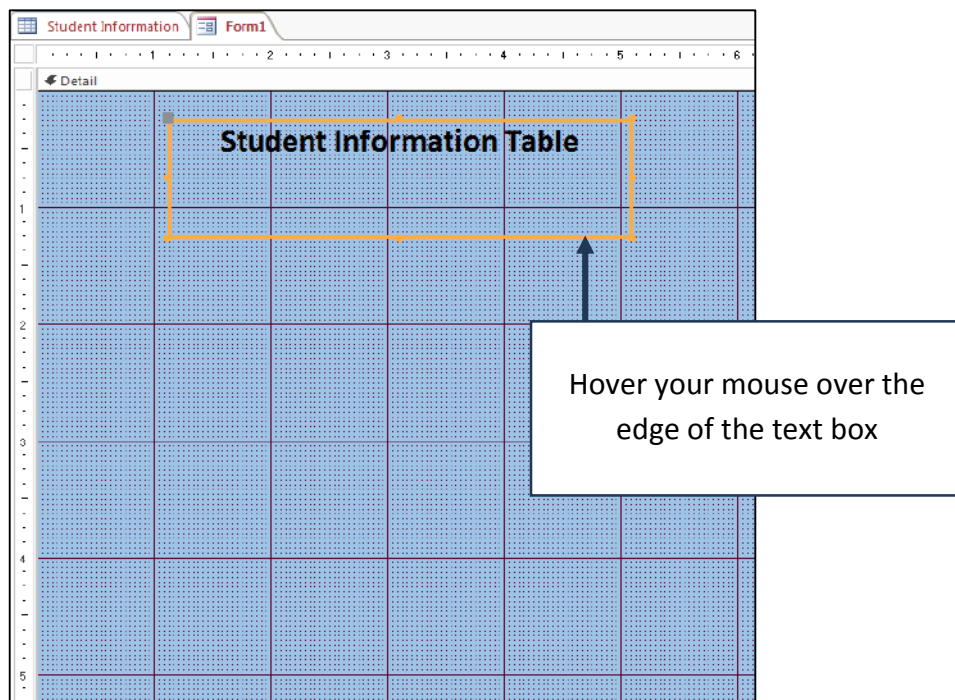


Figure 17 - Hovering your Mouse to the edge of the Text Box

9. You can re-size the text box by allowing your mouse pointer to hover over an anchor point, holding down your mouse button, and moving the mouse (see Figure 18).

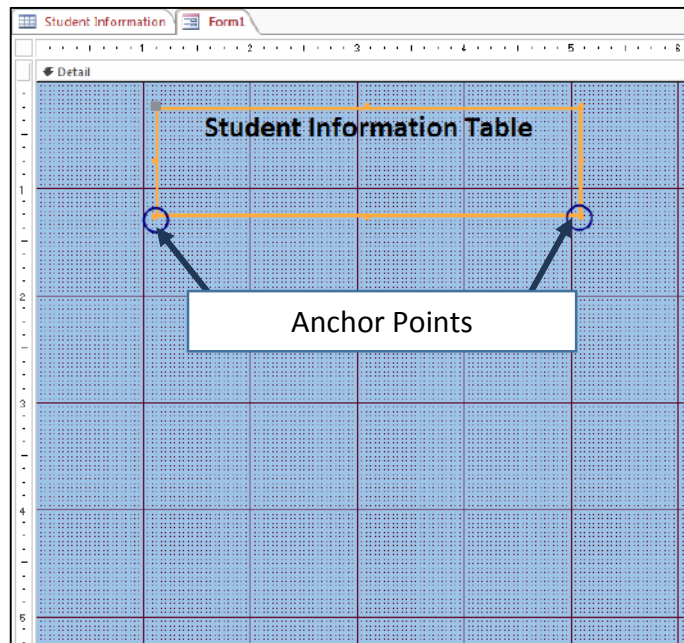


Figure 18 - Anchor Points on the Text Box

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 on the **More** button, located in the *Controls* grouping of the *Design* tab (see Figure 19).



Figure 19 - More Options

2. Click the **Line** button (see Figure 20).



Figure 20 - Line Tool

3. Left-click and drag your mouse across the form to create a line (see Figure 21).

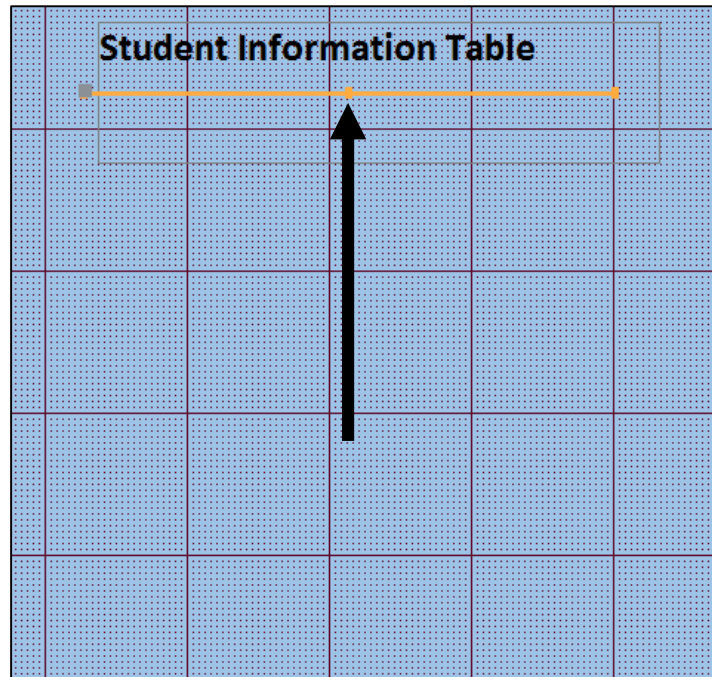


Figure 21 - Drawing the Line

4. Click to select the **line**.
5. In the Property Sheet, on the *Format* tab, you can adjust the width and color of the line (see Figure 22).

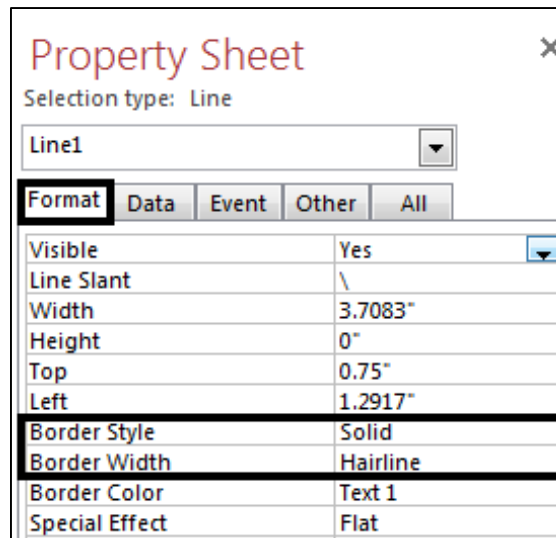


Figure 22 - Adjusting the width and color of a line

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 23).



Figure 23 - Closing the Property Sheet

2. From the *Design* tab, click the **Add Existing Fields** button (see Figure 24).

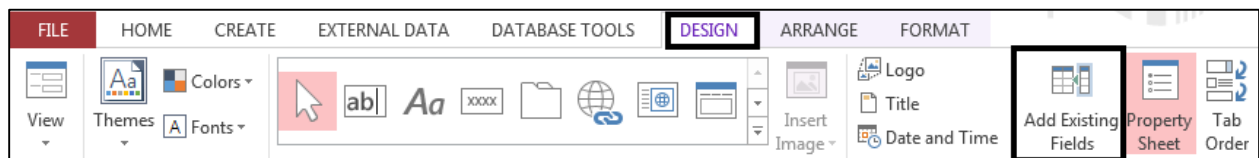


Figure 24 - Add Existing Fields

3. The *Field List* window will appear. Click **Show all tables** (see Figure 25).



Figure 25 - 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 26).

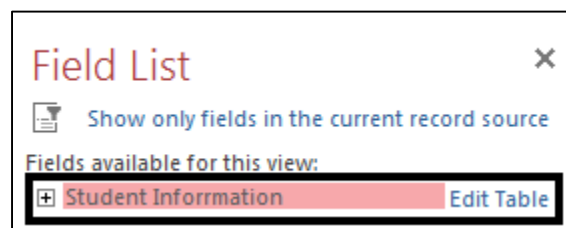


Figure 26 - Adding Fields

Move the fields from the *Field List* window to the *Form* by following the instructions below.

5. 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.
6. Left click and drag your mouse to move the field to the form.

- When the field is over the form, release your mouse button and the field will be added to the form (see Figure 27).

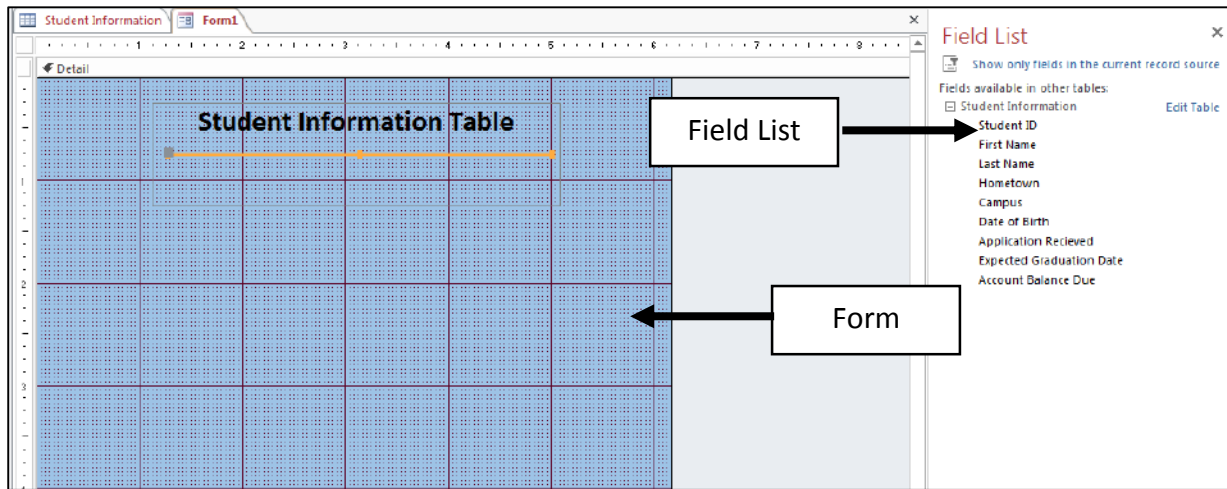


Figure 27 - Adding Fields

Arranging Fields on the Form

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

- Select all of the fields that you want to arrange on the form. To select all of the fields, follow the instructions below.
 - On the form, hover your mouse over the upper-left area where your fields are located.
 - Left click and hold your mouse.
 - As you move your mouse button towards the fields, you can draw a selection box to select all of the fields.
 - When you release the mouse button, all of the fields that were contained in the selection box will be selected.
- From the *Arrange* tab, click **Stacked** (see Figure 28).

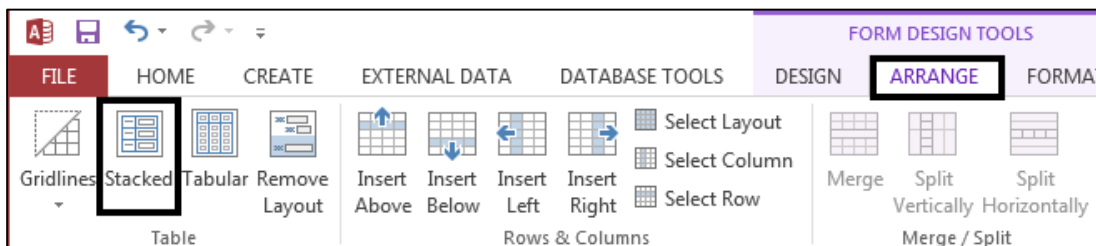


Figure 28 - Stacked Layout

3. Click the **Remove Layout** button (see Figure 29).

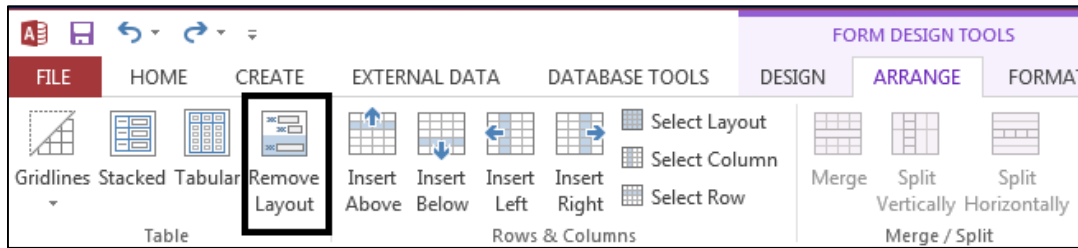


Figure 29 - Remove Layout Button

4. The fields will be neatly arranged on the form (see Figure 30).

The image shows a form titled "Student Information Table" on a blue dotted grid background. The form contains the following fields:

Student ID		Student ID
First Name		First Name
Last Name		Last Name
Hometown		Hometown ▼
Campus		Campus
Date of Birth		Date of Birth
Application Recieved		<input checked="" type="checkbox"/>
Expected Graduation Date		Expected Gradu

Figure 30 - Arranged fields

Removing a Tab Stop for a Field

The following explains how to remove a tab stop for a field. When you use a form, you can switch between controls by pressing the TAB key. You can specify the order in which the controls on a form respond to the TAB key. For an example, in Figure 31 on the next page, *Student ID* 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.

Student Information Table

Student ID	Student ID
First Name	First Name
Last Name	Last Name
Hometown	Hometown ▼
Campus	Campus
Date of Birth	Date of Birth
Account Balance Due	Account Balanc
Application Recieved	<input checked="" type="checkbox"/>
Expected Graduation Date	Expected Gradu

Figure 31 - Fields on the Form

The following explains how to remove a *tab stop* from the Form.

1. From the *Design* tab, click **Property Sheet** (see Figure 32).

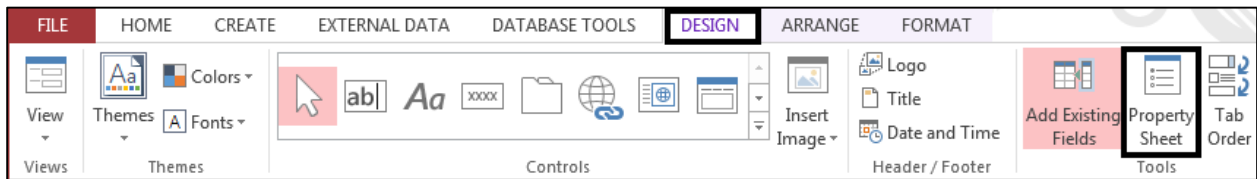


Figure 32 - Property Sheet

2. Click to select the **text box** for *Student ID* (see Figure 33).

The screenshot shows the 'Student Information Table' form. The 'Student ID' text box is selected, indicated by a black border and a downward-pointing arrow above it.

Figure 33 - Select the Text Box

3. In the *Property Sheet*, click on the **Other** tab (see Figure 34).

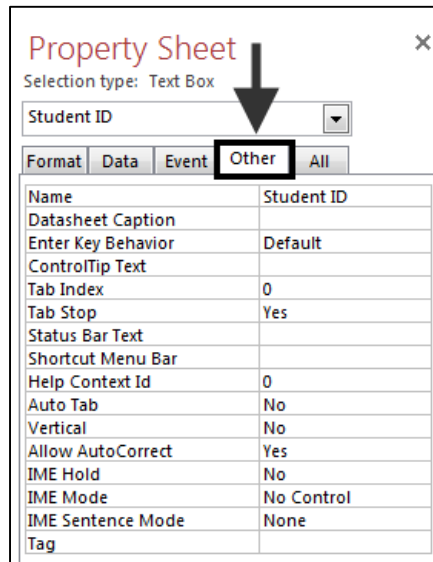


Figure 34 - The Other Tab

4. In the *Property Sheet*, next to *Tab Stop*, click to change **Yes** to **No** (see Figure 35).

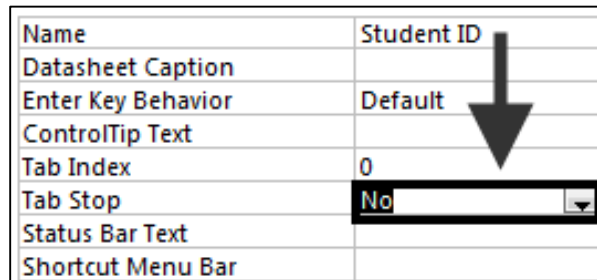


Figure 35 - Tab Stop

Changing the Tab Order

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

1. From the *Design* tab, click **Tab Order** (Figure 36).

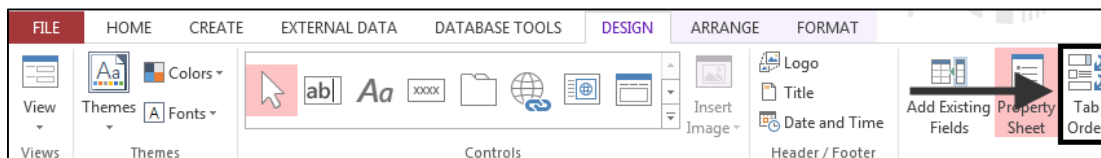


Figure 36 - Tab Order

2. The *Tab Order* dialogue box will appear (see Figure 37).

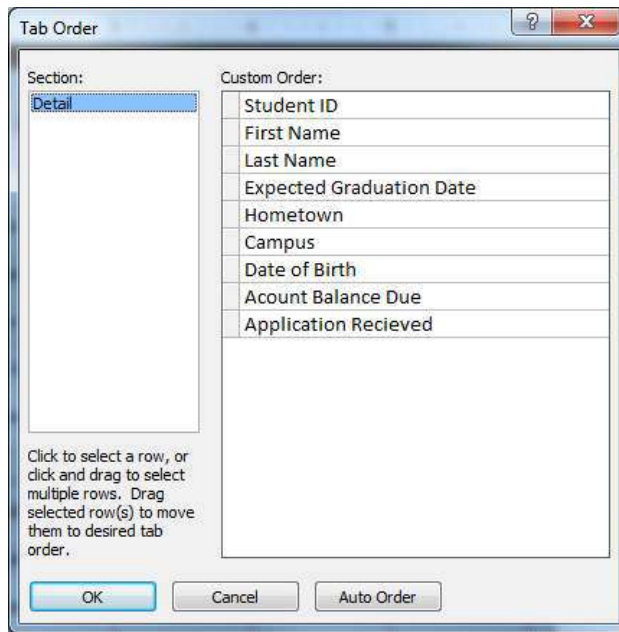


Figure 37 - Tab Order Dialogue Box

3. Click to the *Left* of the field name to select the field where you want to adjust the order. In this example, we will be moving the tab order for the **Date of Birth** field above the *Hometown* field (see Figure 38).

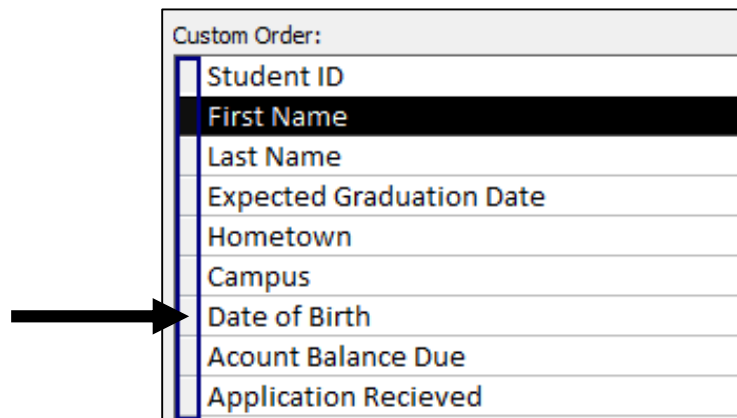


Figure 38 - Adjusting the Order

4. After the field name is selected, click to the left of the field name and hold down your mouse button. Left click and hold your mouse to drag the field and re-arrange the tab order in the window.

- When you have re-arranged the tab order, click the **OK** button to close the window (see Figure 39).

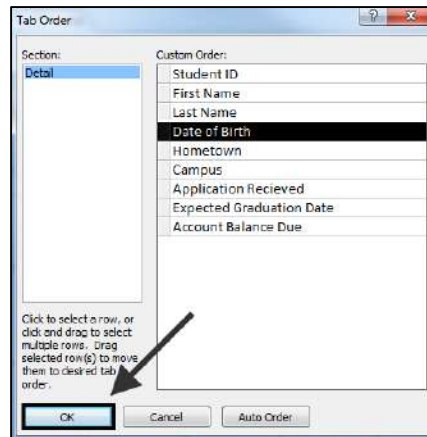


Figure 39 - Click OK

Entering Data in the Form

The following explains how to enter data in the form.

- From the *Design* tab, click **View** (see Figure 40).

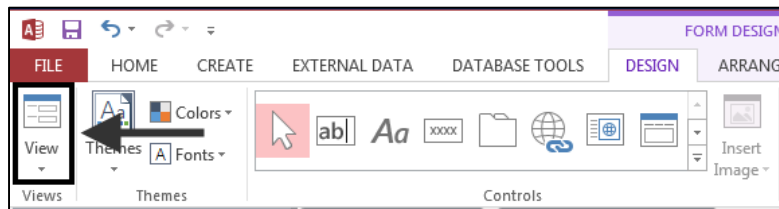


Figure 40 - The View Tab

- From the menu that appears, click on **Form View** (Figure 41).

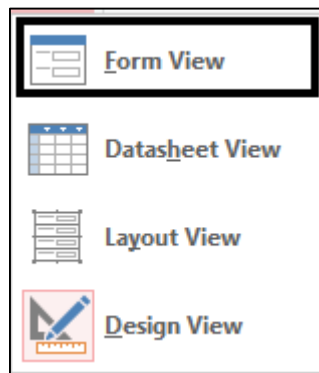


Figure 41 - Form View

- You can now enter data into the various text boxes on the form.
 - Press the tab key to go to the next field.

- b. Press **shift + tab** to go to the previous field.
- 4. When you have entered data into all of the fields on the form, press the **tab** key on your keyboard and you will go to the next record where you can enter more data.
- 5. To return to the *Design* view:
 - 5.1. Click the **View** button, located under the *Home Tab*.
 - 5.2. Click on **Design View**.

Creating Buttons to Navigate through the Form

1. Click on the Design tab (see Figure 42).



Figure 42 - Design View

2. Click on the **Button** icon (see Figure 43).

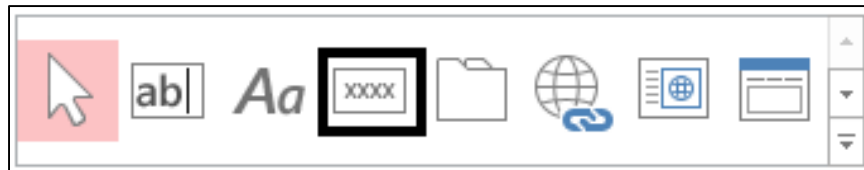


Figure 43 - Button Icon

3. Draw the **button** on your preferred location on your form (see Figure 44).

 A screenshot of a form titled 'Student Information Table' displayed on a blue grid background. The form contains several fields: 'Student ID', 'First Name', 'Last Name', 'Hometown', 'Campus', 'Date of Birth', 'Account Balance Due', 'Application Recieved', and 'Expected Graduation Date'. Each field has a corresponding input box. An arrow points to a small, empty rectangular box being drawn on the grid below the 'Expected Graduation Date' field.

Figure 44 - Drawing a button

4. The *Command Button Wizard* will appear. Select **Go To Next Record**, located under the *Categories Window* (see Figure 45).

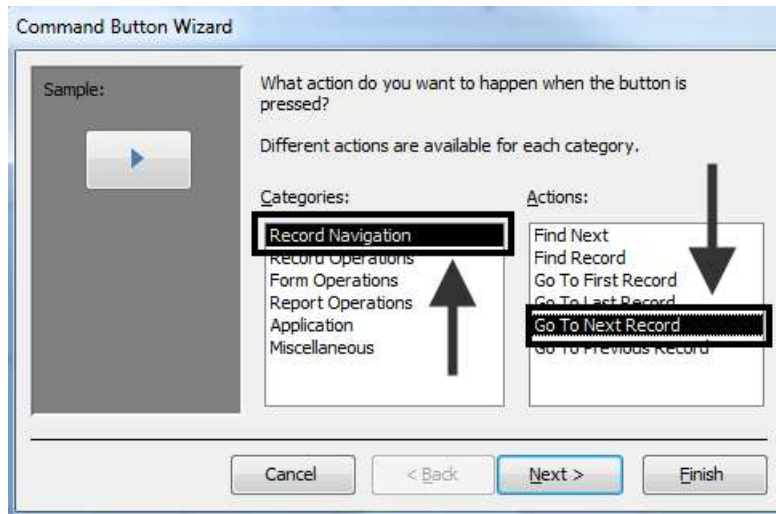


Figure 45 - Go to Next Record

5. Click the **Next** Button (see Figure 46).



Figure 46 - Next Button

6. Choose your preferred button design and click **Next** (see Figure 47).

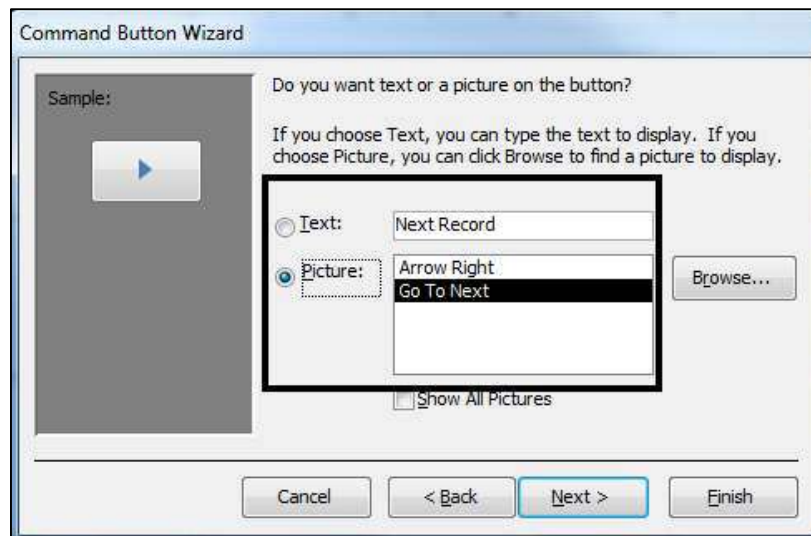


Figure 47 - Button Design

7. In the *Command Name Field*, enter a meaningful name that will help you refer to the button later (see Figure 48).

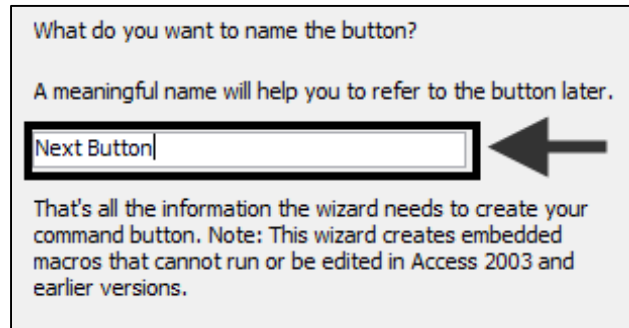


Figure 48 - Button Name

8. Click **Finish** (see Figure 49).



Figure 49 - The Finish Button

9. Your button will appear on the form (see Figure 50).

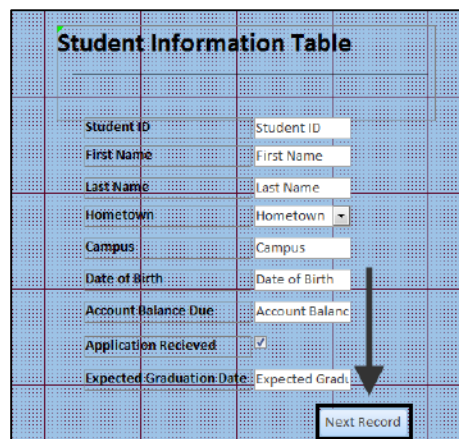


Figure 50 - The Button

Creating a Back Button to navigate to Previous Records

1. Click on the *Design tab* in the *Ribbon* (Figure 51).



Figure 51 - Design View

- Click on the **Button** icon (see Figure 52).

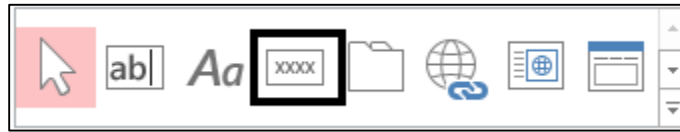


Figure 52 - Button Icon

- Draw the **button** somewhere on your *Form* (see Figure 53).

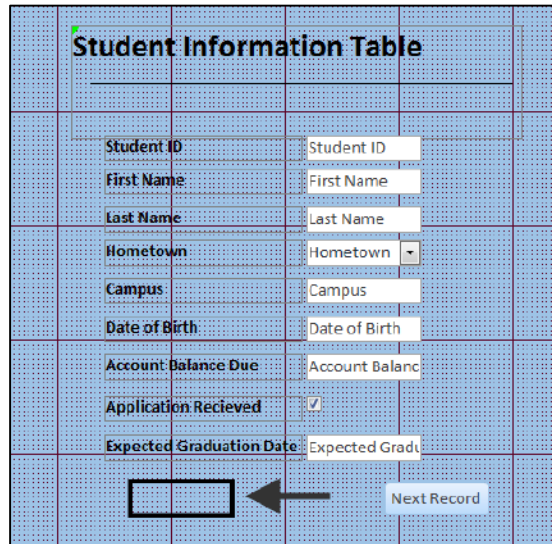


Figure 53- Drawing the button

- The *Command Button Wizard* will appear, select *Go To Previous Record*, located under the *Categories Window* (see Figure 54).

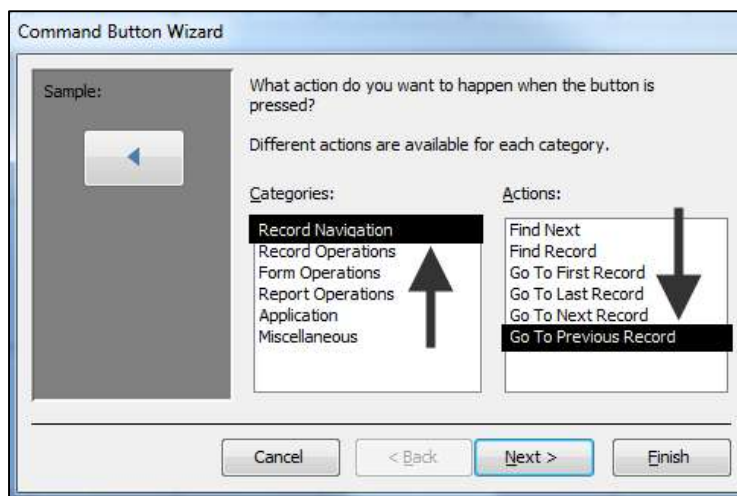


Figure 54 - Go to Previous Record

5. Click the **Next** Button (see Figure 55).



Figure 55 - Next Button

6. Choose your preferred *button design* and click next (see Figure 56).

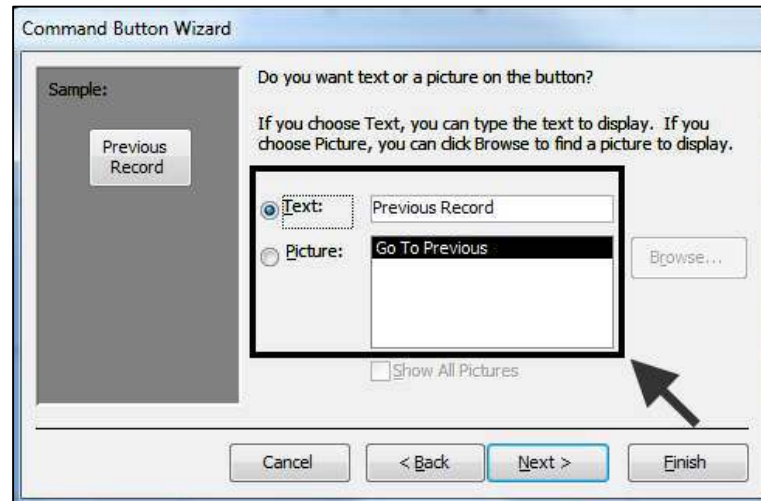


Figure 56 - Button Designed

7. In the *Command Name Field*, enter a meaningful name that will help you refer to the button later (see Figure 57).

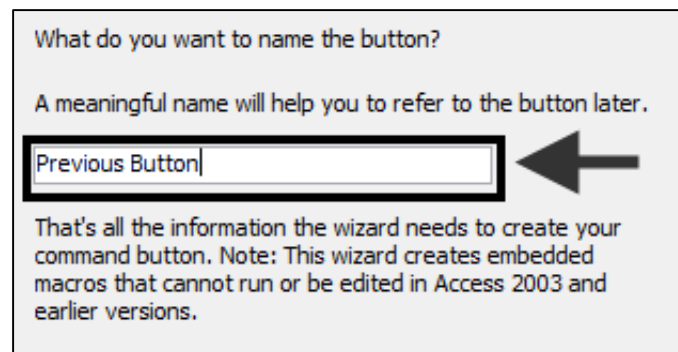


Figure 57 - Command Name Field

8. Click **Finish** (see Figure 58).

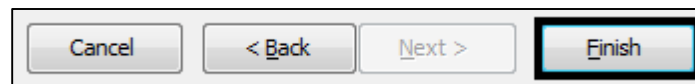


Figure 58 - Click Finish

9. Your **Button** will appear on the form (see Figure 59).

The screenshot shows a form titled "Student Information Table" on a grid background. The form contains the following fields and controls:

Student ID	Student ID
First Name	First Name
Last Name	Last Name
Hometown	Hometown
Campus	Campus
Date of Birth	Date of Birth
Account Balance Due	Account Balance
Application Received	<input checked="" type="checkbox"/>
Expected Graduation Date	Expected Grad.

At the bottom of the form, there are two buttons: "Previous Record" and "Next Record".

Figure 59 – The Previous Button

Saving the Form

The following explains how to save the form.

1. Click the **File** tab (see Figure 60).

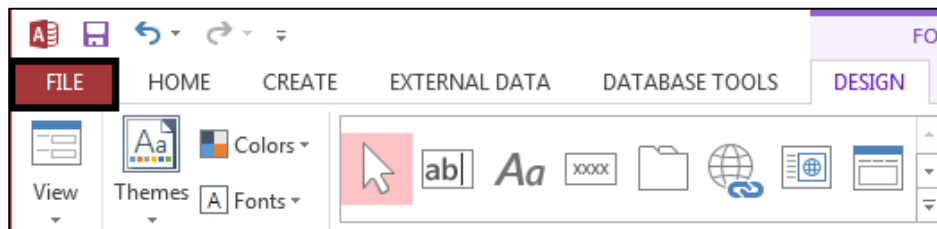


Figure 60 - File Tab

2. From the menu that appears, click **Save** (see Figure 61).

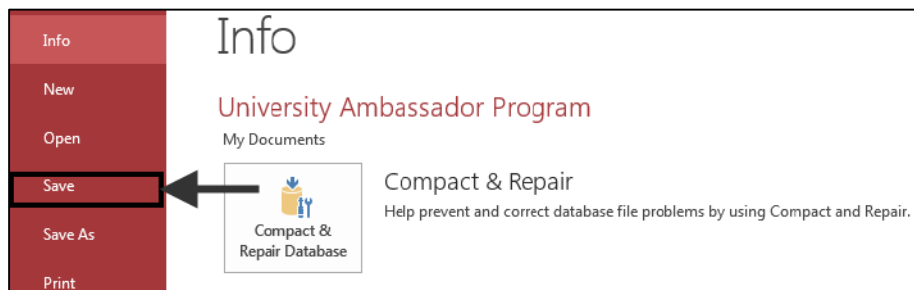


Figure 61 - Click Save

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 62).

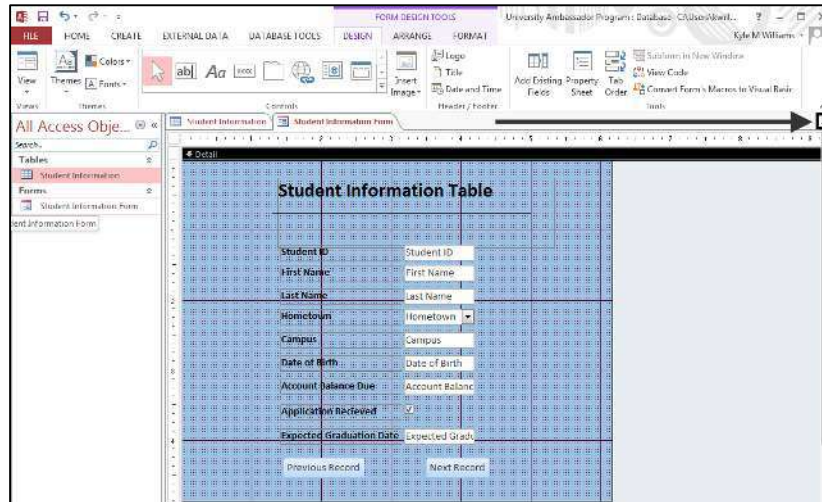


Figure 62 - Closing the form

5. To open the form again, double-click the **form name** (see Figure 63).

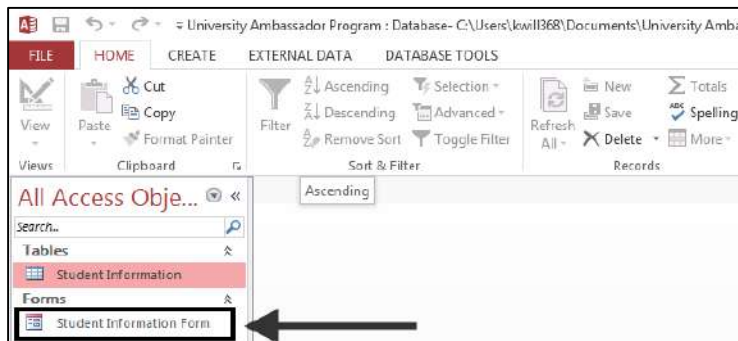


Figure 63 - Re-opening the form

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.

- 6.1. From the *Home* tab, click the **View** button (see Figure 64).

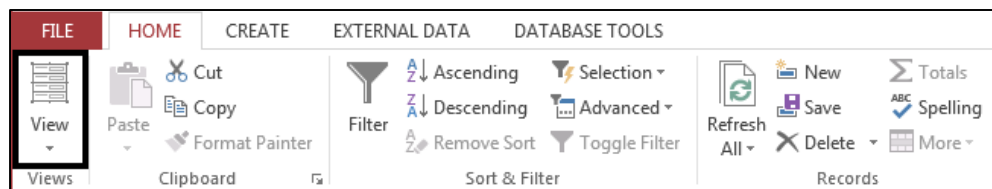


Figure 64 - View Button

6.2. From the menu that appears, select **Design View** (see Figure 65).

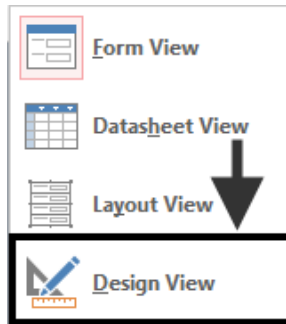


Figure 65 – Design View

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, if you were searching for a person's last name, you would place the cursor in the text box for last name (see Figure 66).

Figure 66 - Select a Field

2. On the *Home* tab, click the *Find* button (see Figure 67).

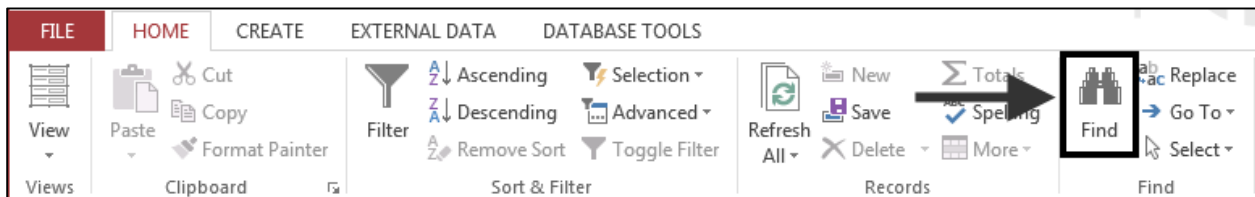


Figure 67 - Find Button

3. In the window that appears, enter item that you are searching for (last name) (see Figure 68).

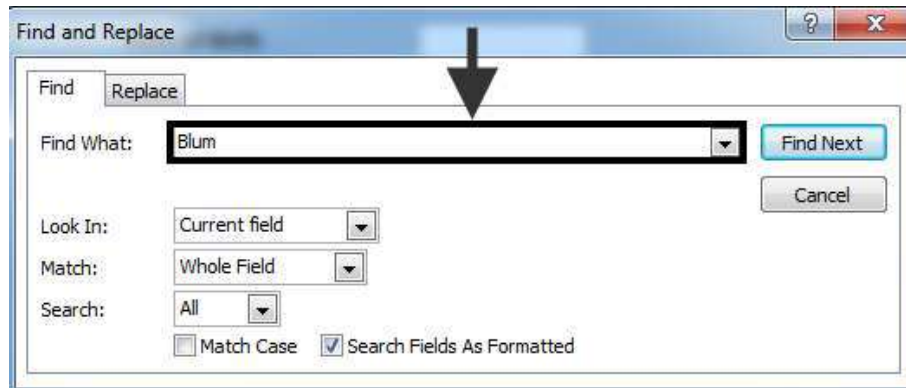


Figure 68 - Search Window

4. Click on the **Find Next** button.
5. 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.

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. Double click on the Table that you wish to attach *Photos* to (see Figure 69).

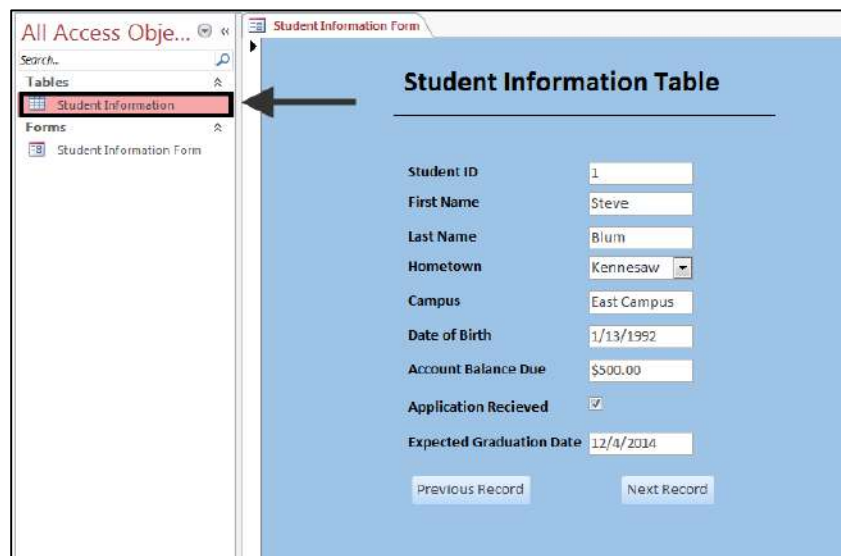


Figure 69 - Double click on the Table

2. Click on **View**.
3. Click on **Design View** on the table (see Figure 70).

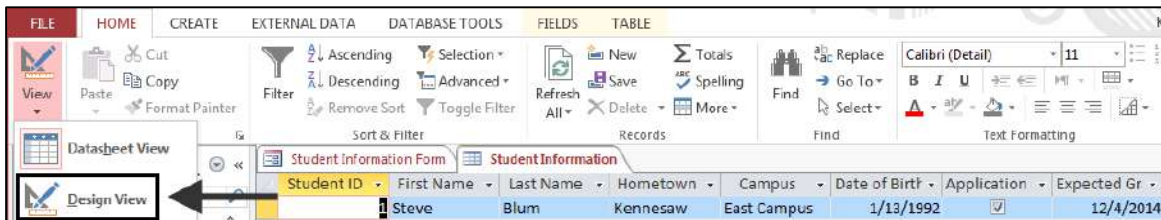


Figure 70 - Design View

4. In the blank field, create a **Photo** record (see Figure 71).

Field Name	Data Type
Student ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Hometown	Short Text
Campus	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No
Expected Graduation Date	Date/Time
Account Balance Due	Currency
Photo	

Figure 71 - Photo Record

5. Change the data type to **Attachment** (see Figure 72).

Field Name	Data Type
Student ID	AutoNumber
First Name	Short Text
Last Name	Short Text
Hometown	Short Text
Campus	Short Text
Date of Birth	Date/Time
Application Recieved	Yes/No
Expected Graduation Date	Date/Time
Account Balance Due	Currency
Photo	Attachment

Figure 72 – Attachment

6. 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 73).

The image shows a form titled "Student Information Table" on a grid background. The form contains the following fields: Student ID, First Name, Last Name, Hometown (dropdown), Campus, Date of Birth, Account Balance Due, Application Received (checkbox), and Expected Graduation Date. Below these fields are "Previous Record" and "Next Record" buttons. At the bottom, there are two "Photo" labels. The second "Photo" label is enclosed in a large orange rectangular box, and a black arrow points to this box from the right.

Figure 73 - Adding the Photo Field into the form

7. Once the form is complete and you are entering the data for the record, do the following to attach the photo to the record:

7.1. In the *Form View*, double-click inside of the box for the photo field (see Figure 74).

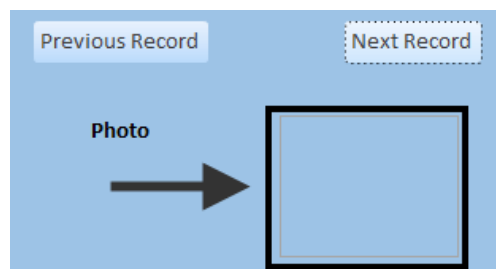


Figure 74 - The Photo Field

7.2. The *Attachments* window will appear on the screen. Click the **Attachment** button (see Figure 75).



Figure 75 - The Attachments window

7.3. Browse for the photo on your computer. When you select the photo, click the **Open** button.

7.4. You will now return to the *Attachments* window. Click the **OK** button (see Figure 76).



Figure 76 - Click OK

Additional Assistance

If you need additional assistance with Microsoft Office Access 2013, contact University Information Technology Services (UITs) at:

Faculty and Staff Service Desk

Phone: 470-578-6999

Email: service@kennesaw.edu

Students Help Desk

Phone: 470-578-3555

Email: studenthelpdesk@kennesaw.edu