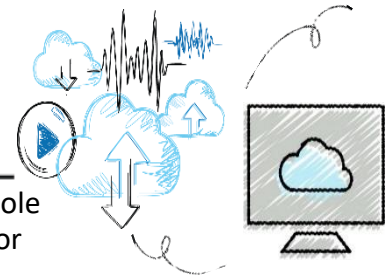


Shelly Cashman: Microsoft Access 2021

Module 5: Multiple-Table Forms





Objectives (1 of 2)

- Add Yes/No, Long Text, OLE Object, and Attachment fields
- Use the Input Mask Wizard
- Update fields and enter data
- Change row and column size
- Create a form with a subform in Design view
- Modify a subform and form design



Objectives (2 of 2)

- Enhance the form title
- Change tab stops and tab order
- Use the form to view data and attachments
- View object dependencies
- Use Date/Time, Long Text, and Yes/No fields in a query
- Create a form with a datasheet



Multiple Table Forms

OMF Vets Database - C:\Users\monke\Documents\shelly.cashman\Module 1\OMF Vets.accdb (Access 2007 - 2016 file format) - Access

Monk, Ellen F

File Home Create External Data Database Tools Help Tell me what you want to do

Veterinarian Appointment Form


Veterinarian Appointment Form


Veterinarian Identification: 30

First Name: Carl Office Phone: (970) 555-345 Specialty: Cardiology with specialty in cats and dogs

Last Name: Schwartz Cell Phone: 970-584-9910

Board Certified

Picture: 

Resume: 

Patient ID	Appointment Date	Appointment Time	Treatment Number
P-3	6/15/2021	10:00:00 AM T-5	
*			

Records: 1 of 3

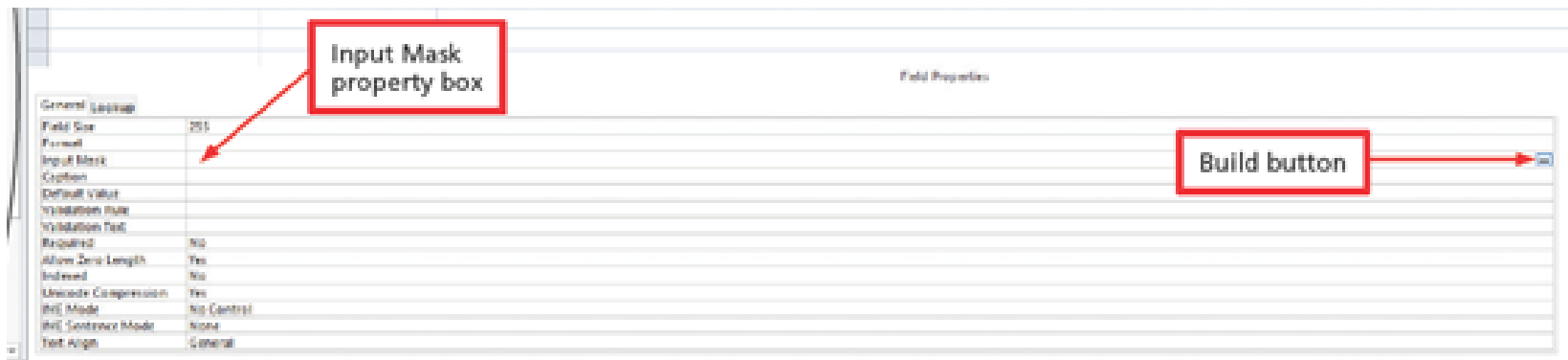
Form View

Taskbar: 9:25 PM 10/17/2018



Adding Special Fields

- An **input mask** specifies how data, such as a phone number, is to be entered and how it will appear.
- Although you can type in a code for the input mask, there is a wizard which will do it for you.
- The wizard allows you to select from a list of the most frequently used patterns.
- To invoke the wizard, you will use the Build button:





Adding Special Fields

- To Use the Input Mask Wizard
 - After adding the new field, click the Input Mask property box
 - Click the Build button to use a wizard to enter the input mask
 - If necessary, click the Yes button to save the table
 - Select the desired input mask in the Input Mask Wizard dialog box
 - Click the Next button two times
 - If necessary, determine how you want to store the data, and then click the Next button
 - Click the Finish button



Updating the New Fields

- To Enter Data Using an Input Mask
 - Click the beginning of the field in Datasheet view
 - Type the field value

The screenshot shows the Microsoft Access interface with a table in Datasheet view. The table has columns: Name, Office Phone, Street Address, City, State, ZIP Code, and Board Cert. The Office Phone field is highlighted in yellow, and the first record is selected. Callouts point to the automatic formatting of the phone number.

Name	Office Phone	Street Address	City	State	ZIP Code	Board Cert
Carl Schwartz	(719) 238-6682	9887 Dover	Dolores	CO	81523	<input type="checkbox"/>
Mia Rahn-Lee	(435) 555-7789	435 Swisstable	Blanding	UT	84511	<input type="checkbox"/>
Carl Schwartz	(435) 222-4567	4214 Lansing	Blanding	UT	84511	<input type="checkbox"/>
Mia Rahn-Lee	(719) 555-8854	1334 Hillary	Centerville	CO	80012	<input type="checkbox"/>
Carl Schwartz	(970) 555-3455					<input type="checkbox"/>

Callouts in the image:

- phone number on first record
- hyphen (-) inserted automatically
- parentheses inserted automatically
- space inserted automatically



Adding Special Fields

- Adding Fields in Datasheet View

The screenshot displays the Microsoft Access interface in Datasheet View. The 'Table Tools Fields' tab is active on the ribbon. Several buttons are highlighted with callouts:

- Table Tools Fields tab**: Points to the 'Fields' tab on the ribbon.
- Date & Time button**: Points to the 'Date & Time' button on the ribbon.
- Yes/No button**: Points to the 'Yes/No' button on the ribbon.
- More Fields button displays Data Type gallery**: Points to the 'More Fields' button on the ribbon.
- Short Text field button**: Points to the 'Short Text' button in the 'Fields' group.
- Number field button**: Points to the 'Number' button in the 'Fields' group.
- Currency field button**: Points to the 'Currency' button in the 'Fields' group.
- Data Type gallery**: Points to the 'Data Type gallery' button in the 'Fields' group.

The background shows a table with the following data:

Name	Phone	Email Address	Street Address
am	7-334-9856	wblack@cengage.c	9887 Dover
vin Bennett	435-555-7789	cbennett@cengage.c	436 Swisdale
isa Gomez	435-222-4545	igomez@cengage.c	6214 Loring
Rohn-Lee	719-555-8254	lronn-lee@cengag	1394 Hillary



Updating the New Fields

- To Enter Data in Yes/No Fields
 - Click the check box in the Yes/No field to place a check mark in the box

Table

Table Properties

Table Name: Tell me what you want to do

Field Properties

Field Name: Board Cer

Field Type: Yes/No

Field Format: Yes/No

Field Validation

Required:

Unique:

Indexed:

Last Name	Office Phone	Cell Phone	Email Address	Street Address	City	State	ZIP Code	Board Cer	Specialty	Picture
Black	719-238-6682	719-334-9856	wblack@cengage.com	9887 Dover	Dalores	CO	81323	<input type="checkbox"/>		
Bennett	435-555-7789	435-555-1973	cbennett@cengage.com	436 Switsdale	Blanching	UT	84511	<input type="checkbox"/>		
Gamez	435-222-4545	435-229-5612	fgamez@cengage.com	6214 Lansing	Blanching	UT	84511	<input type="checkbox"/>		
Rohn-Lee	719-555-8254	719-555-8462	Mrohn-lee@cengage.com	1334 Hilary	Centerville	CO	80012	<input type="checkbox"/>		
Schwartz	(970) 555-3455	970-684-9910	cschwartz@cengage.com	159 S. Chestnut St	Cortez	CO	81321	<input checked="" type="checkbox"/>		

Board Certified field

Board Certified field check box

Figure 5-13



Updating the New Fields

- To Enter Data in Long Text Fields
 - Click the desired field and then type the entry

CVF Web Database - C:\Users\monika\Documents\cvfweb\cvfweb\Mod4\9CVF Web.accdb [Access 2007 - 2016 File Format] - Access

Tell me what you want to do

Field Properties: Data Type: Long Text, Format: Formatting, Required, Unique, Indexed, Validation

Name	Office Phone	Cell Phone	Email Address	Street Address	City	State	ZIP Code	Board Cert	Specialty	Picture
Black	719-238-6682	719-334-9856	wblack@cengage.com	9887 Dover	Delores	CO	81323	<input type="checkbox"/>		
Bennett	435-555-7789	435-555-1973	cbennett@cengage.com	436 Swissdale	Blanding	UT	84511	<input type="checkbox"/>		
Gomez	435-222-4545	435-229-5612	lgomez@cengage.com	8214 Lansing	Blanding	UT	84511	<input type="checkbox"/>		
Mahn-Lee	719-555-8254	719-555-8462	Mahn-lee@cengage.com	1334 Hillary	Centerville	CO	80012	<input type="checkbox"/>		
Schwartz	(970) 565-3458	970-584-9910	cschwartz@cengage.com	159 S. Chestnut St	Cortez	CO	81321	<input checked="" type="checkbox"/>	Is and dog	

end of Specialty for the record of Carl Schwartz



Updating the New Fields

- To Change the Row and Column Size
 - Drag the right edge of the field to resize to the right to increase the column size
 - Drag the lower edge of the record selector to resize to the desired location





Updating the New Fields

- An **OLE Object** data type can be used to store video clips, sound, and other objects from Windows-based apps.
- OLE stands for **Object Linking and Embedding**
- This is one option for storing the veterinarian picture in the leading example.
- The other option is to use the **Attachment** data type and is generally preferred.
- When viewed in a table, the attachment fields are displayed as paper clips
- When viewed in a form, you can view the image or an icon of, say, a PDF document.



Updating the New Fields

- To Enter Data in OLE Object Fields
 - Right-click the OLE object field to produce a shortcut menu
 - Click Insert Object on the shortcut menu to display the Microsoft Access dialog box
 - Click the desired object type
 - Click the OK button
 - Create the desired object
 - Click the “Exit and return to document” command to return to Access and insert the object



Updating the New Fields

- To Enter Data in Attachment Fields
 - Right-click the attachment field
 - Click Manage Attachments on the shortcut menu
 - Click the Add button to add an attachment
 - Navigate to the location containing the file(s) to attach
 - Click the file to attach, and then click the Open button
 - Click the OK button to close the Attachments dialog box



Updating the New Fields

The screenshot shows a table with several rows. The third row is highlighted in blue. A yellow box labeled 'attachments' points to the 'Attachments' column of this row. An 'Attachments' dialog box is open, showing a list of files. A red box labeled 'Add button' points to the 'Add...' button in the dialog. Another red box labeled 'OK button' points to the 'OK' button at the bottom of the dialog.

m	6214 Lansing	Blanding	UT	84511	<input type="checkbox"/>	Image
om	1334 Hillary	Centerville	CO		<input type="checkbox"/>	Bitmap Image
om	159 S. Che		CO			Bitmap Image

Attachments dialog box contents:

- Attachments (Double-click to open)
- Resume Carl Schwartz.docx
- Innovations in Cat Cardiology by C Schwartz.pdf

Buttons in dialog box: Add..., Remove, Open, Save As..., Save All..., OK, Cancel.



Multiple-Table Form Techniques

- To Create a Form in Design View
 - Click CREATE on the ribbon to display the CREATE tab
 - Click the Form Design button to create a new form in Design View
 - If a field list does not appear, click the “Add Existing Fields” button to display a field list





Multiple-Table Form Techniques

- A **Control** is a field in a form that contains both a box for the data and a box for the data's label.
- These controls can be moved together or separately.



Multiple-Table Form Techniques

- To Add a Control for a Field to the Form
 - Drag the field in the field list to the desired location on the form

The screenshot displays the Microsoft Access Form Design Tools interface. The main window shows a grid for designing a form. A red box highlights a specific cell in the grid, with an arrow pointing to it from the text "position for Veterinarians table field". A mouse cursor is positioned over this cell, with an arrow pointing to it from the text "pointer shape indicates you are placing a field". To the right, the Field List pane is visible, showing a list of fields from the "Veterinarians" table. A yellow box labeled "fields in Veterinarians table" points to this list. The list includes fields such as "Veterinarian ID", "First Name", "Last Name", "Office Phone", "Cell Phone", "Email Address", "Street Address", "City", "State", "ZIP Code", "Board Certified", "Specialty", "Picture", "X-Ray Results", and "Attachment Location". A plus sign next to "Attachment Location" is highlighted by a yellow box labeled "expand indicator for attachment field".



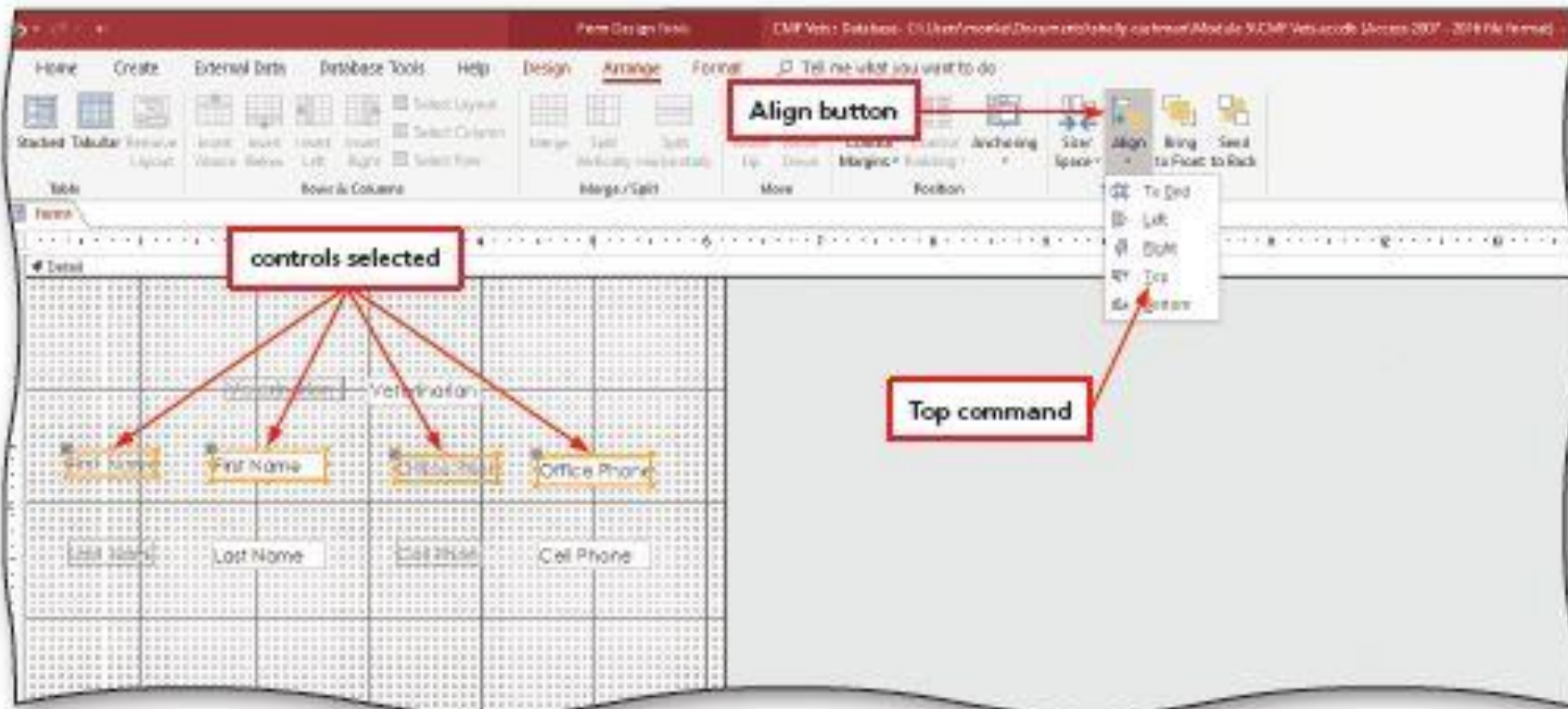
Multiple-Table Form Techniques

- To Align Controls on the Left
 - Click the first control to align
 - Hold the SHIFT key down and click the remaining controls to align
 - Click the Align button to display the Align menu
 - Click the desired alignment option



Multiple-Table Form Techniques

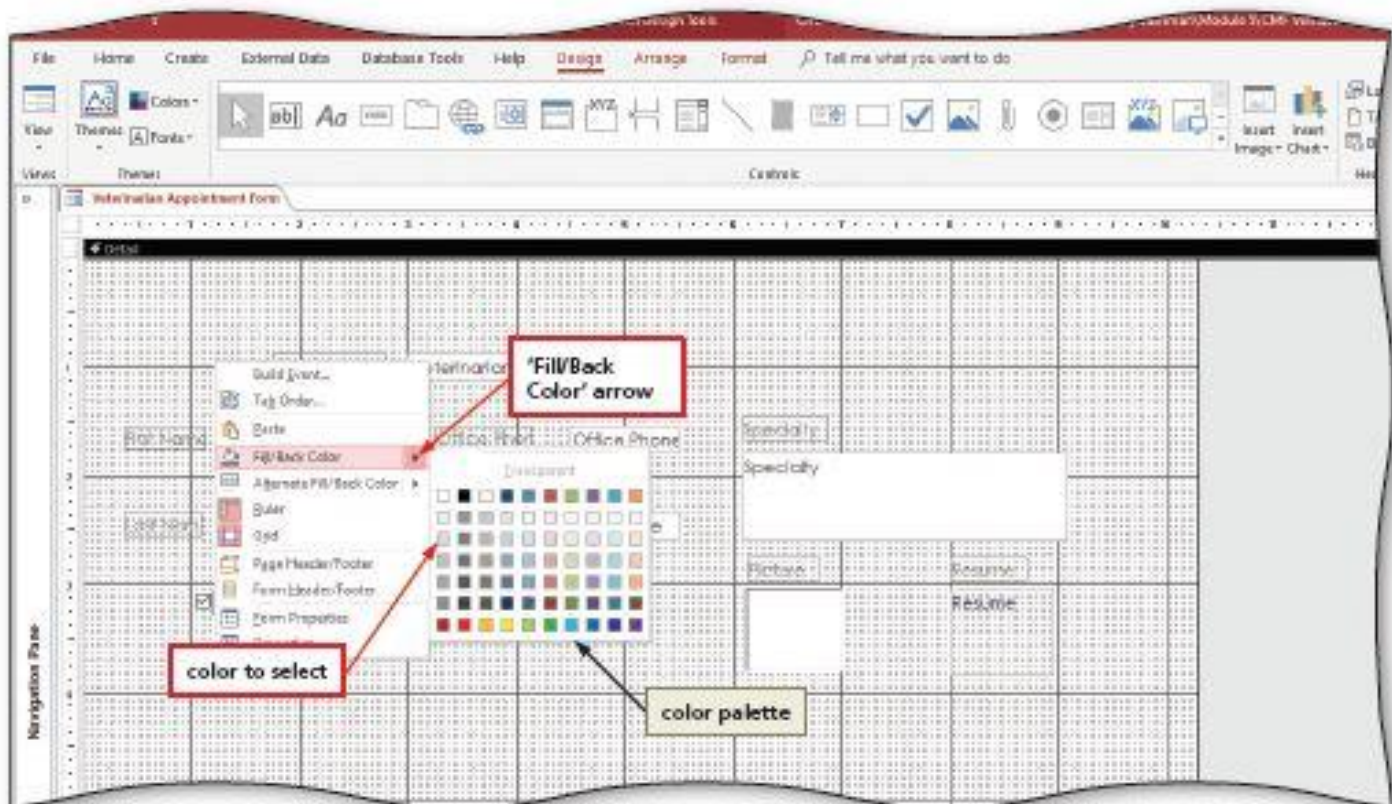
- To Align Controls on the Top and Adjust Vertical Spacing
 - Select the controls on which to modify the vertical spacing
 - Click the Size/Space button to display the Size/Space menu
 - Click the desired spacing option to specify the spacing





Multiple-Table Form Techniques

- To Use a Shortcut Menu to Change the Fill/Back Color
 - Right-click the form to produce a shortcut menu
 - Point to the “Fill/Back Color” arrow on the shortcut menu to display a color palette
 - Click the desired color





Multiple-Table Form Techniques

- To Place a Subform
 - Click the More button to display a gallery of available tools
 - Be sure the “Use Control Wizards” button is selected, click the Subform/ Subreport tool on the FORM DESIGN TOOLS DESIGN tab, and move the pointer to and click the position where you want to position the subform
 - Ensure the “Use existing Tables and Queries” option button is selected
 - Click the Next button



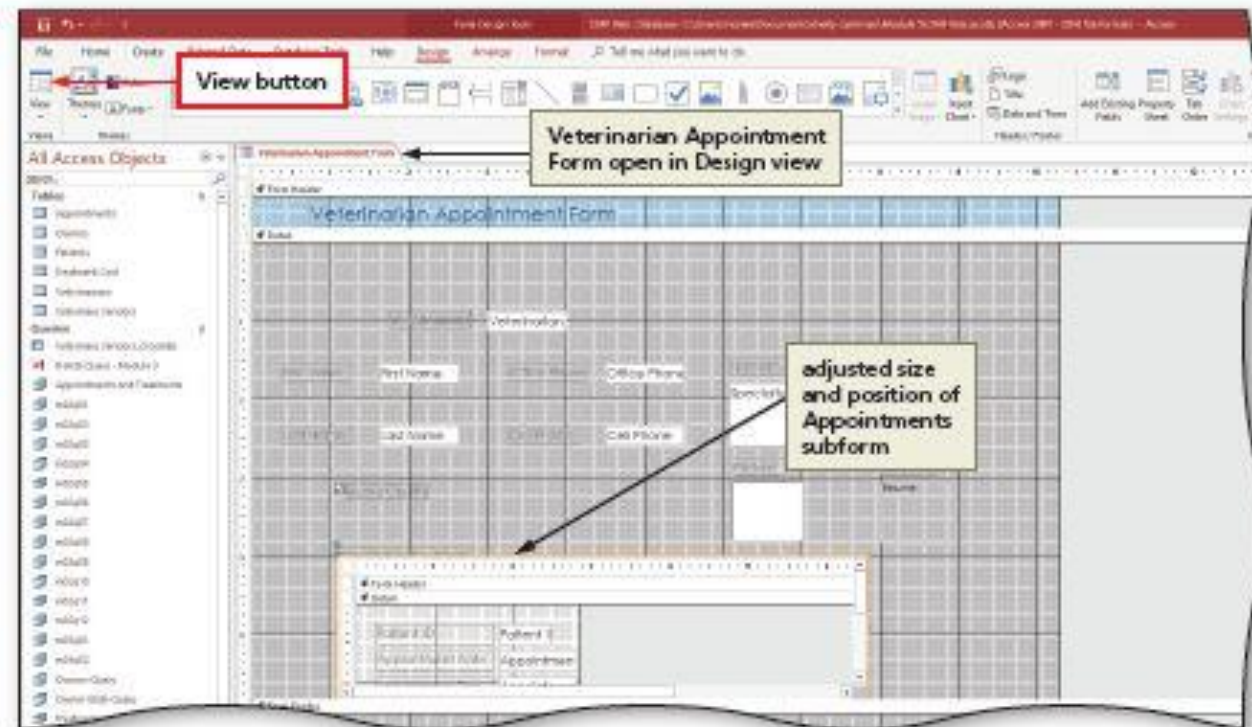
Multiple-Table Form Techniques

- To Place a Subform (cont.)
 - Click the Tables/Queries arrow, and then click the table that contains the fields for the subform
 - Add the desired fields to the subform
 - Click the Next button to move to the next SubForm Wizard dialog box
 - Be sure the “Choose from a list” option button is selected
 - Click the Next button
 - Type the desired name of the subform
 - Click the Finish button to place the subform



Multiple-Table Form Techniques

- To Modify a Subform and Move the Picture
 - Open the form with the subform in Design view
 - Click the boundary of the subform to select it
 - Make the necessary modifications





Multiple-Table Form Techniques

- To Change a Label
 - In Design view, click the label two times to produce an insertion point
 - Type the new label text
 - Click outside the label to deselect it



Multiple-Table Form Techniques

- To Change Label Effects and Colors
 - Click the label(s) to change
 - Click the Font Color arrow to display a color palette
 - Click the desired color to change the font color for the label(s)
 - Click the Property Sheet button to produce the property sheet for the selected labels. If your property sheet still appears on the left side of the screen, drag it back to the right. Make sure the All tab is selected
 - Click the Border Style property box to display the Border Style property arrow, and then click the arrow to display a menu of border styles



Multiple-Table Form Techniques

- To Change Label Effects and Colors (cont.)
 - Click the desired border style
 - Click the Border Width property box to display the Border Width property arrow, and then click the arrow to display a menu of border widths
 - Click the desired border width
 - Click the Special Effect property box to display the Special Effect property arrow, and then click the arrow to display a menu of special effects
 - Click the desired special effect



Multiple-Table Form Techniques

- To Modify the Appearance of a Form Title
 - Display the form in Design view
 - Resize the Form Header section by dragging down the lower boundary of the section to the desired location
 - Click the control containing the form title to select the control
 - Drag the lower-right sizing handle to resize the control to the desired size
 - Click the Property Sheet button to display the control's property sheet
 - Click the Font Size property box, click the Font Size property arrow, and then click the desired font size
 - In a similar fashion, change the Text Align property and the Font Weight property
 - Close the property sheet by tapping or clicking the Property Sheet button
-



Multiple-Table Form Techniques

- A form's **tab stops** refer to the order in which form controls become active when the user presses the tab key to move from one to the next.
- You can customize this order by clicking the Tab Order button.
- To Change a Tab Stop
 - Select the controls for which you want to omit from the tab stop sequence
 - Click the Property Sheet button to display the property sheet
 - Make sure the All tab (Property Sheet) is selected, click the down scroll arrow until the Tab Stop property appears, click the Tab Stop property, click the Tab Stop property arrow, and then click No
 - Close the property sheet

Multiple-Table Form Techniques

- Changing the Tab Order

The screenshot displays the Microsoft Access Form Design Tools interface. The 'Design' ribbon tab is active, and the 'Arrange' group is expanded, showing the 'Tab Order' button. A 'Tab Order dialog box' is open, showing the 'Section' list with 'Detail' selected and the 'Custom Order' list containing the following items: Veterinarian ID, First Name, Last Name, Office Phone, Cell Phone, Board Certified, Specialty, Picture, Resume, and Appointments subform. A 'Tools group' is also visible on the right side of the ribbon. A yellow callout box with the text 'instructions for changing tab order' points to the dialog box. Below the dialog box, a text box contains the instruction: 'Click to select a row, or click and drag to select multiple rows. Drag selected row(s) to move them to desired tab order.'

Form Design Tools
CMF Vets : Database- C:\Users\morne\Documents\shelly cashman\Module 9\C... Monk, E

Data Database Tools Help **Design** Arrange Form Design Tools Design tab

Tab Order dialog box Tab Order

Tab Order button

Tools group

instructions for changing tab order

Click to select a row, or click and drag to select multiple rows. Drag selected row(s) to move them to desired tab order.

Section:	Custom Order:
Form Header	Veterinarian ID
Detail	First Name
Form Footer	Last Name
	Office Phone
	Cell Phone
	Board Certified
	Specialty
	Picture
	Resume
	Appointments subform

OK Cancel Auto Order



Multiple-Table Form Techniques

- To Use the Form
 - Right click the desired field to display a shortcut menu
 - Click the Manage Attachments command
 - Click OK
 - Click the form's Previous record button four times to display the desired data
 - Click the subform's Next record button once to highlight the next area.
 - Close the form



Object Dependencies

- In Access, object depend on other objects.
- For example, a report depends on the table or query on which it is based.
- To View Object Dependencies
 - Open the Navigation Pane and click the desired table
 - Click the Object Dependencies button to display the Object Dependencies pane
 - If necessary, click the “Objects that depend on me” option button to select it
 - Close the Object Dependencies pane by clicking the Object Dependencies button a second time



Object Dependencies

The screenshot illustrates the process of viewing object dependencies in Microsoft Access. The **Database Tools** tab is active, and the **Object Dependencies** button in the **Relationships** group is highlighted. The **Object Dependencies** pane is open, showing the **Appointments** table selected. The pane displays a tree view of objects that depend on the selected table, including **Tables** (Patients, Treatment Cost, Veterinarians), **Queries** (Appointment, r02q01, r02q04, r02q05, r02q06, r02q08, r02q09, r02q10), and **Forms** (Appointment).

Annotations in the image include:

- Database Tools tab**: Points to the top ribbon tab.
- Object Dependencies button**: Points to the button in the Relationships group.
- Relationships group**: Points to the group of buttons on the ribbon.
- Appointments table selected**: Points to the selected table in the Object Dependencies pane.
- Object Dependencies pane**: Points to the entire pane.
- "Objects that depend on me" option button currently selected**: Points to the selected radio button in the pane.
- "Objects that I depend on" option button**: Points to the unselected radio button in the pane.
- objects that depend on Appointments table**: Points to the tree view of dependent objects.