

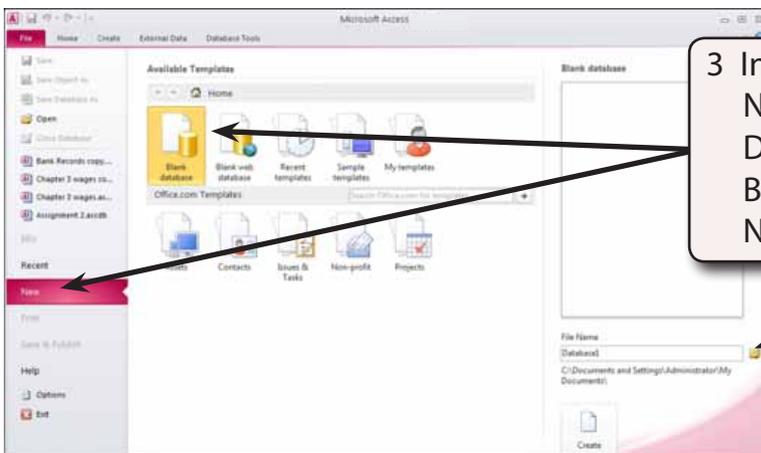
Creating More Detailed Forms

When databases become larger it is necessary to be able to move fields anywhere on the screen so that all the data can be clearly seen. Access allows you to produce professional-looking screen displays which can be printed or simply designed to make data entry easier. Fields can be moved, graphics, shadings and pictures added, etc.

The easier the data entry process is made the less chance there is of incorrect data being entered. In this chapter you will create a data entry form for a department store using DESIGN VIEW.

Starting a New Database

- 1 If you are starting a fresh session, load Microsoft Access.
- 2 If you are continuing directly from the previous chapter, close the current file.



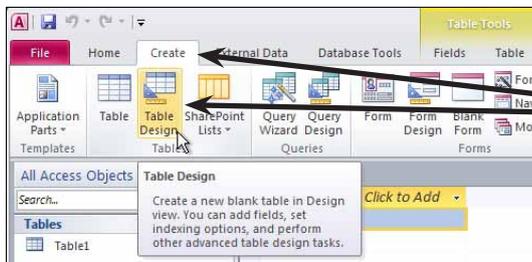
3 In the BACKSTAGE VIEW, select the NEW option, click on the BLANK DATABASE icon and click on the BROWSE icon at the right of the FILE NAME box.

- 4 Access your STORAGE folder, call the file BIG CITY and select OK.



5 The file name and path should be added to the bottom right of the BACKSTAGE VIEW window, click on the CREATE icon to start the database.

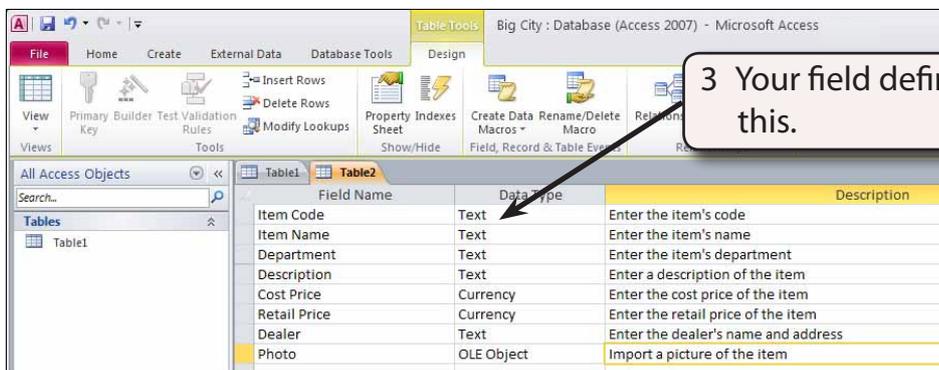
Defining the Fields



1 Open the CREATE tab of the RIBBON and click on the TABLE DESIGN icon to start a new table.

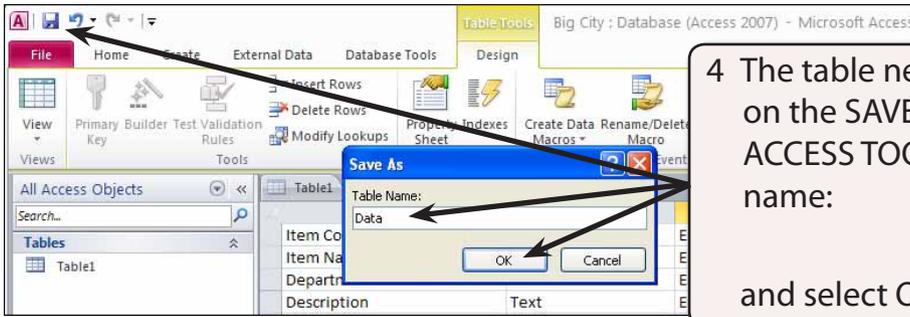
2 Enter the following Field Names, Data Types and Descriptions:

Item Code	Text	Enter the item's code
Item Name	Text	Enter the item's name
Department	Text	Enter the item's department
Description	Text	Enter a description of the item
Cost Price	Currency	Enter the cost price of the item
Retail Price	Currency	Enter the retail price of the item
Dealer	Text	Enter the dealer's name and address
Photo	OLE Object	Import a picture of the item



3 Your field definitions should look like this.

- NOTE:**
- i An OLE Object field allows graphics, sounds or videos to be stored in the field.
 - ii The descriptions of the fields is not essential, however, the descriptions that you do enter will appear at the bottom of the screen when a field is selected, providing assistance to the person entering the data.
 - iii We could have adjusted the field sizes of all the fields, but the default settings will suffice for this activity.



4 The table needs to be saved. Click on the SAVE icon in the QUICK ACCESS TOOLBAR, enter the table name: Data and select OK.



5 You will be asked to set a PRIMARY KEY. This is not necessary for this activity so select NO.

Deleting the First Table

The first table that access provides when you start a new database can be deleted.



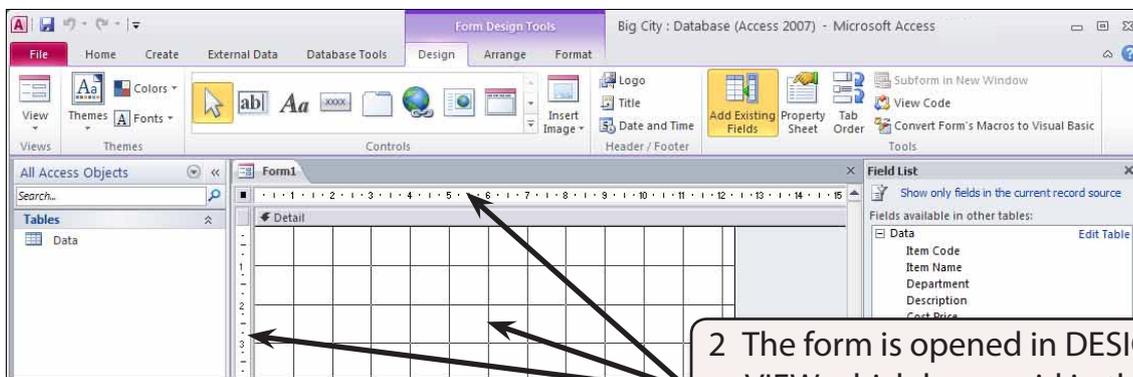
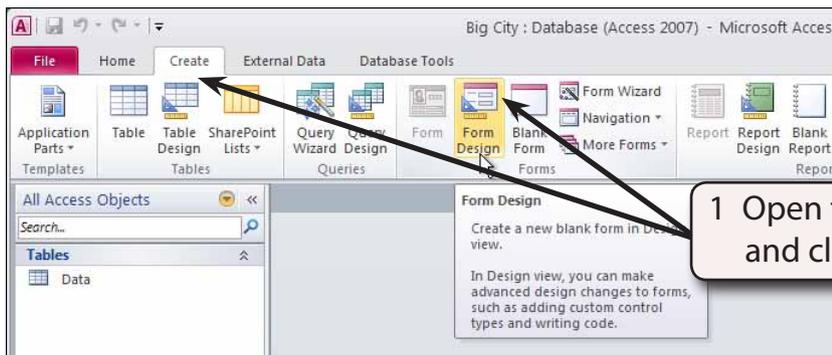
1 Click on the TABLE 1 tab then RIGHT+CLICK on its icon and select CLOSE.

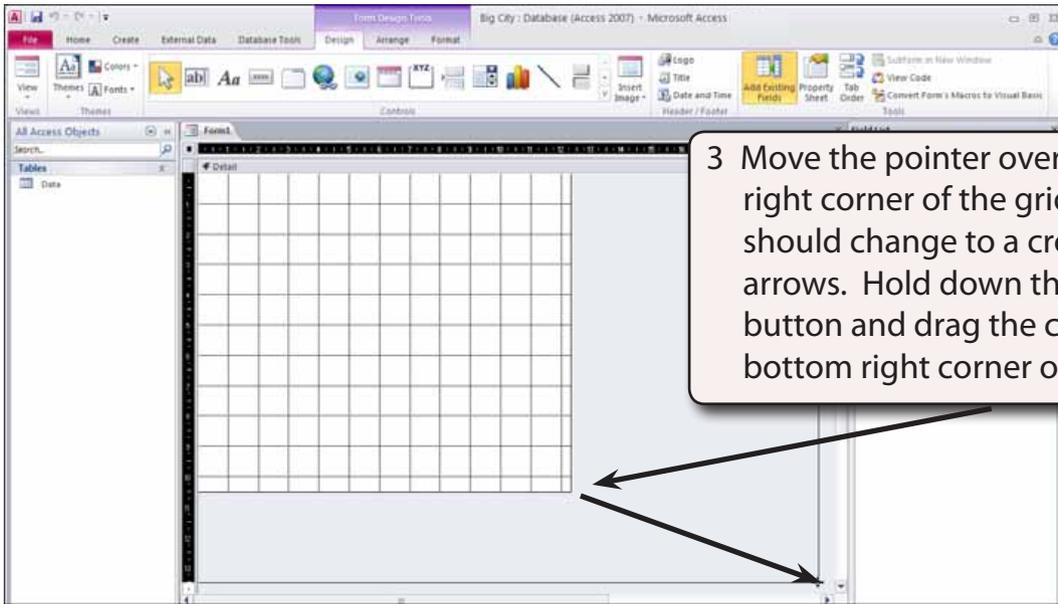
- 2 The table will be deleted as no fields have been entered into it.
- 3 Close the DATA table.

Starting the Form

The FORMS section of the program allows you to control how the data will be displayed on the screen. The one database can have several different forms. We will create a form that displays all the fields on the one screen. In this case we will create the form in DESIGN VIEW.

A Opening the Form in Design View

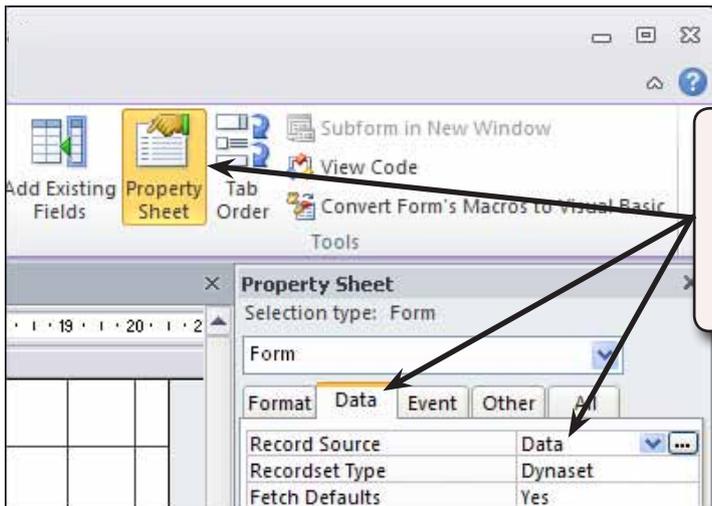




NOTE: When creating a detailed data entry form, usually as much of the screen as possible is used.

B Linking the Form to the Data Table

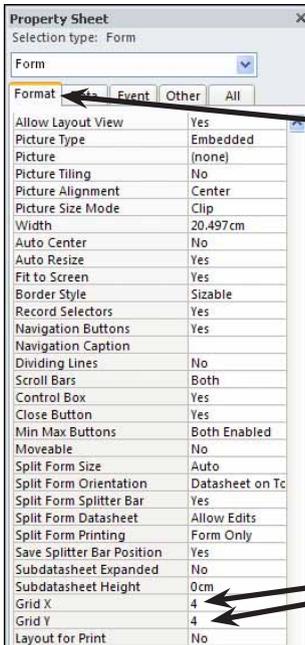
When creating a form in DESIGN VIEW the table or query that stores the data must be specified.



Click on the PROPERTY SHEET icon in the DESIGN tab to open the PROPERTY SHEET pane and, in its DATA tab, set the RECORD SOURCE box to the DATA table.

C Setting the Grid

The grid that is provided can be changed to show less dots.

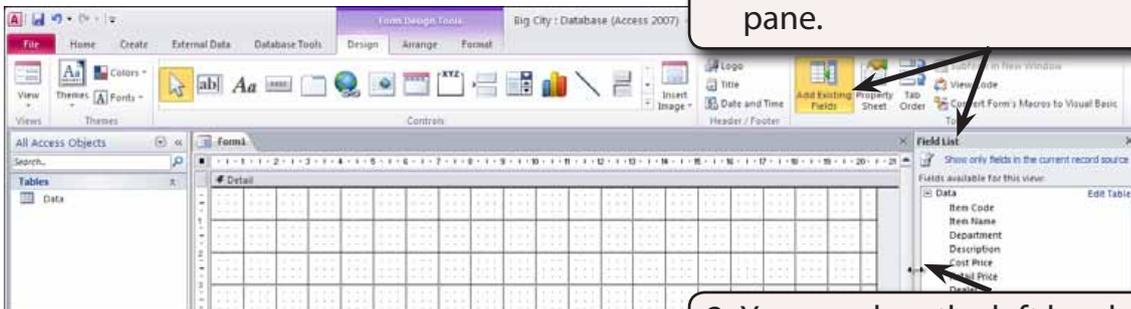


1 In the PROPERTIES SHEET pane open the FORMAT tab.

2 Set the GRID X and GRID Y boxes, which are near the bottom of the list, to 4 so that there are 4 dots per cm.

Inserting Fields

Fields and labels can be placed anywhere on the screen. The purpose of a data entry screen is to make the data as easy as possible to view and enter, so time is usually taken to make data entry screens look attractive.



1 Click on the ADD EXISTING FIELDS icon in the DESIGN tab of the FORM DESIGN TOOLS and the FIELDS LIST pane replaces the PROPERTY SHEET pane.

2 You can drag the left border of the pane to the right to reduce the width of the FIELD LIST pane if you wish.