



University Information
Technology Services

Microsoft Office
Access 2016 for Windows
Introduction to Forms

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Microsoft Office: Access 2016 for Windows

Introduction to Forms

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Introduction

Microsoft Access allows people to effectively and efficiently organize data. Forms are powerful tools in which you can easily view, add, or modify data that is stored in the *Access* database. The various sections presented in this document will help you to build a solid knowledge foundation.

The Microsoft Access Documentation Series will provide you the necessary knowledge on how to use *Microsoft Office Access 2016*. Before reading this booklet, it is recommended that you read the *Microsoft Office Access – Intro to Access 2016* documentation on the UITS Documentation Center at <http://uits.kennesaw.edu/cdoc>.

Learning 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

A foundation was created in the *Microsoft Office Access 2016 - 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>

Figure 1 - Example Table

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 from scratch that allows the user to effectively interact with the database.

1. On the *Create* tab, click **Form Design**.

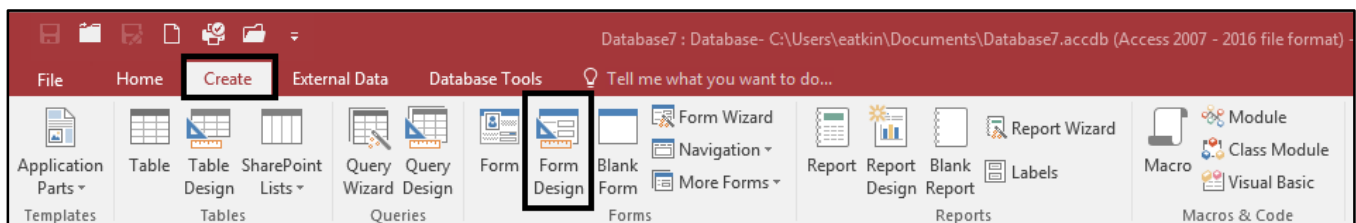


Figure 2 – Form Design

2. You will be taken to the *Form Design* view, and a *blank* form will appear on your screen.

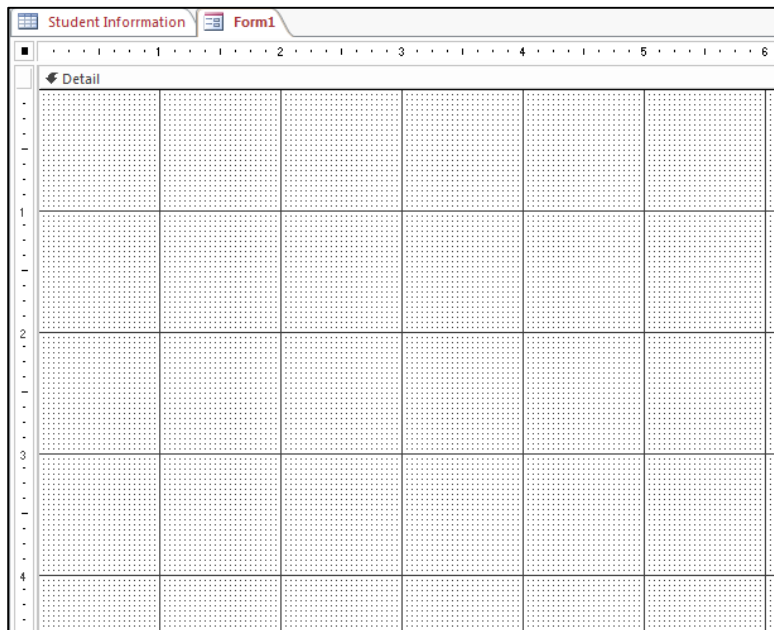


Figure 3 - A Blank Form

Accessing the Property Sheet

You can manage various aspects of the form (e.g. format, background color, objects on the form), by using the *Property Sheet*. While in the *Form Design View*, click the **Property Sheet** button under the *Design* tab to display the *Property Sheet*.

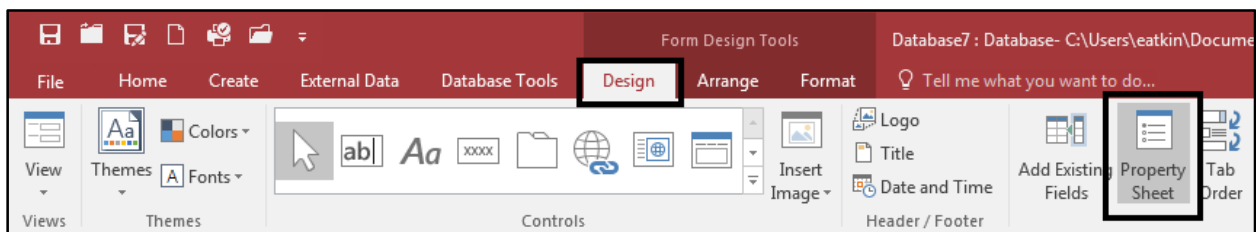


Figure 4 - Accessing the Property Sheet

The *Property Sheet* will display to the right of the form. From here, all areas of the form can be selected and altered; allowing you to develop an effective form.

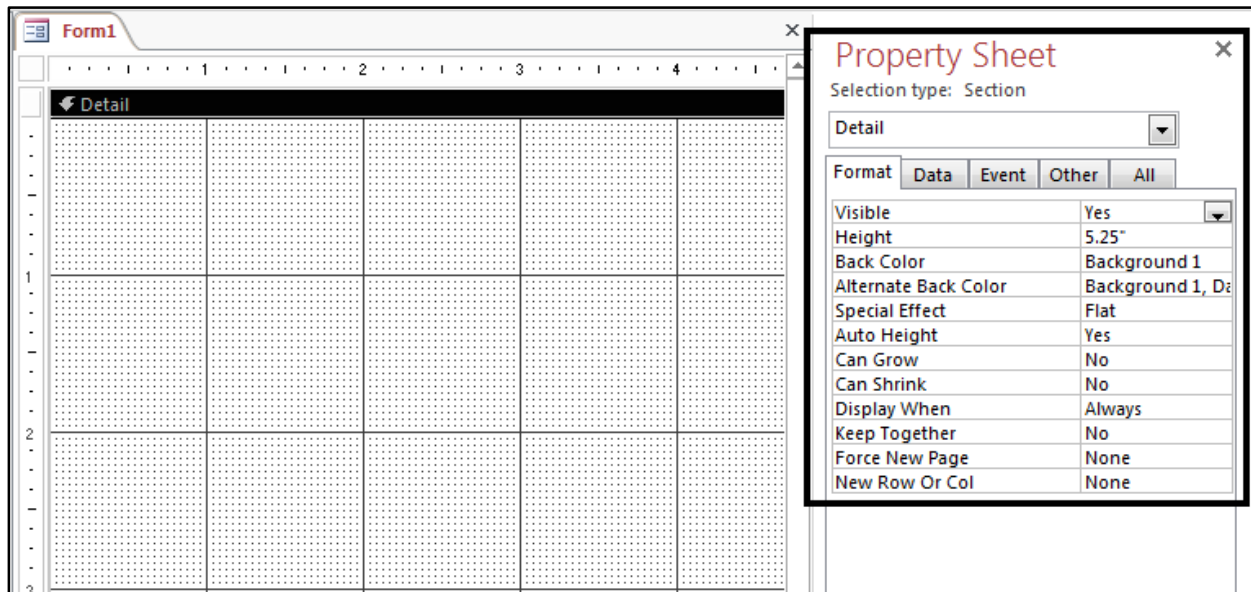


Figure 5 - Property Sheet

Changing the Background Color of a Form

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

1. Click the **Form** background with your mouse so that it is the *active object*.

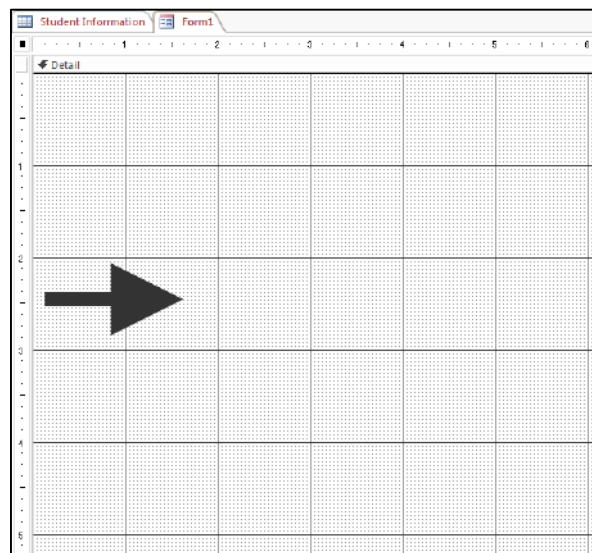


Figure 6 - Clicking the form to make it active

2. On the *Property Sheet*, click the **Format** tab.

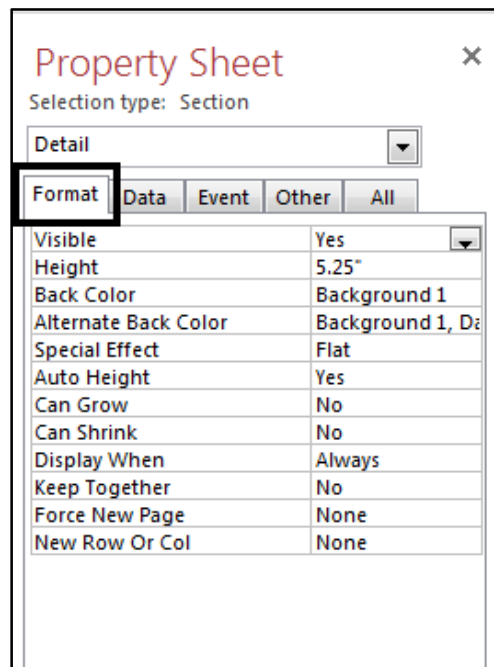


Figure 7 - The Format Tab

3. Click the **Back Color** field to select it.

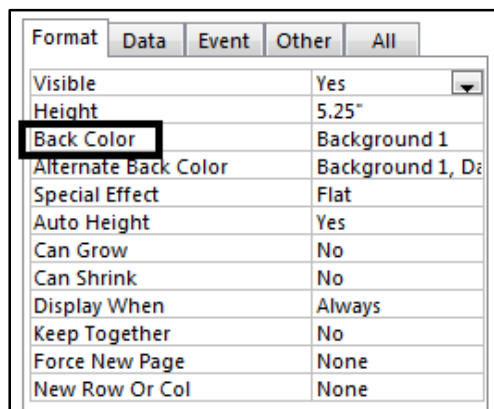


Figure 8 - Selecting the Back Color

4. Additional buttons will appear. Click the **ellipsis**.

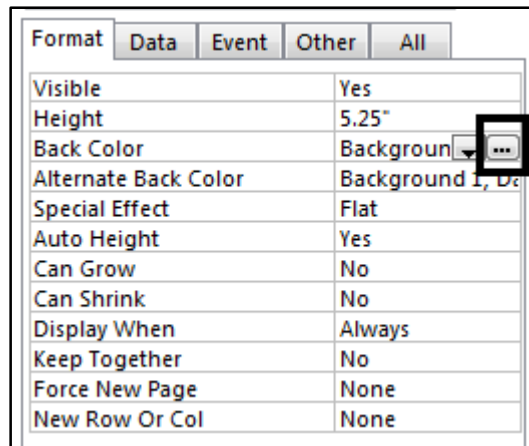


Figure 9 – Click the Ellipsis

5. The *Color Selection Palette* will appear. Select the **color** that you want to apply to your form.

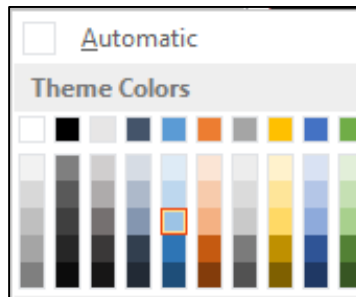


Figure 10 - Selecting the Color

6. Your selected background color will be applied to the form.

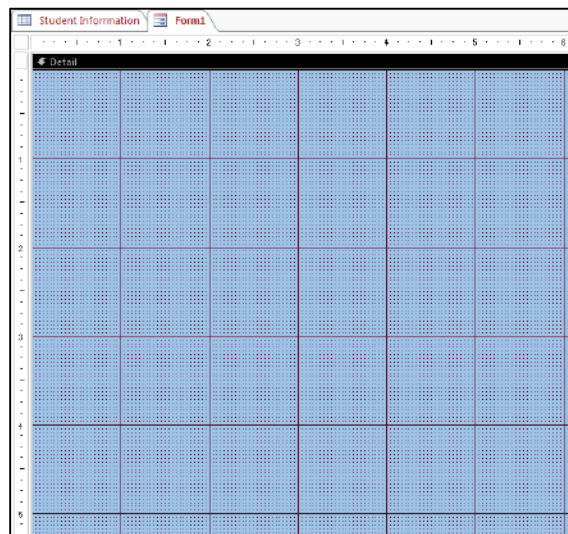


Figure 11 - Background Color

Drawing Labels

Labels allow you to create text boxes on your form, such as a banner for a title. The following explains how to add a banner to a form.

1. On the *Design* tab, in the *Controls* grouping, click the **Label** button.

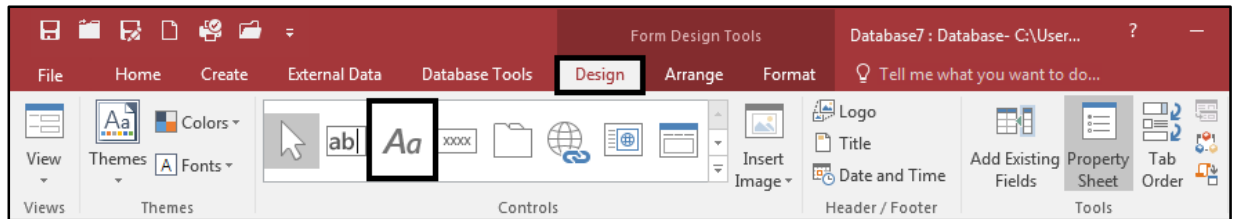


Figure 12 - The Label Icon

2. Your cursor icon will change to display the *Label* icon. Hold the left mouse button and drag to draw a **text box** on the form.

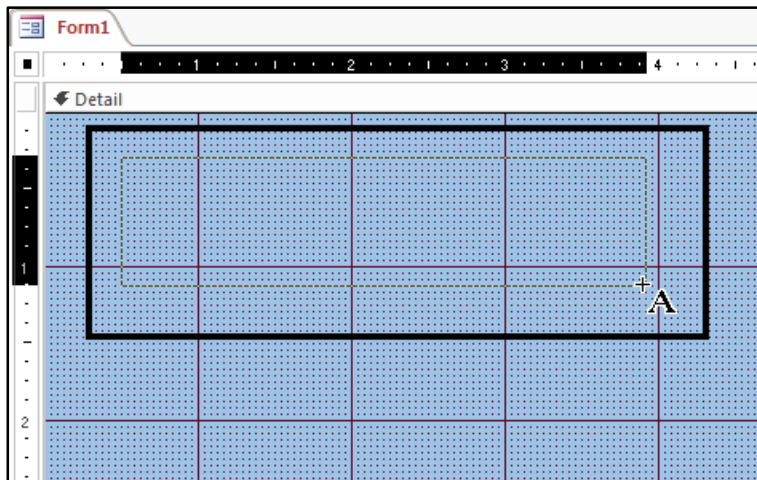


Figure 13 - Drawing your Text Box

3. Once finished drawing your text box, release the left mouse button. Your *text box* will appear.
4. Click in the **text box** and type your text.

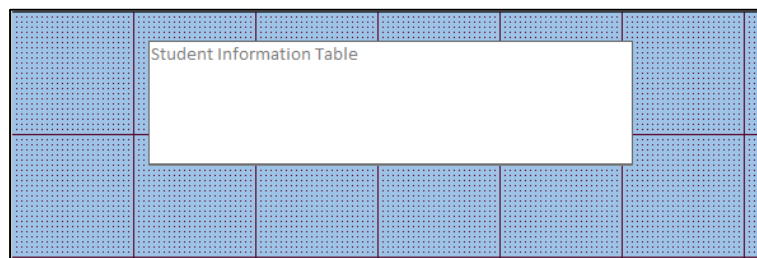


Figure 14 - Entering Text into the Text Box

Change Text Style and Color

To change the text style and color of text:

1. Select the **text** you want to format.

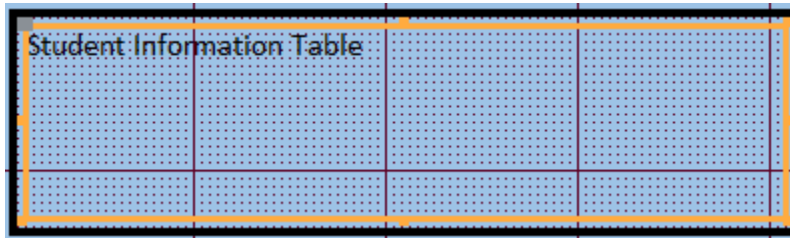


Figure 15 - Selecting your Text

2. From the *Home* tab, the text can be formatted using the tools found in the *Text Formatting* grouping.

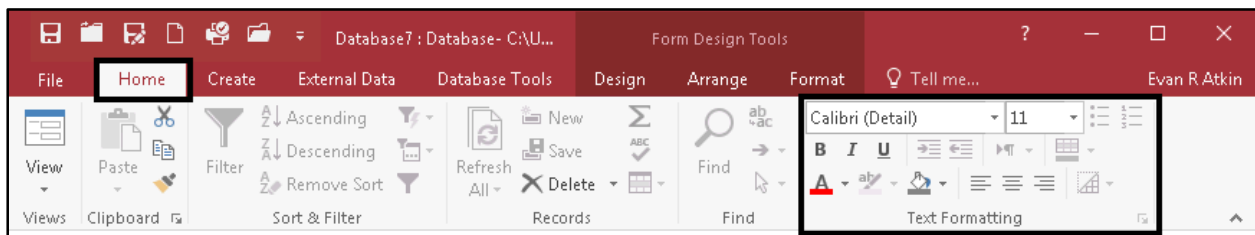


Figure 16 - Text Formatting Tools

Move and Resize a Text Box

The following explains how to move and resize a text box:

1. Click on the **text box** to select it.
2. Hover your mouse over the **side** of the text box. The cursor will turn to a *crosshair with arrows*.

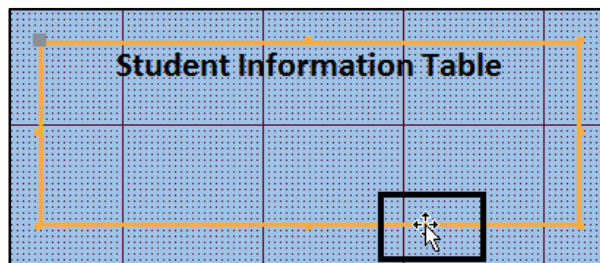


Figure 17 - Hovering your Mouse to the Side of the Text Box

3. Hold left-click and move the **text box** to the location of your choice on the form.

- To re-size the text box, hover over a sizing handle, then hold left-click and drag the **mouse** to resize the text box.

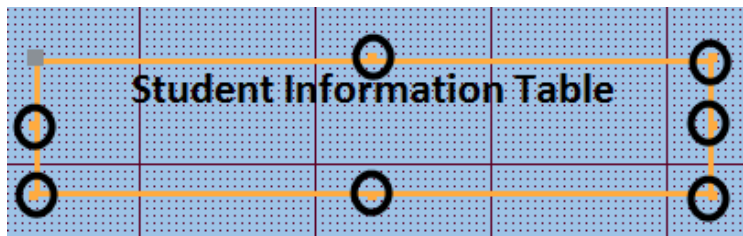


Figure 18 - Anchor Points on the Text Box

Drawing Lines

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

- On the *Design* tab, in the *Controls* grouping, click the **More** button.

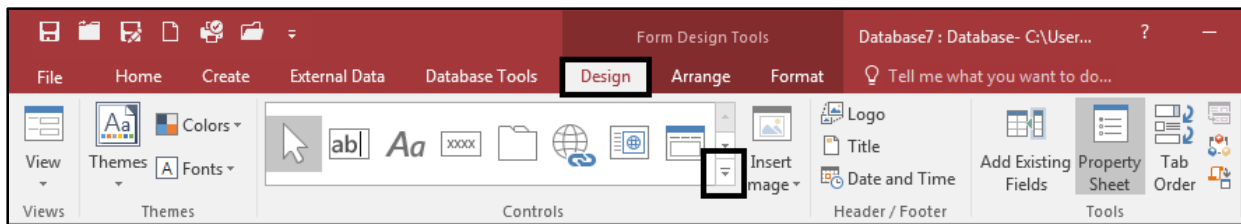


Figure 19 - More Options

- Click the **Line** button.



Figure 20 - Line Tool

- Your cursor icon will change to display the *Line* icon. Hold the left mouse button and drag to draw a **line** on the form.

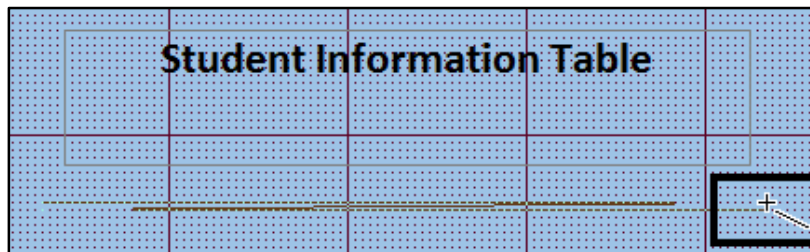


Figure 21 - Adding a Line to the Form

4. The line will appear on your form.
5. In the *Property Sheet*, adjust the **style**, **width**, and **color** of the line.

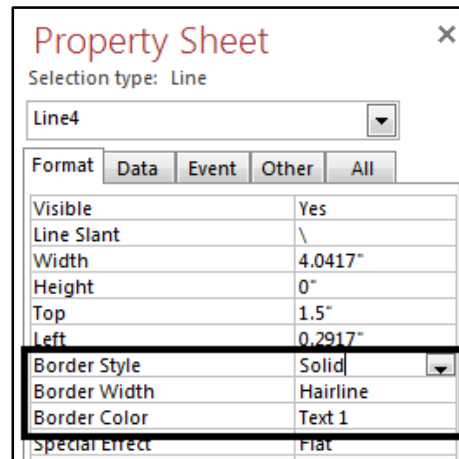


Figure 22 - Adjusting the width and color of a line

Adding Fields to the Form

In order to enter data into your database through a form, you will need to add the fields from an existing table first. The following explains how to add fields to a form:

1. From the *Design* tab, click the **Add Existing Fields** button.

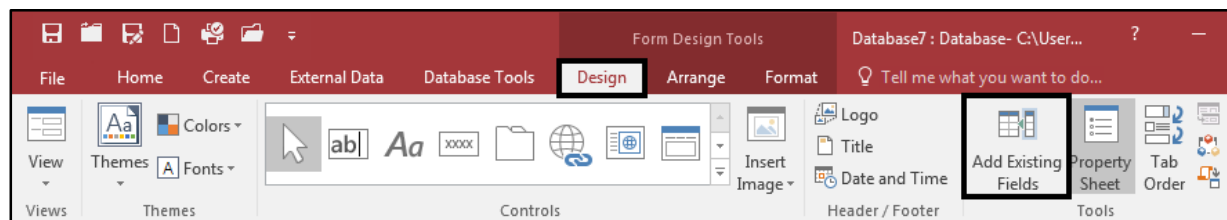


Figure 23 - Add Existing Fields

2. The *Field List* window will appear. Click **Show all tables**.



Figure 24 - Show all tables

3. Click the + next to the table that contains the fields that you want to add to your form.

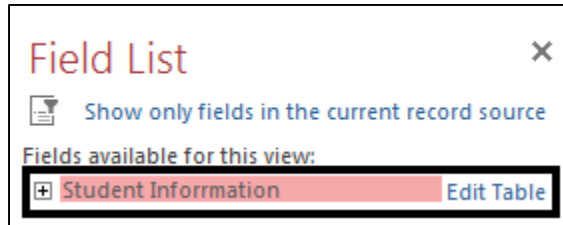


Figure 25 - Adding Fields

4. A list of fields will be displayed. Left-click and hold on the first **field** you wish to add, then drag your mouse to the form.

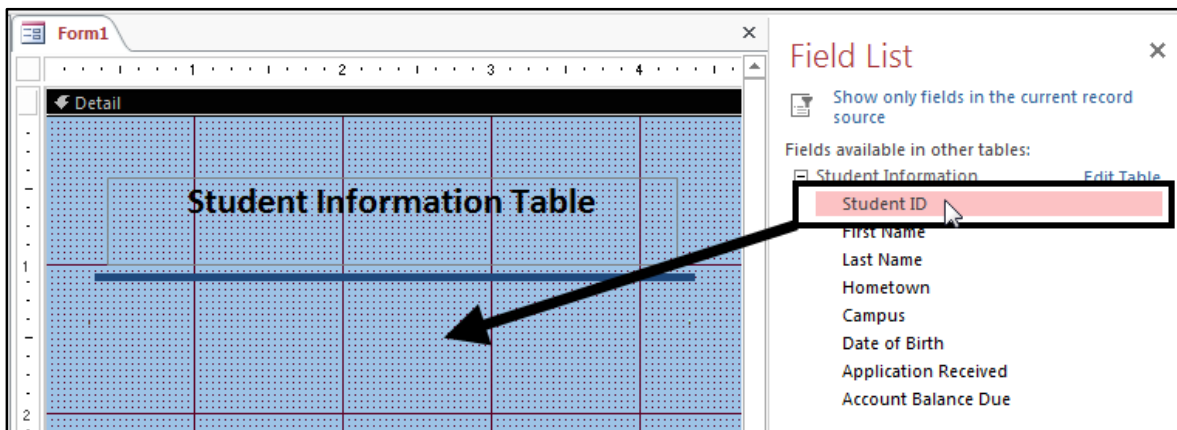


Figure 26 - Adding Fields

5. When the field is over the form, release your mouse button and the field will be added to the form.
6. Repeat steps 4 and 5 until all desired fields have been added to your form.

Arranging Fields on the Form

Once the fields have been added from a table in your database, they may need to be arranged properly. 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 by left-clicking and dragging your **mouse cursor** over all fields.
2. When you release the mouse button, all of the fields that were contained in the selection box will be selected.
3. From the *Arrange* tab, click **Stacked**.

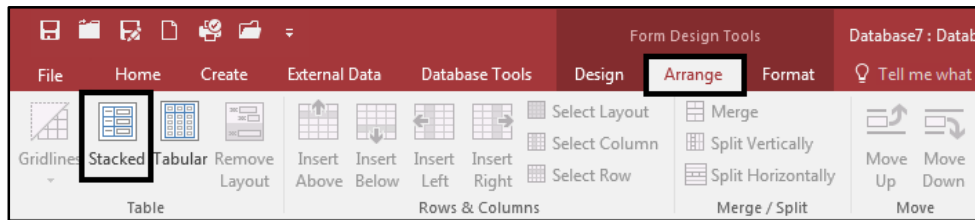


Figure 27 - Stacked Layout

4. The selected fields will be arranged in a stacked layout on your form.

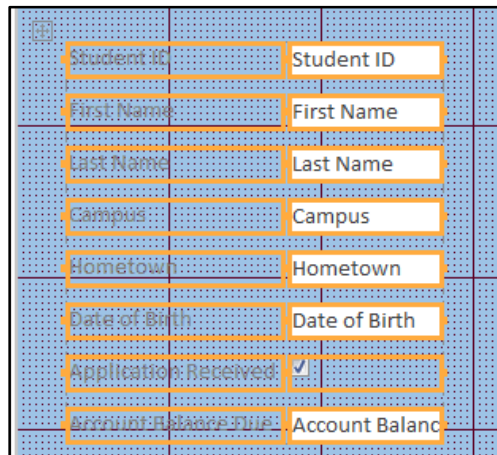


Figure 28 - Stacked Layout Applied to Fields

5. From the *Arrange* tab, Click **Remove Layout**.

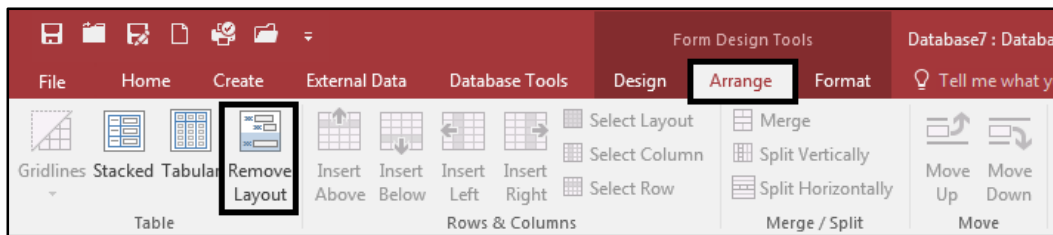


Figure 29 - Remove Layout Button

6. The fields will be neatly arranged on the form.

Changing the Tab Order

When you use a form in an *Access* desktop database, you can switch between controls by pressing the *TAB* key. Each field on the form has a *Tab Stop* that marks that field as a stop when the *Tab* key is used for navigation. On a well-designed form, the controls respond to the *TAB* key in a logical order (e.g. top to bottom, left to right) so you can switch between fields by pressing the *TAB* key.

The following explains how to re-arrange the *Tab Order* on your form:

1. From the *Design* tab, click **Tab Order**.

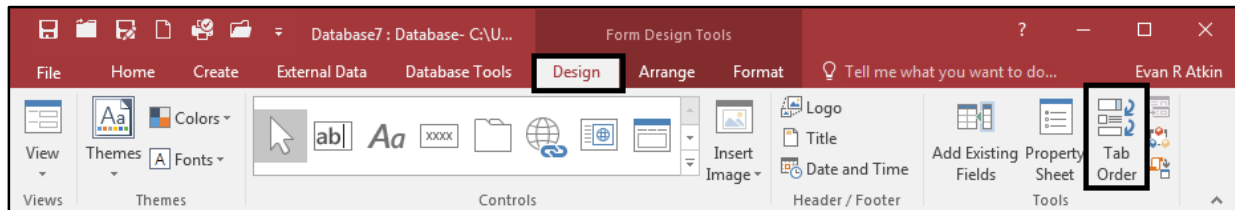


Figure 30 - Tab Order

2. The *Tab Order* dialogue box will appear.

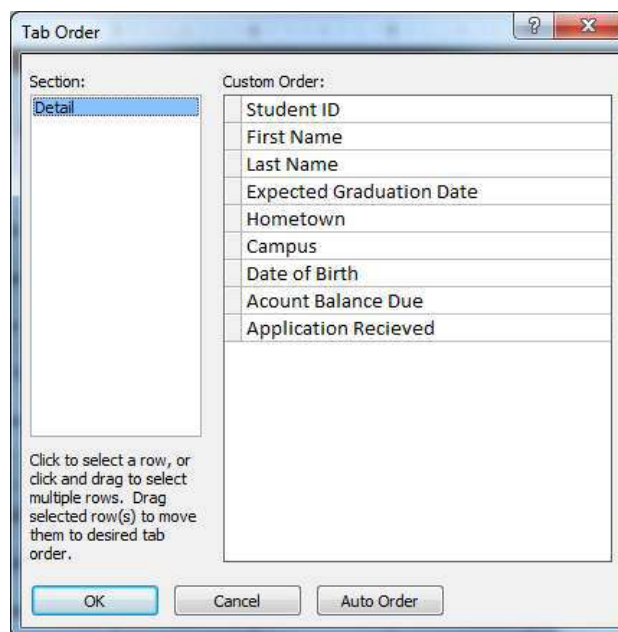


Figure 31 - Tab Order Dialogue Box

- 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.

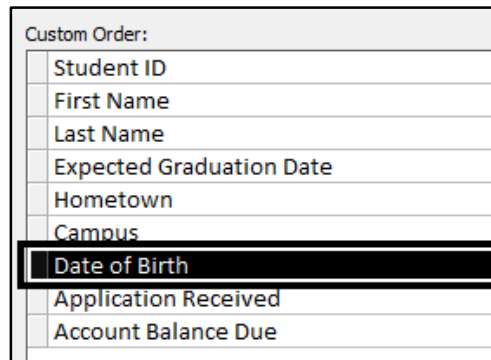


Figure 32 - Adjusting the Order

- After the field name is selected, hold left-click and drag the **square** next to the selected field name above the *Hometown* field to re-arrange the tab order.

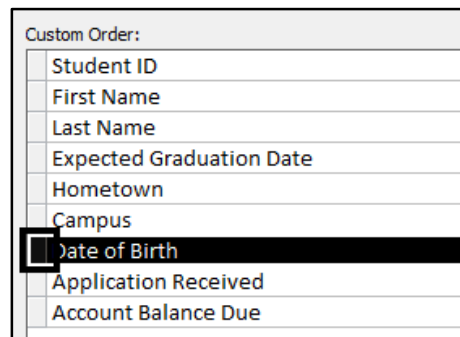


Figure 33 - Move Selected Field

- When you have re-arranged the tab order, click the **OK** button to close the window.

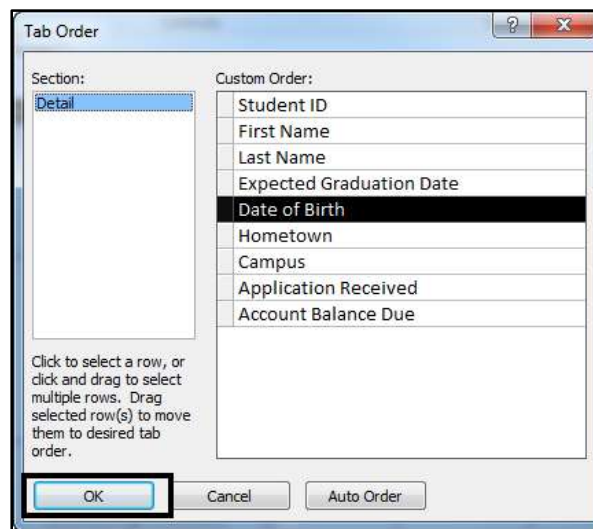


Figure 34 - Click OK

Removing a Tab Stop for a Field

The following explains how to remove a *tab stop* for a field. For an example, in Figure 35 *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 so the user will not select it.

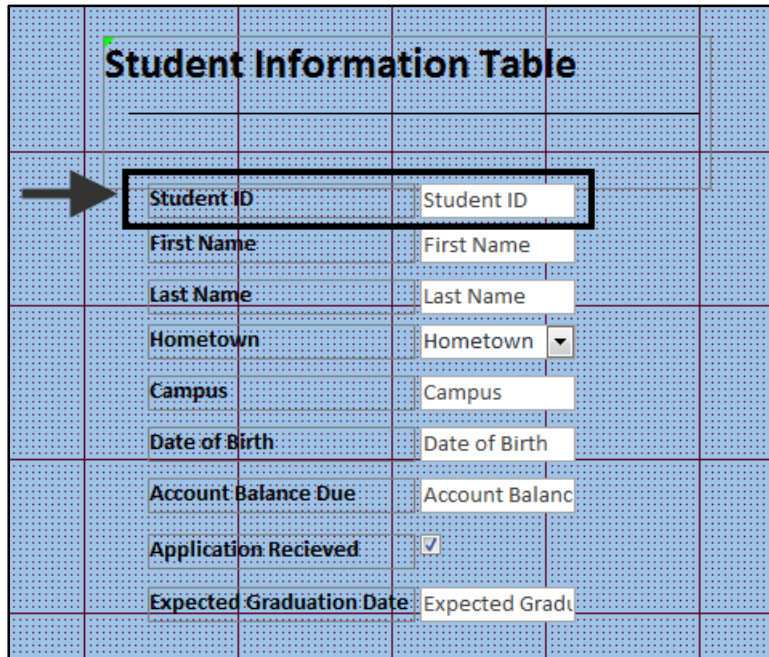


Figure 35 - Fields on the Form

1. From the *Design* tab, click **Property Sheet**.

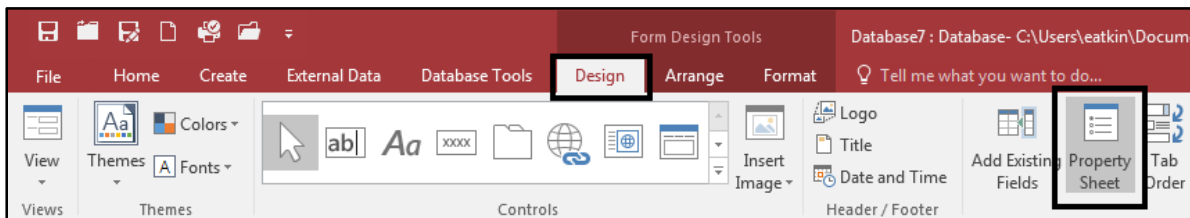


Figure 36 - Property Sheet

2. Click to select the **text box** for *Student ID*.

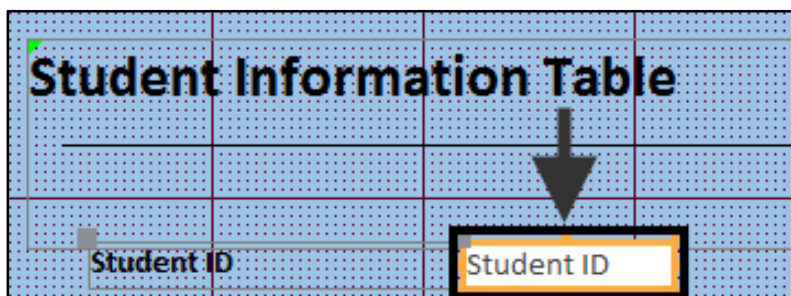


Figure 37 - Select the Text Box

3. In the *Property Sheet*, click on the **Other** tab.

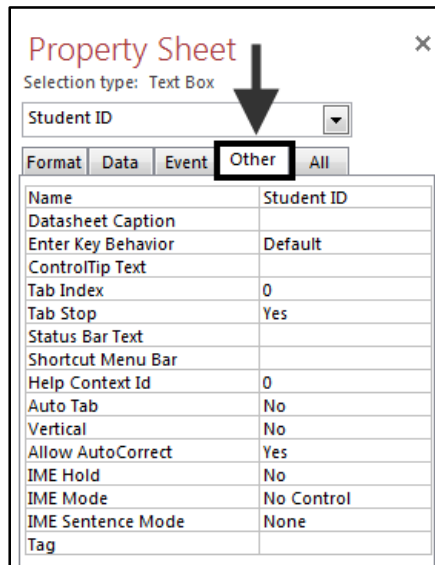


Figure 38 - The Other Tab

4. In the *Tab Stop* field, select **No** from the drop-down.

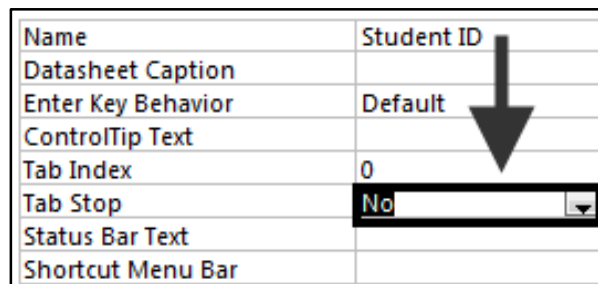


Figure 39 - Tab Stop

Entering Data in the Form

The following explains how to enter data in the form.

1. From the *Design* tab, click **View**.

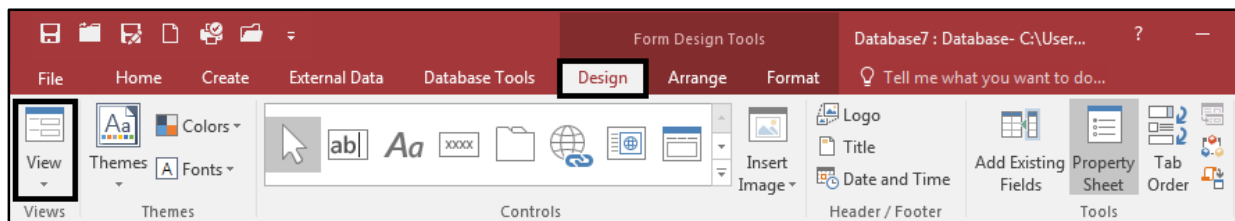


Figure 40 - The View Tab

2. From the drop-down menu, click **Form View**.

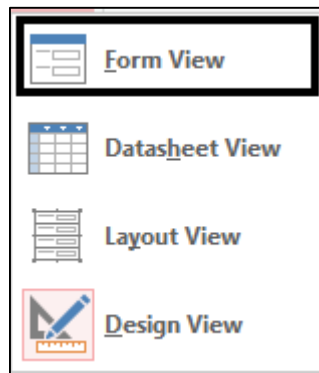
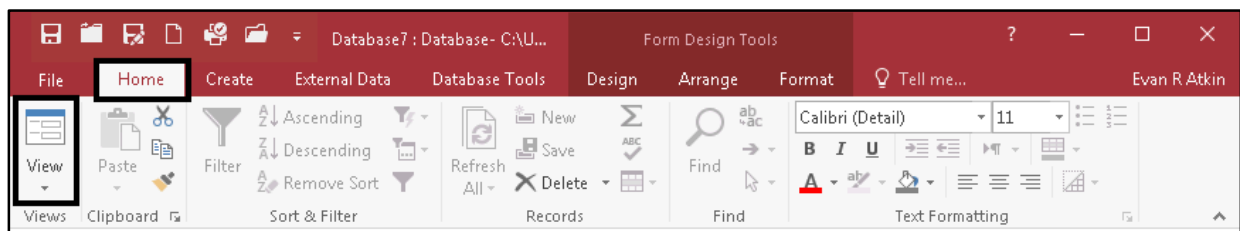


Figure 41 - Form View

3. The *Form View* will appear. You can now enter data into the various text boxes on the form.
4. Press the **tab** key to go to the next field.
5. Press **shift + tab** to go to the previous field.
6. When you have reached the final field for a record, press the **tab** key on your keyboard and you will go to the next record where you can enter more data.
7. To return to the *Design view*, click the **View** button under the *Home Tab*.



8. Figure 42 - Return to Design View

9. From the *drop-down*, click **Design View**.

Creating Buttons to Navigate through the Form

Adding buttons to your form will make it easier to navigate records within the form, and provide simple access to common commands. The following example will show how to add a *next record* navigation button to an existing form:

1. From the *Design tab*, click the **button** icon.

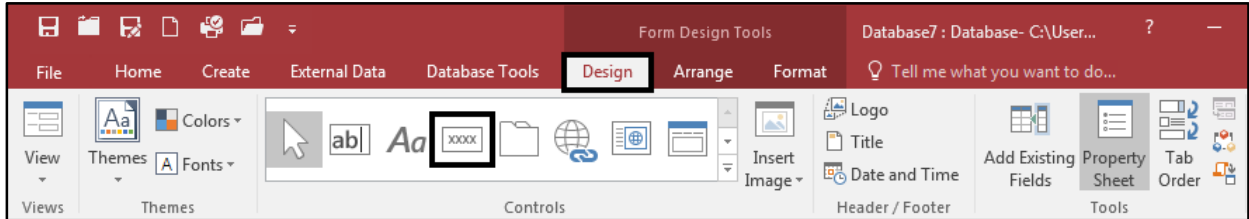


Figure 43 - Button Icon

2. Your cursor icon will change to display the *Button* icon. Hold the left mouse button and drag to draw a **button** on the form. Release the left mouse button when finished drawing your button.

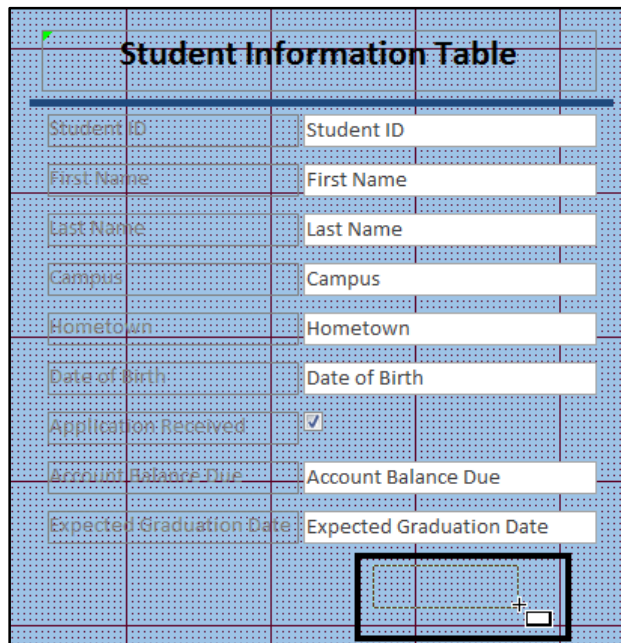
A screenshot of a form titled 'Student Information Table'. The form is displayed on a blue grid background. It contains several text boxes for data entry, each with a label to its left: Student ID, First Name, Last Name, Campus, Hometown, Date of Birth, Application Received (with a checked checkbox), Account Balance Due, and Expected Graduation Date. At the bottom right of the form, a small rectangle with a plus sign is being drawn, representing a button. This button is highlighted with a black box.

Figure 44 - Drawing a Button

3. The *Command Button Wizard* will appear. Under *Categories*, select **Record Navigation**, and under *Actions*, select **Go To Next Record**.

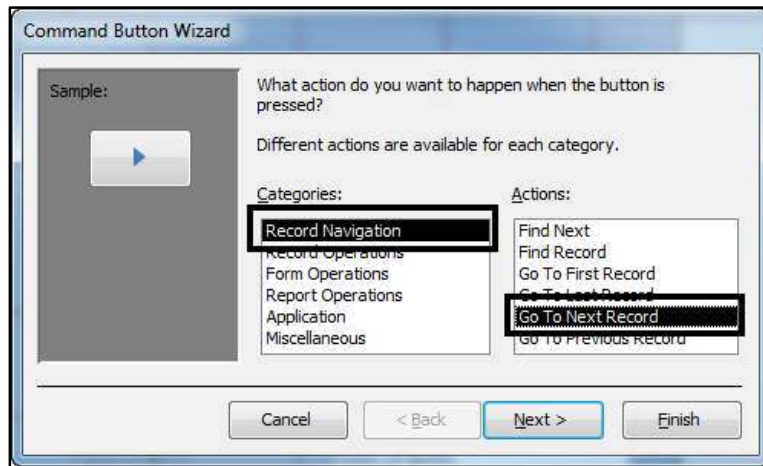


Figure 45 - Go to Next Record

4. Click the **Next** Button.
5. Choose your **preferred button design**.

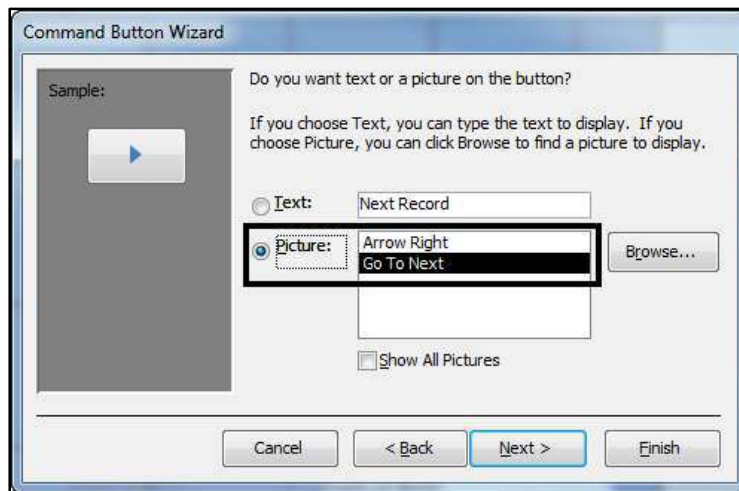


Figure 46 - Button Design

6. Click **Next**.

7. In the *Command Name Field*, enter a **meaningful name** that will help you refer to the button from the *properties sheet*.

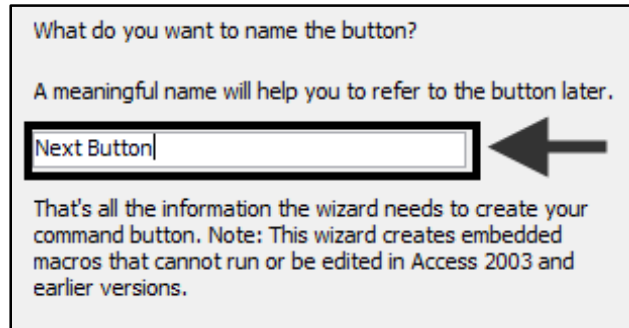


Figure 47 - Button Name

8. Click **Finish**.
9. Your button will appear on the form.

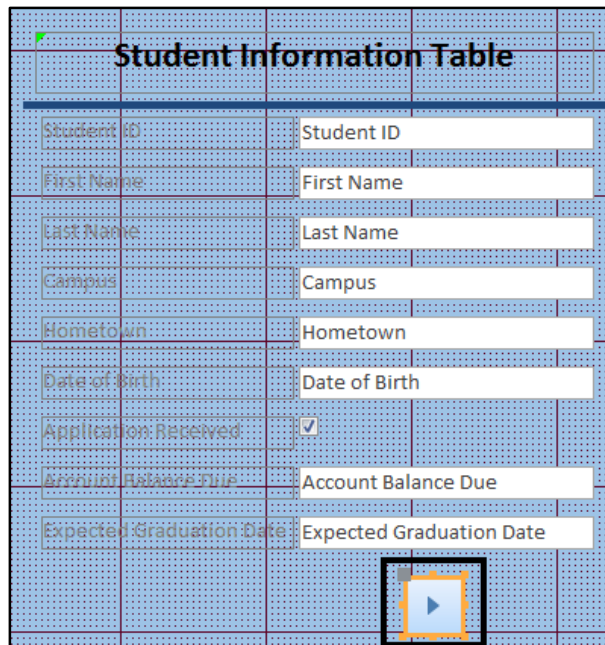


Figure 48 – Record Navigation Button

Creating a Back Button to Navigate to Previous Records

The following explains how to add a *back button* to navigate to previous records:

1. From the *Design tab*, click the **button** icon.

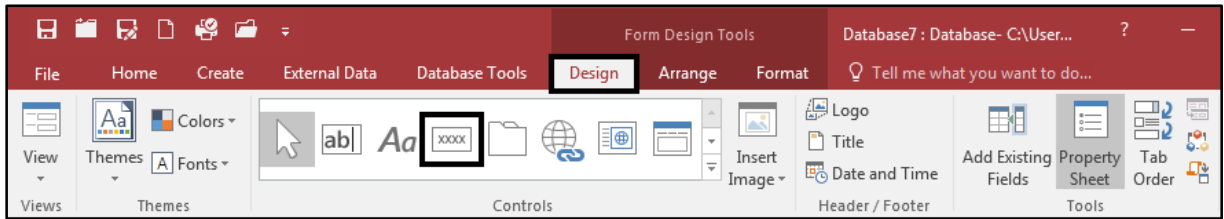


Figure 49 - Button Icon

2. Your cursor icon will change to display the *Button* icon. Hold the left mouse button and drag to draw a **button** on the form. Release the left mouse button when finished drawing your button.

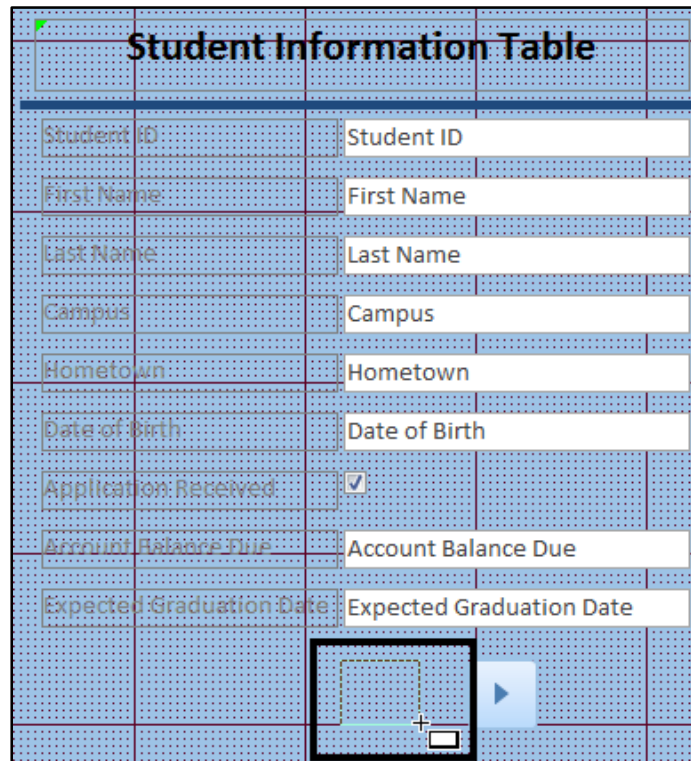


Figure 50 - Drawing a Button

3. The *Command Button Wizard* will appear. Under *Categories*, select **Record Navigation**, and under *Actions*, select **Go To Previous Record**.

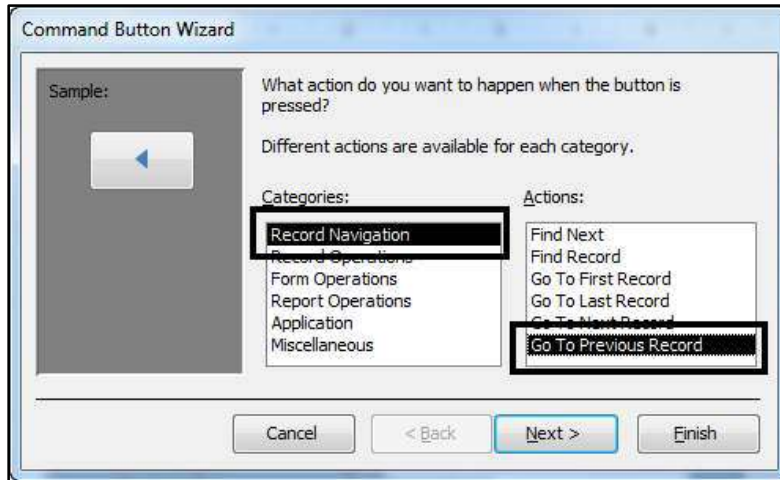


Figure 51 - Go to Previous Record

4. Click the **Next** Button.
5. Choose your preferred **button design** and click **next**.

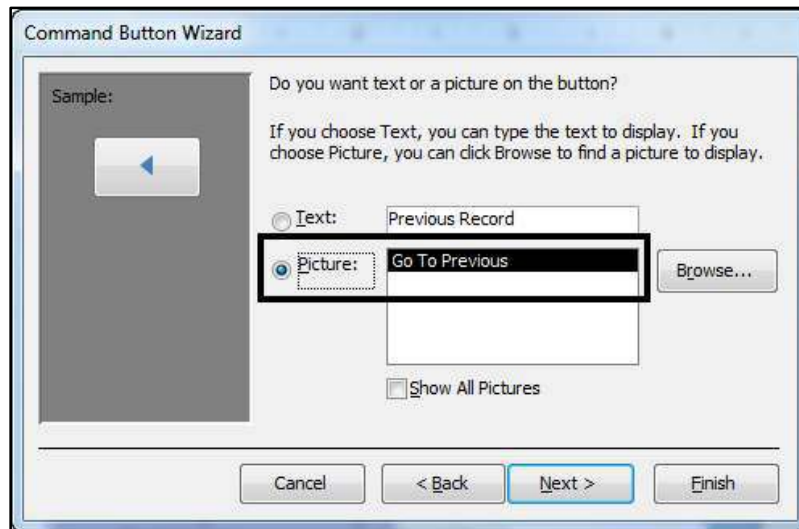


Figure 52 - Button Design

- In the *Command Name Field*, enter a **meaningful name** that will help you refer to the button on the *property sheet*.

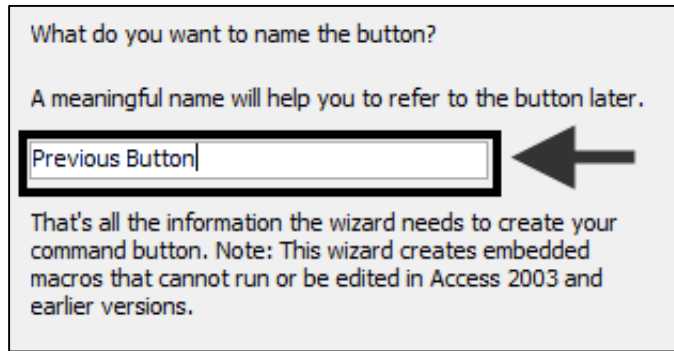


Figure 53 - Command Name Field

- Click **Finish**.
- Your *button* will appear on the form.

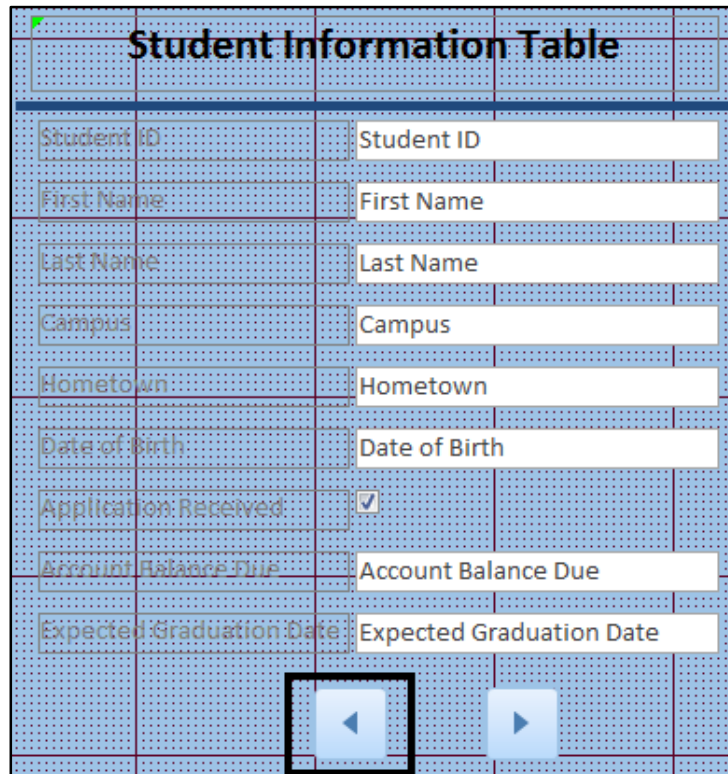


Figure 54 – The Previous Button

Saving the Form

The following explains how to save the form.

1. Click the **File** tab.

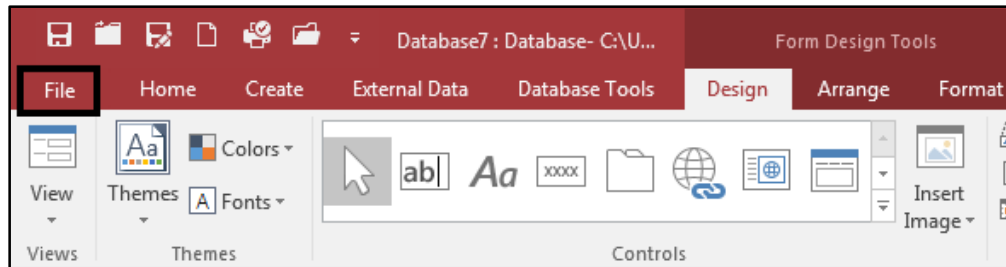


Figure 55 - File Tab

2. The *backstage view* appears. Click **Save**.

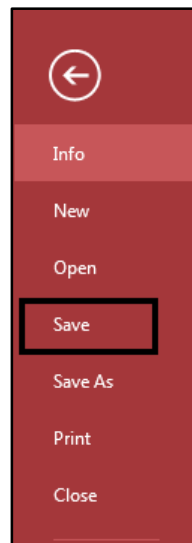


Figure 56 - Click Save

3. The *Save As* window appears. Enter a **name** for the form and click the **OK** button.

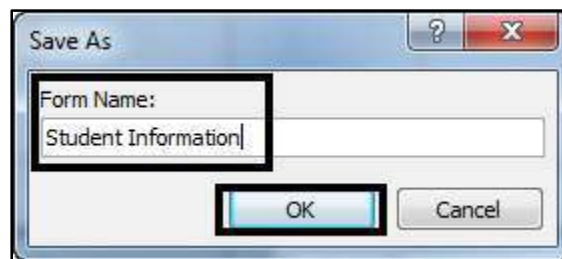


Figure 57 - Saving the Form

Note: 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.

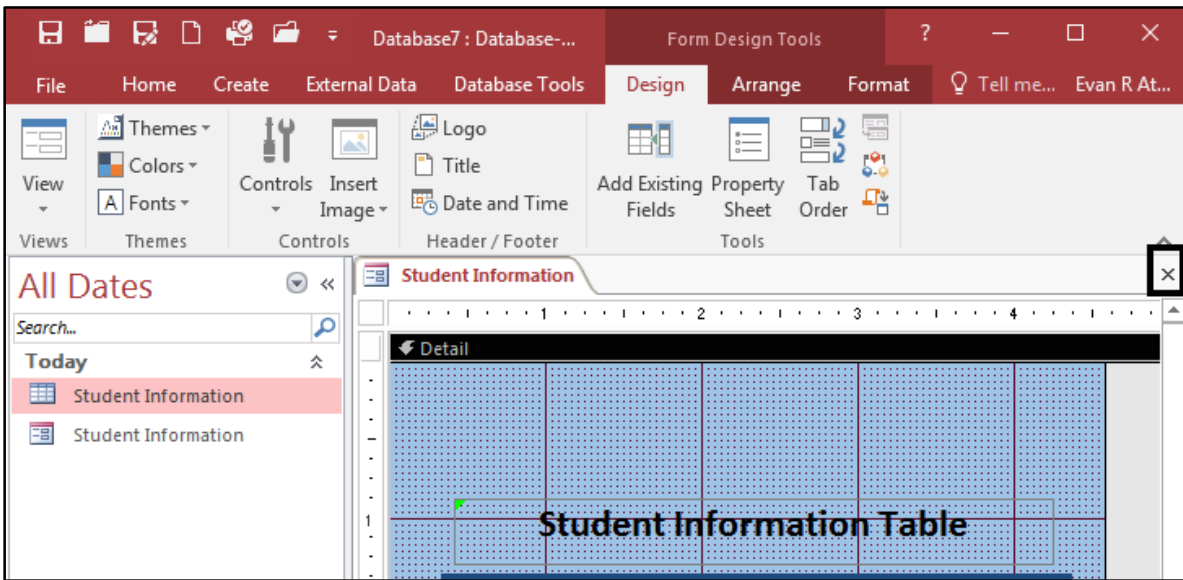


Figure 58 - Closing the form

5. To open the form, double-click the **form name** under your *Access Objects*.

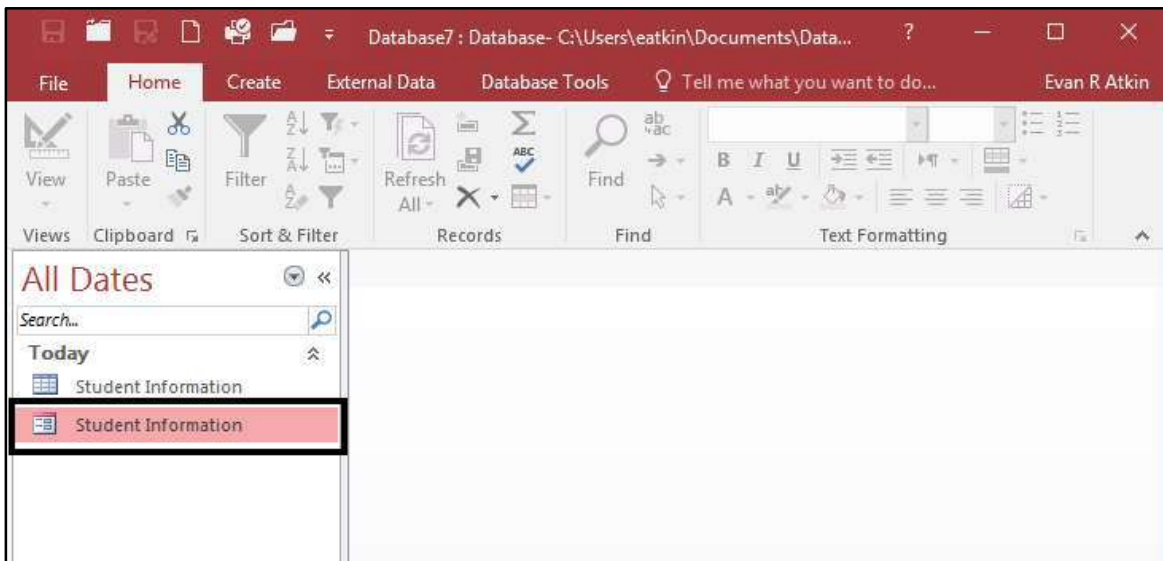


Figure 59 - Opening the form

Searching for a Record

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

1. Click in the **field** where you are searching for a match. For example, if you were searching for a person's last name, you would click in the field for last name.

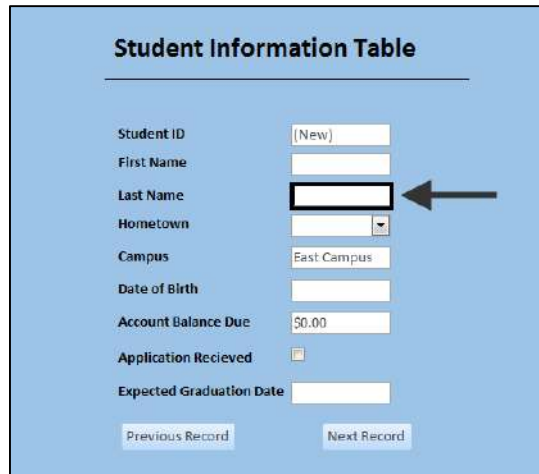


Figure 60 - Select a Field

2. On the *Home* tab, click **Find**.

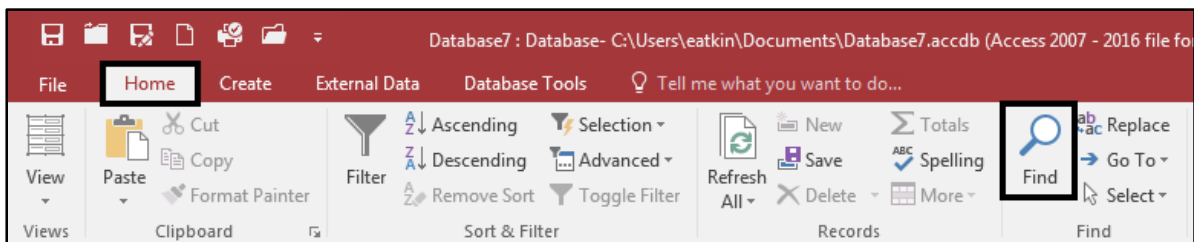


Figure 61 - Find Button

3. The *Find and Replace* window appears. In the *Find What* field, enter the item that you are searching for (e.g. last name).



Figure 62 – Find and Replace Search Window

4. Click **Find Next**.

5. The item that you are searching for will appear on the form and be highlighted.

Student Information Table	
Student ID	3
First Name	William
Last Name	Shepard
Campus	Marietta
Hometown	Atlanta
Date of Birth	9/4/1995
Application Received	<input checked="" type="checkbox"/>
Account Balance Due	\$1,000.00
Expected Graduation Date	5/20/2019

Figure 63 - Search Results

6. Click the **Find Next** button in the *Find and Replace* window to go to the next match. When no more matches can be found, 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 will explain how to create a photo field as an attachment, add the new field to a form, then upload a photo to the record.

1. Open the **table** where you wish to attach *photos* to a record.

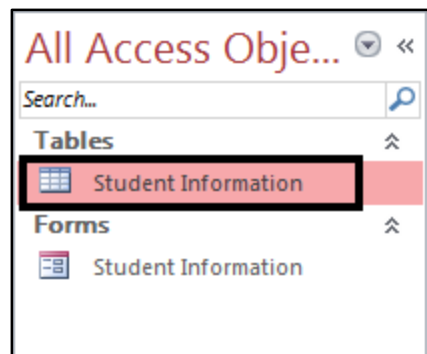


Figure 64 - Double click the Table to Open

2. On the *Home* tab, click **View**.
3. From the *drop-down*, click **Design View**.

- The *design view* will open. In a blank field under the *Field Name* column, create a **Photo** record.

	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 65 - Photo Record

- Change the data type to **Attachment**.

	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

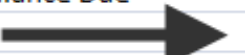


Figure 66 – Attachment

- Save the **Table** (See Saving the Form for more information).
- Open the **form** you wish to add the photo field to.
- Add the new photo field to the form using the **Add Existing Fields** tool (See the section on Adding Fields to the Form for more information).

9. Once the photo field has been added to the form, resize the **field** to make certain the area that will contain the photo is large enough to see the image.

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

Figure 67 - Adding the Photo Field into the Form

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

10. In the *Form View*, double-click inside the **photo field box**.

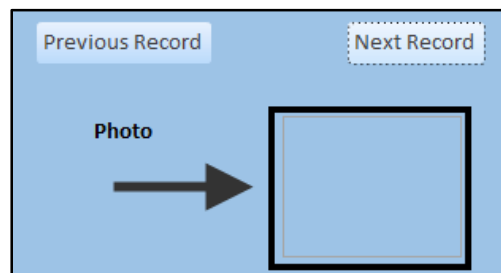


Figure 68 - The Photo Field

11. The *Attachments* window will appear. Click **Add**.

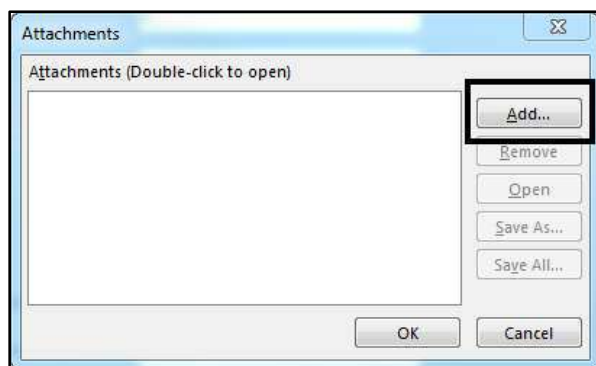


Figure 69 - The Attachments window

12. The *File Explorer* will open. Browse to the photo on your computer and select the **photo**.

13. Click **Open**.

14. You will return to the *Attachments* window, and the selected picture will be ready for upload.

15. Click **OK**.



Figure 70 - Click OK

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>

KSU Student Helpdesk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu>