Useful Tools

Microsoft Access provides numerous useful tools that can be used in your databases. In this chapter we will look at a few of them. For example, creating tabbed data-entry forms, the calendar function, finding duplicate entries in a database and using database templates.

Loading the Sample File

1   Load Microsoft Access or close the current database and click on the OPEN icon in the BACKSTAGE VIEW.

2   Access the CHAPTER 16 folder of the ACCESS 2010 SUPPORT FILES and open the MEGABYTE file as an OPEN READ-ONLY file.

3   Click on the FILE tab and select SAVE DATABASE AS.

4   Access your ACCESS STORAGE folder and save the file as MEGABYTE COPY.

5   Click on the ENABLE CONTENT button so that the data can be viewed.

Creating Form Tabs

You have created data entry screens before and they are a valuable tool for the accurate entering of data in a database system. Sometimes it is not possible to place all the data on one form, so FORM TABS can be used to show groups of fields and place more data on the one screen.
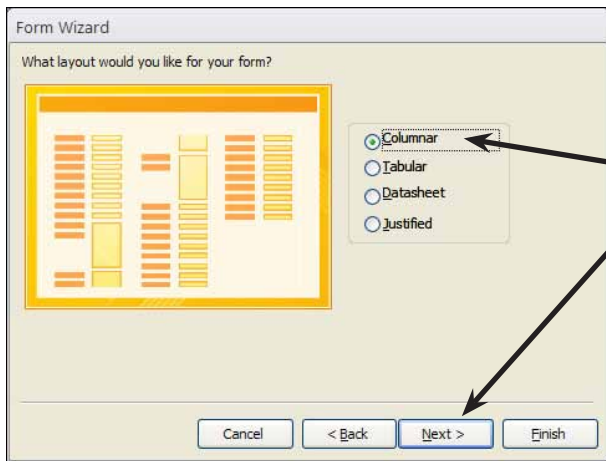
A   Creating the Form
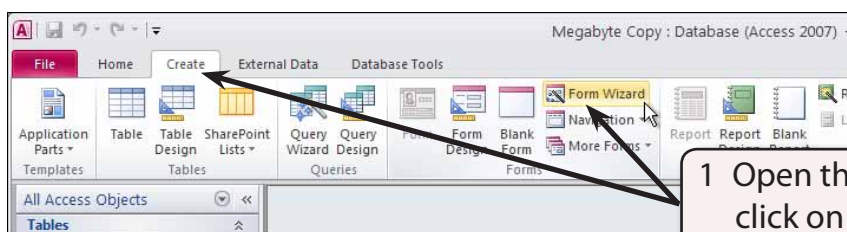
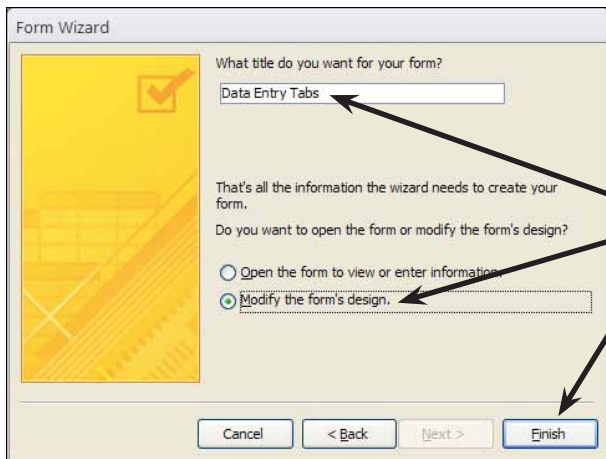1   Open the CREATE tab of the RIBBON, click on the FORM WIZARD icon.
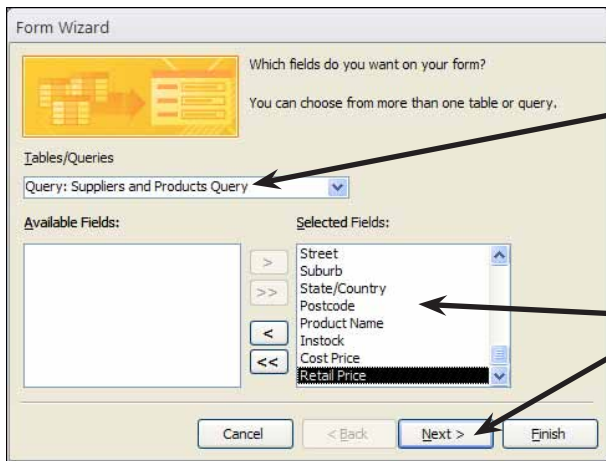
2 Set the TABLE OR QUERY box to the SUPPLIERS AND PRODUCTS QUERY.

3 Move all the fields into the SELECTED FIELDS frame and click on NEXT.

4 Leave the COLUMNAR layout selected and click on NEXT.
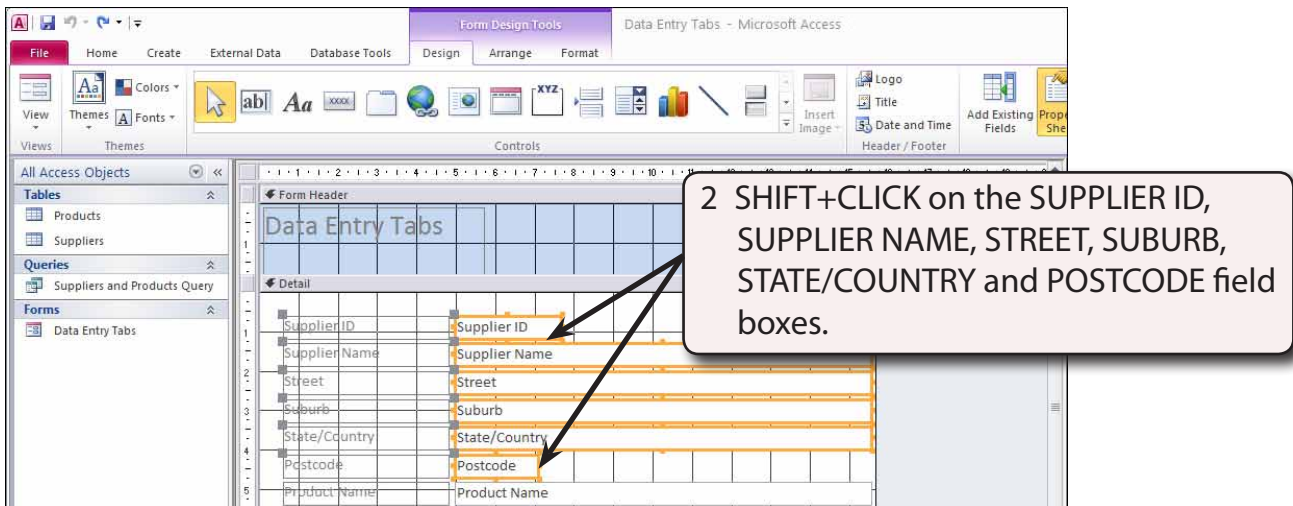

5 Name the form:

Data Entry Tabs

Click on the MODIFY THE FORM'S DESIGN radio button followed by FINISH to create the form to open the form in DESIGN VIEW.
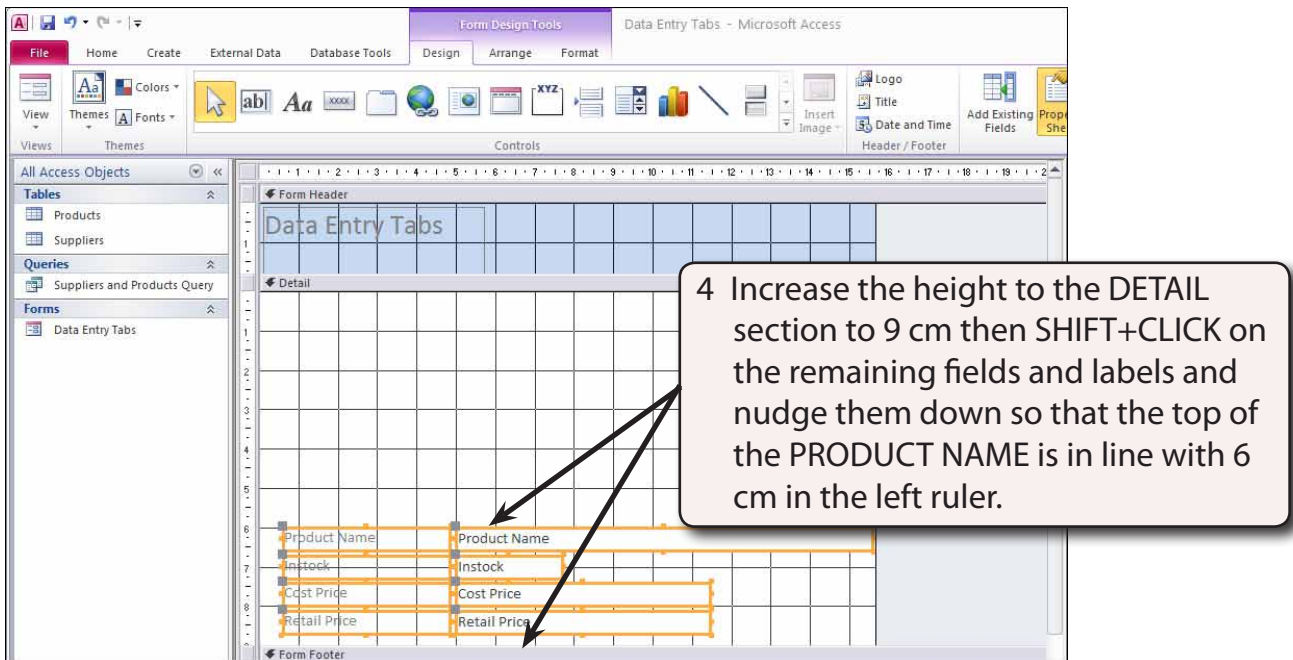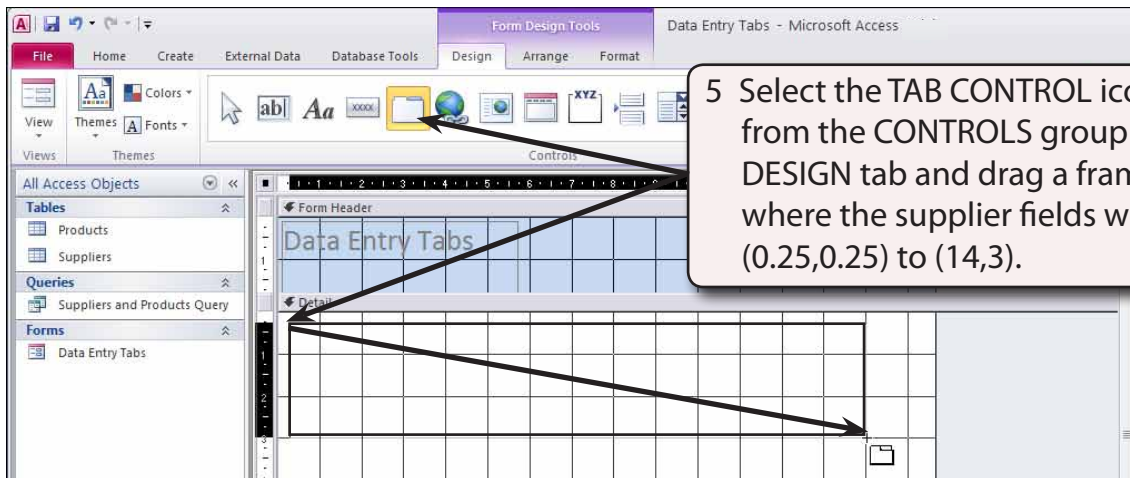
B   Creating the Tab Controls

We are going to create two 'cards' that will make up the form, one for the supplier details, the other for the product details.

1   The form should be opened in DESIGN VIEW.

2 SHIFT+CLICK on the SUPPLIER ID, SUPPLIER NAME, STREET, SUBURB, STATE/COUNTRY and POSTCODE field boxes.

3   Press CTRL+X to cut the controls from the form.

4 Increase the height to the DETAIL section to 9 cm then SHIFT+CLICK on the remaining fields and labels and nudge them down so that the top of the PRODUCT NAME is in line with 6 cm in the left ruler.

5 Select the TAB CONTROL icon from the CONTROLS group of the DESIGN tab and drag a frame, where the supplier fields were, from (0.25,0.25) to (14,3).

NOTE: By default two tabs are provided, however, you can add more tabs as you will see shortly.
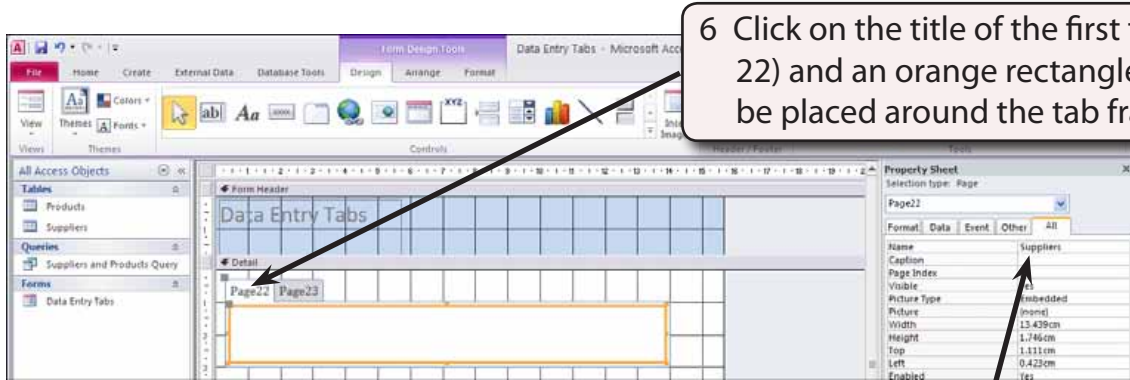
6 Click on the title of the first tab (Page 22) and an orange rectangle should be placed around the tab frame.

7 The tab can be renamed. In the PROPERTY SHEET pane open the ALL tab, set the NAME box to:

Suppliers

and press the <enter> key to set it.