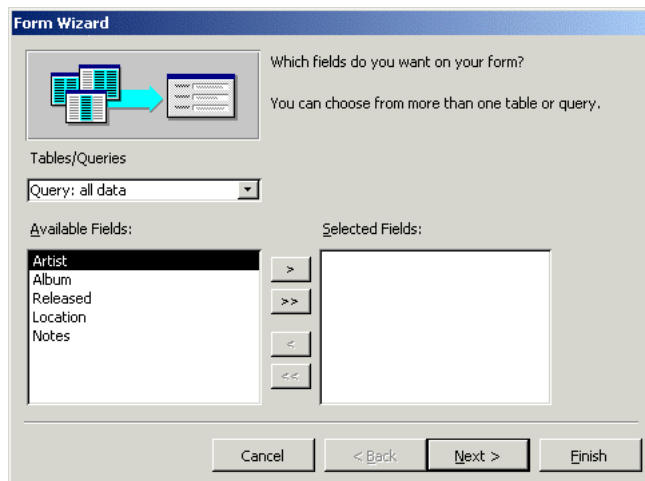


## Access 2000 Forms Tips & Techniques

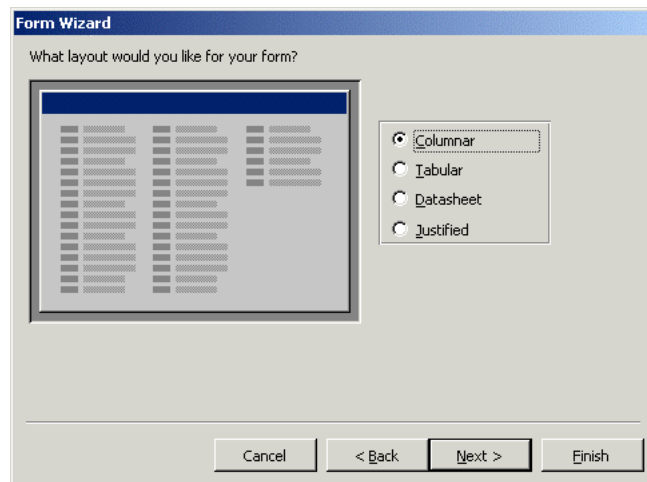
### Creating a form

To create a form for data entry, start by clicking on **Forms** in the **Database** window's left-hand navigation bar.

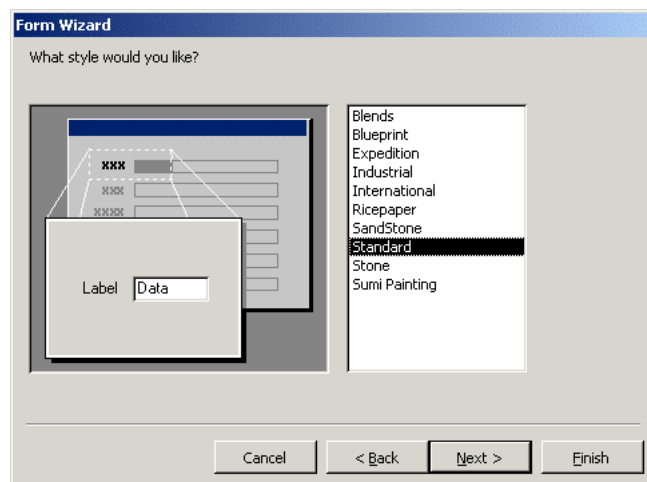
- Double-click on **Create form by using wizard**.



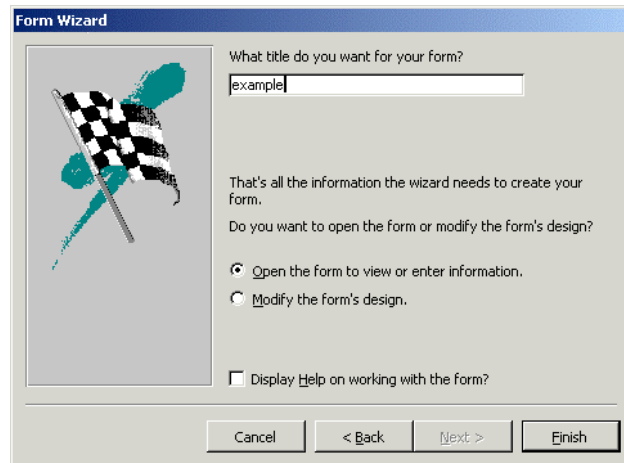
- From the **Tables/Queries** menu, select the name of the table into which you wish to enter data.
- From the **Available Fields** box, doubleclick on the name of each field to be included in your form. To include all of the fields in your table, click on the **double-arrow button** to the right of the box.
- Click on **Next**.



- Next, select a layout for your form. The **columnar** layout displays your fields in order from the top of the form to the bottom. The **tabular** layout displays your fields in order from the left of the form to the right. Click on **Next**.



- Select a style for your form. Access provides several preconfigured styles for use in the Form Wizard. Notice that when you click on the name of each style, the Form Wizard will preview that style at the left of the dialog box.
- After you have selected a style, click **Next**.



- Finally, give your form a title, and click on **Finish**.

## Creating advanced fields

### Creating an option button

Access allows you to create option buttons to simplify data entry in yes/no fields. A single click in the option button instructs Access to enter a “yes” value in the field to which the button is linked.

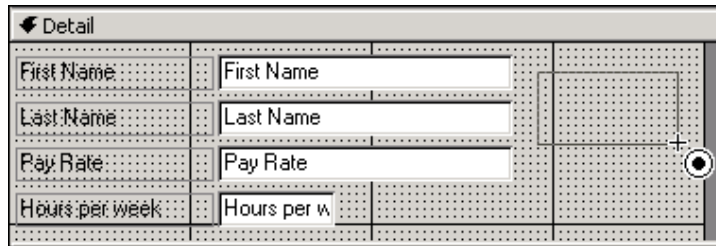
- Open your form in **Design** mode.
- If the **Toolbox** palette is not displaying, click on the Toolbox toolbar button.



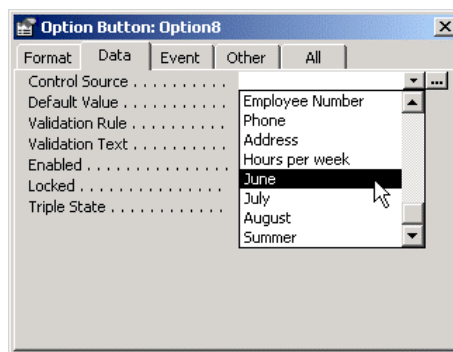
- From the **Toolbox**, click on the **Option button** button.



- Using the special cursor that appears, draw a box in the location where you want to place the new option button.



- Right-click on the newly-created option button, and choose **Properties**. In the **Properties** window, click on the **Data** tab.
- Click on the down-facing arrow next to the **Control source** box to display a menu of fields in the data container to which your form is linked. **Choose the field** to be linked with your option button.



- Click on the **Other** tab and, in the **Name** box, type in a descriptive name for the new option button.
- Close the **Properties** window.
- Finally, create a descriptive label for the option. Click anywhere in the **Detail** area of the form to deselect the option button. Click on the label to select it, pause, then click on the label a second time to place a flashing insertion point inside the label box. You can now edit the text of the label as you'd edit text in a Word document. Type your label, and then type **enter**.



- Click on the **Save** toolbar button to save the changes to your form.

## Creating a check box

Like option buttons, check boxes can be linked to yes/no fields so that placing a checkmark in the box enters a “yes” value in the field. Checkboxes are created in the same way as option buttons.

- Open your form in **Design** mode.
- From the **Toolbox**, click on the **check box** button.



- Draw a box in the location where you want to place the new check box.
- Right-click on the check box, and choose **Properties**, and click on the **Data** tab.
- From the **Control source** menu, choose the field to be linked with your check box.
- Click on the **Other** tab and, in the **Name** box, type in a descriptive name for the new check box.
- Close the **Properties** window.
- Finally, select the check box's label box and enter a descriptive label. When you have finished, type **enter**.
- Click on the **Save** toolbar button to save the changes to your form.

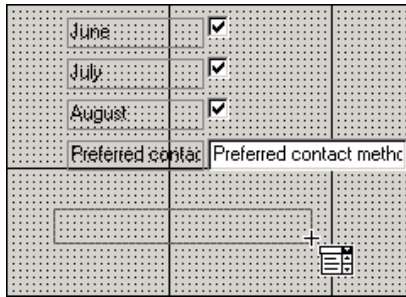
## Creating a combo box

Combo boxes are used to enter data in a field using a menu of predefined choices. Use of this field type speeds and streamlines data entry while limiting the possibility for errors in data entry.

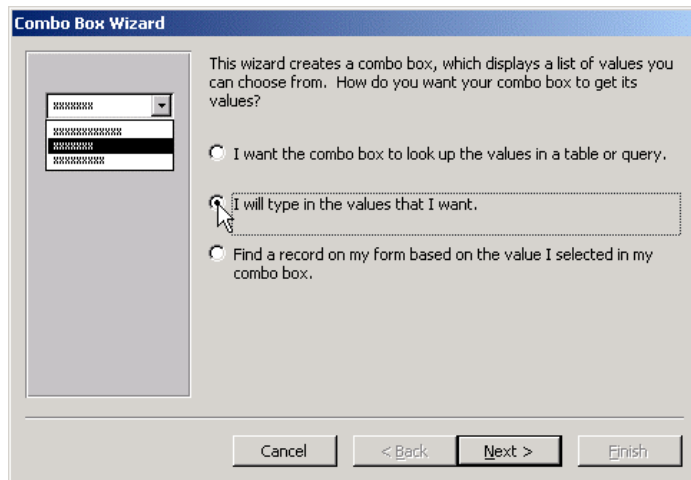
- Open your form in **Design** mode.
- From the **Toolbox**, click on the **combo box** button.



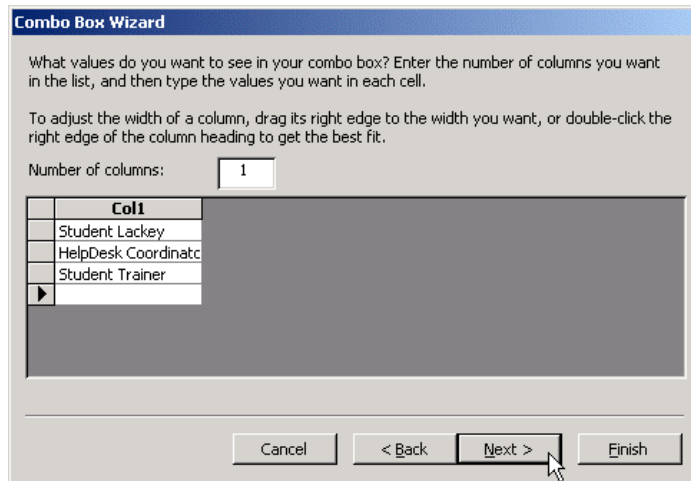
- Using the special cursor that appears, **draw a box** in the location where you want to place the new combo box. Access will launch the **combo box wizard** to help you configure your combo box.



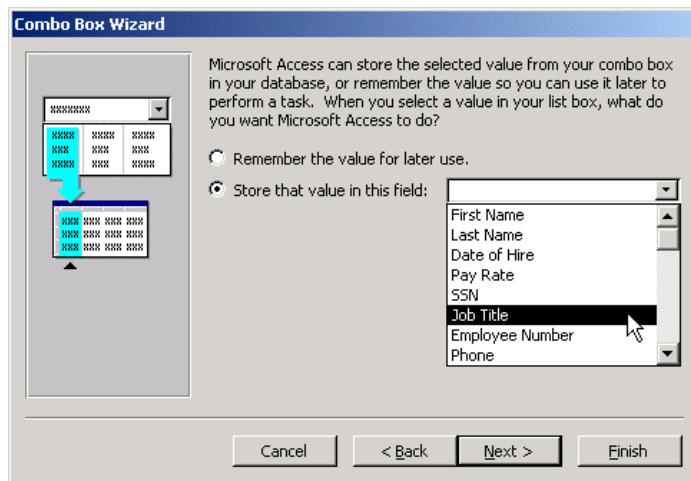
- Click on **I will type in the values that I want**. Click on **Next**.



- Click in the first cell beneath the **Col 1** header. Enter the first item in your value list.
- To add another item, type the **tab** key to create a second cell. Enter the second list item in this new cell. Use this process to create as many list items as you need. When you have finished creating your value list, click **Next**.



- Next, tell Access where to place the value selected from your list. Click on **Store that value in this field**. From the field drop-down menu, choose the field that will contain the data selected from this combo box. Click **Next**.



- Type a descriptive name for your combo box to replace the name that Access generated. The name you enter will also be displayed on your form in the label for your combo box. Click **Finish** to insert your completed combo box into your form.

- Finally, if necessary, move your combo box by dragging on the edges of its box or resize it by dragging on one of its square corner handles.
- Click on the **Save** toolbar button to save changes to your form.

**Tip: Moving a field or label separately**

*Generally, Access forces you to move fields and their labels together so that one doesn't become visually separated from the other. However, you may want to move a label or field without moving its partner. To do so, place the cursor over the upper left corner of the field or label, and then drag it to its new location. (Notice the **pointing-finger cursor**; this indicates that you'll be able to move just the field or just the label.)*



**Creating a list box**

List boxes work in the same way as combo boxes, but a list box will display the items in its value list in a scrollable box instead of a drop down menu. The process for creating a list box is also very similar to that for creating a combo box.

- Open your form in **Design** mode.
- From the **Toolbox**, click on the **list box** button.



- **Draw a box** in the location where you want to place the new list box.
- Click on **I will type in the values that I want**. Click on **Next**.

- Enter the items to be placed in your value list. The first item can be entered in the first cell beneath the **Col 1** header. Typing the **tab** key after entering a list item will create a blank cell to contain another item. When you have finished creating your value list, click **Next**.
- Next, click on **Store that value in this field to instruct Access** to store any selected list items in a database field. From the field drop-down menu, choose the field that will contain the data selected from this list box. Click **Next**.
- Type a descriptive name for your list box. Click **Finish** to insert your completed list box into your form.
- Finally, if necessary, move or resize your list box.
- Click on the **Save** toolbar button to save changes to your form.

## Sorting data

For situations where you need to quickly search for a record or group of records, Access allows you to sort data using a form so that your data can be browsed in a logical order.

### Sorting data

- To sort all of some of the records in your database, first open a form that contains the field by which you wish to sort your data.
- Once the form has been opened in **View** mode, click in the field by which you want to sort your data.
- To sort from the smallest value in that field to the largest, click on the **Sort Ascending** toolbar button.



- To sort from the largest value in that field to the smallest, click on the **Sort Descending** toolbar button.



## Filtering data

While sorting will organize all of your data in a logical order, filtering will present you with a subset of your data that meets criteria that you specify. By filtering your data and then sorting the records retrieved by the filter, you can easily utilize and present the data in your database.

### Filtering by a single criterion

- To sort all of some of the records in your database, first open a form that contains the field by which you wish to sort your data.
- Click on the **Filter by Form** toolbar button.



- Click in the field by which you want to filter your data, and enter the criterion that must be met by the records retrieved by the filter. This criterion can be entered in two ways:
  - Type the criterion. If Access can find records with data that match your criterion, Access will attempt to finish entering it for you.
  - Click on the **down-facing arrow** to the right of the field. Access will display a menu of every piece of data stored in that field. From the menu, choose the criterion that you wish to use for your filter.
- Click on the **Filter** toolbar button to apply your filter and retrieve the records that meet your criterion.



### Tip: Using comparisons in your filter criteria

*In addition to creating a filter that looks for the appearance of a specific piece of data in your database, Access allows you to create a filter that uses comparisons to retrieve data. Instead of simply searching for employees who make \$8 per hour, you could instead retrieve the records of employees who earn more than \$8. Use the following operators when creating comparison queries:*

- > **Greater than**
- < **Less than**
- = **Equals**
- => **Greater than or equal to**
- =< **Less than or equal to**

### **Filtering by multiple criteria**

Access also lets you filter by multiple criteria. You can choose to retrieve records that meet all of your criteria, or records that meet one or more of your criteria.

- To retrieve records that meet **all of your criteria**, open a form that contains the field by which you wish to filter your data and click on the **Filter by Form** toolbar button.
- Click in the field that contains your first criterion, and enter that criterion by typing it or using the drop-down menu to the right of the field box.
- Using the same form, click in the field that contains your second criterion. Enter that criterion. If you wish, enter additional criteria in additional fields.
- Click on the **Filter** toolbar button to apply your filter.
  
- To retrieve records that meet **one or more of your criteria**, open a form that contains the field by which you wish to filter your data and click on the **Filter by Form** toolbar button.
- Click in the field that contains your first criterion, and enter that criterion by typing it or using the drop-down menu to the right of the field box.
  - Click on the **Or** tab at the bottom of the form. In the blank form that appears, enter your second criterion.
  - If you wish to add a third criterion, click on the second **Or** tab at the bottom of the form to produce another blank form. Enter your criterion.
  - Click on the **Filter** toolbar button to apply your filter.