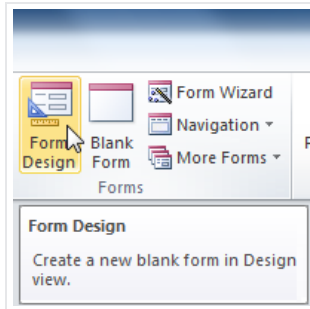


Access 2010

Creating Forms

Introduction



Creating **forms** for your database can make entering data much more convenient. When you create a form, you can design it in a way that works with your database and makes sense to you.

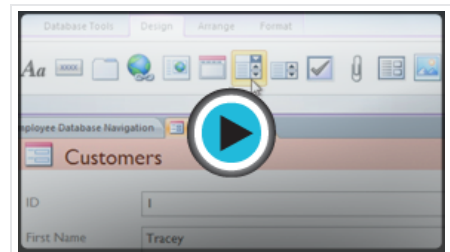
In this lesson, you will learn how to **create** and **modify** forms. You'll also learn how to use form options like **design controls** and **form properties** to make sure your form works exactly the way you want it to.

We will be showing you how to create forms with examples from our sample bakery database. If you would like to follow along, [download our example](#) and use it to follow the procedures demonstrated in this lesson.

Creating forms

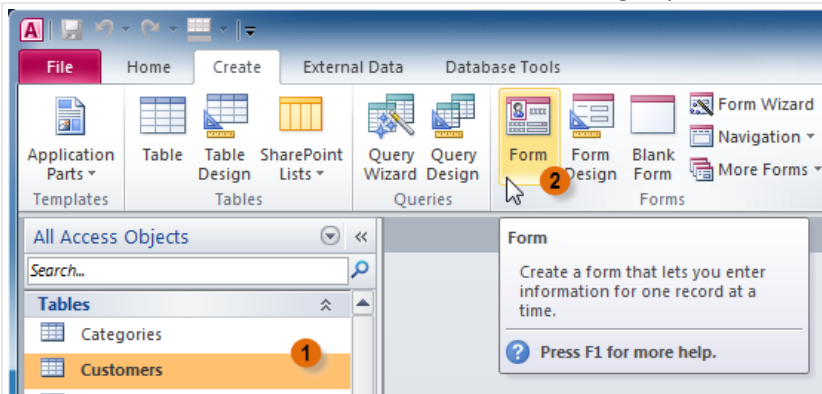
Access makes it easy to create a **form** from any table in your database. Any form you create from a table will let you **view the data** that's already in that table and **add new data**. Once you've created a form, you can also modify it by adding additional fields and **design controls** such as combo boxes.

Video: Creating Forms in Access 2010



To create a form:

1. In the **Navigation Pane**, select the table you would like to use to create a form. You do not need to open the table.
2. Select the **Create** tab on the Ribbon, and locate the **Forms** group. Click the **Form** command.



3. Your form will be created and opened in **Layout View**.

Customers

ID: 1

First Name: Tracey

Last Name: Beckham

Street Address: 7 East Walker Dr.

State: NC

Zip Code: 27612

Email: beck@email.com

Phone Number: 919-555-2314

City: Raleigh

Add to Mailing List?

ID	Paid	Pre Order	Notes	Pickup Date
38	Yes	No		12/24/2010
(New)	No	No		

Record: 1 of 1

4. To **save** the form, click the **Save** command on the **Quick Access Toolbar**. When prompted, type a **name** for the form, then click **OK**.

Save As

Form Name:

Customers Form

OK Cancel

About subforms

If you created a form from a table whose records are linked to another table, your form probably includes a **subform**. A subform is a **datasheet form** that displays linked records in a table-like format. For instance, the subform included in the **Customers** form we just created displays linked customer **orders**.

We probably don't need to include this subform, since we really just want to use the Customers form to enter and review contact information. If you find that you don't need a subform, you can easily **delete** it. Simply click it and press the **Delete** key.

Customers

First Name:

Last Name:

Street Address:

State:

Zip Code:

Email:

Phone Number:

City:

Add to Mailing List?

ID	Paid	Pre Order	Notes	Pickup Date
9	Yes	No		12/14/2010
(New)	No	No		

Record: 1 of 5 No Filter Search

Our Customers form contains a subform with each customer's order information. This is more information than we need to see on this form.

However, subforms aren't always useless. Depending on the content and source of your form, you might find that the subform contains useful information, as in the example below. In our **Orders** form, the subform contains the name, quantity, and price of each item contained in that order, which is all useful information.

Orders

Customer: Order #:

Notes: For a St. Patrick's Day party. Make everything we can green (add green food coloring to cake and cookie dough, green filling in cream and add on green sprinkles where appropriate).

Category	Product	Quantity	"Unit"	Price	Subtotal
Pastries	Cream Puffs	2	One Dozen	\$14.00	\$28.00
Cookies	Lemon Sugar	1	One Dozen	\$14.00	\$14.00
Pies	Key Lime	2	Single	\$17.00	\$34.00
Cookies	Ginger Shortbread	1	One Dozen	\$19.00	\$19.00
Cakes	French Vanilla	1	Single	\$22.00	\$22.00
Total					\$117.00

Record: 1 of 5 No Filter Search

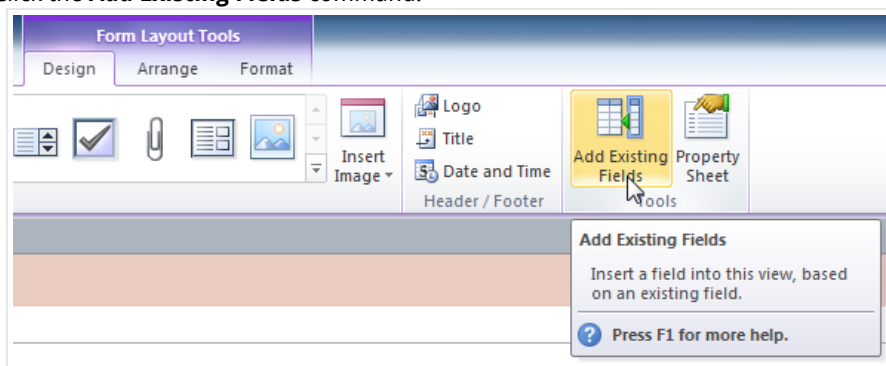
Our Orders form contains a subform with the details of each order. This is useful information, so we won't delete the subform.

Adding additional fields to a form

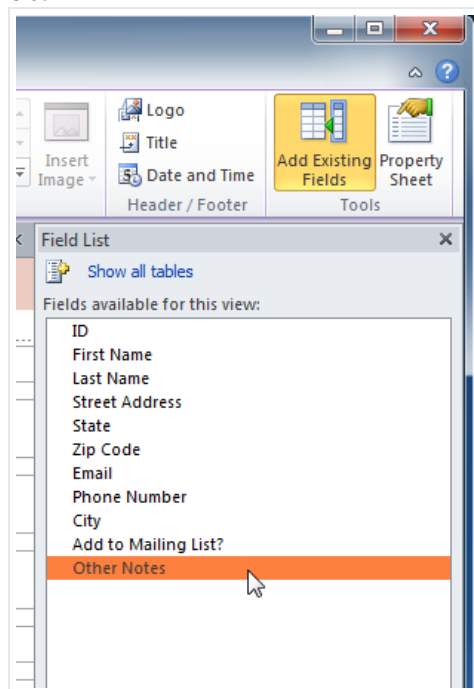
When you use the **Form** command on an existing table, all of the fields from that table are included in that form. However, if you later add additional fields to that table, those fields will **not** automatically show up in existing forms. In situations like this, you can **add** additional fields to a form.

To add a field to a form:

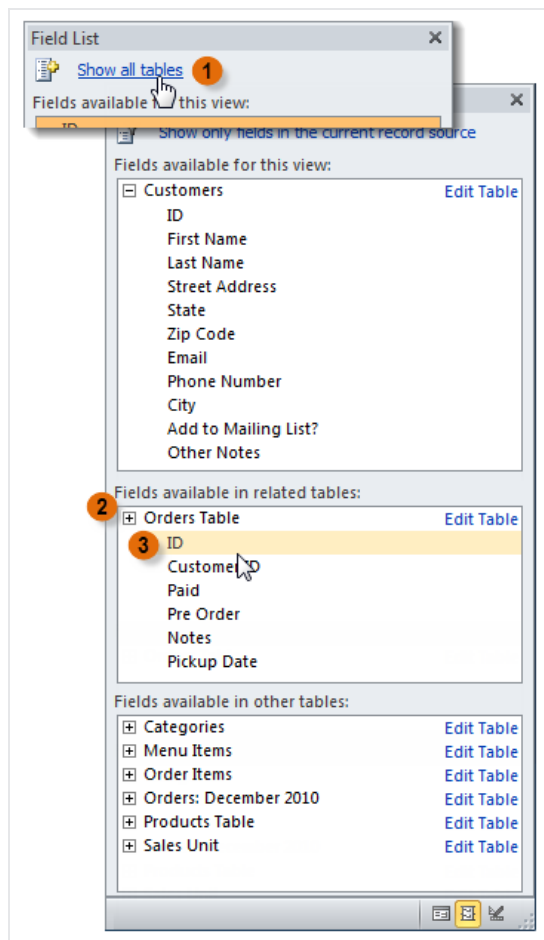
1. Select the **Form Layout Tools Design** tab, then locate the **Tools** group on the right side of the Ribbon.
2. Click the **Add Existing Fields** command.



3. The **Field List** pane will appear. Select the field or fields to add to your form.
 - If you want to add a field from the **same** table you used to build the form, simply **double-click** the name of the desired field.

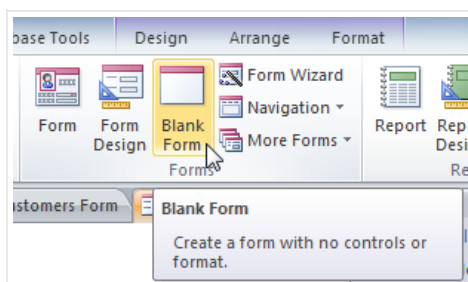


- To add a field from a **different** table:
 1. Click **Show All Tables**.
 2. Click the plus sign **+** next to the table containing the field you wish to add.
 3. Double-click the desired field.



4. The new field will be added.

You can also use the above procedure to add fields to a totally blank form. Simply **create a form** by clicking the **Blank Form** command on the **Create** tab, then follow the above steps to add the desired fields.



Adding Design Controls

Design Controls set restrictions on the fields in your forms. This helps you better control how the data is entered into your forms, which in turn helps keep the database consistent.

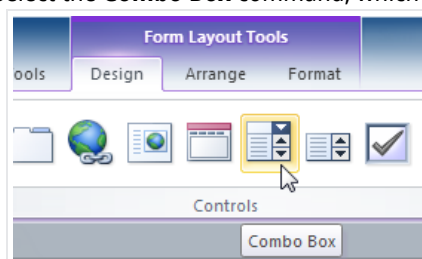
Combo boxes


A **combo box** is a drop-down list you can use in your form in place of a field. Combo boxes **limit** the information users can enter by forcing them to select only the **options** you have specified.

Combo boxes are useful for fields that have a limited number of possible valid responses. For instance, you might use a combo box to ensure people only enter a valid U.S. state while entering an address, or that they only choose products that already exist in your database while placing an order.

To create a combo box:

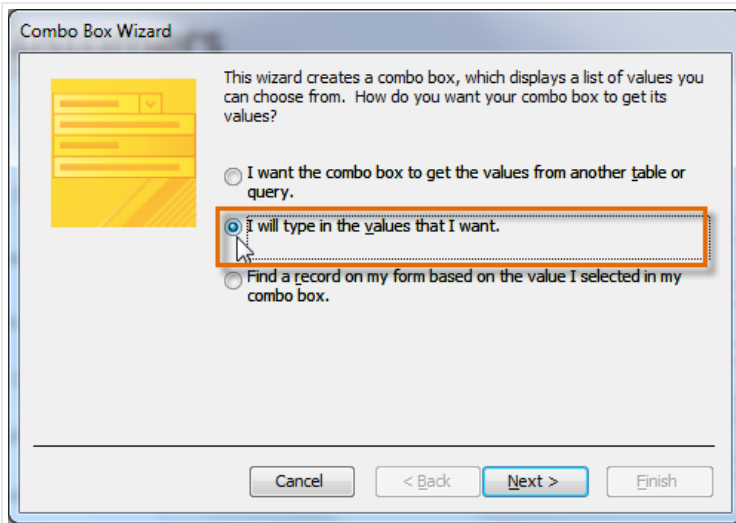
1. In **Form Layout** view, select the **Form Layout Tools Design** tab, and locate the **Controls** group.
2. Select the **Combo Box** command, which looks like a drop-down list.



3. Your cursor will turn into a tiny **crosshairs and drop-down list** icon . Move the cursor to the place where you would like to insert the combo box, and click. A yellow line will appear to indicate the location where your combo box will be created.

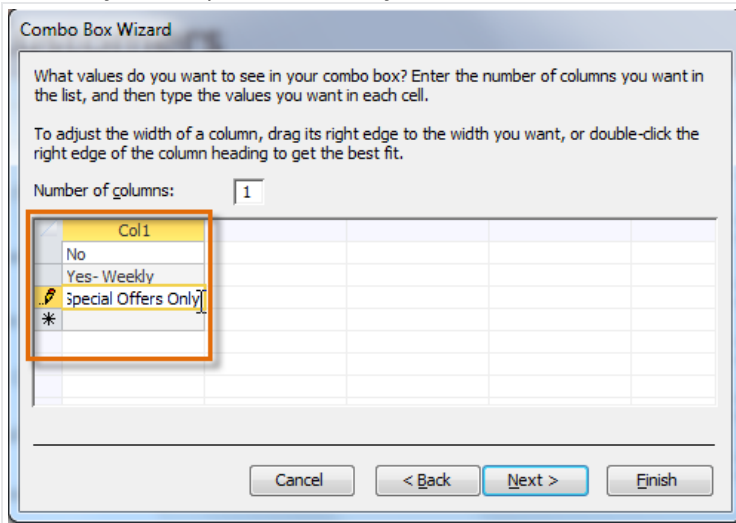
In our example, the combo box will be located **between** the **City** field and the **Add to Mailing List?** field.

4. The **Combo Box Wizard** dialog box will appear. Select the second option, **I will type in the values that I want**, then click **Next**.

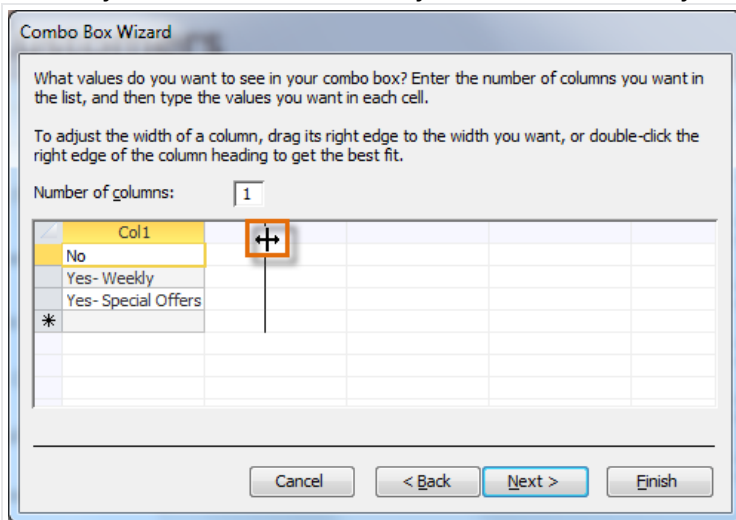


5. Type in the choices you would like to appear in your drop-down list. Each choice should be on its own row.

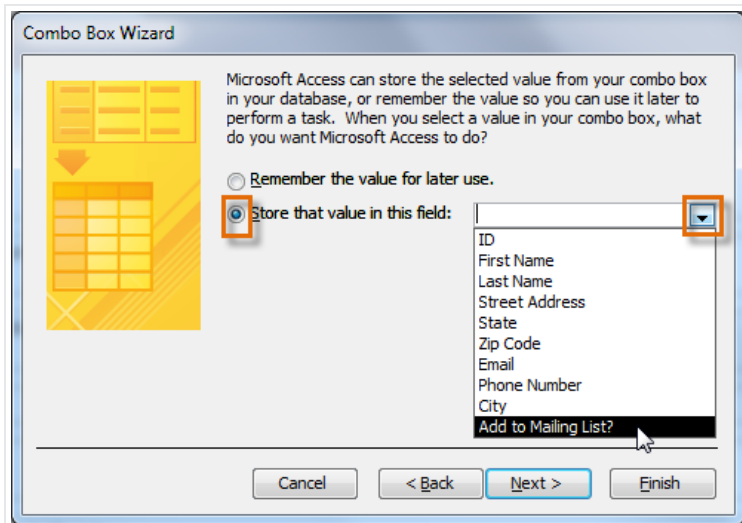
In our example, we are creating a combo box for the **Add to Mailing List?** field in our form, so we will enter all of the possible valid responses for that field. Users will be able to select one of three choices from our finished combo box: "No", "Yes-Weekly", and "Special Offers Only".



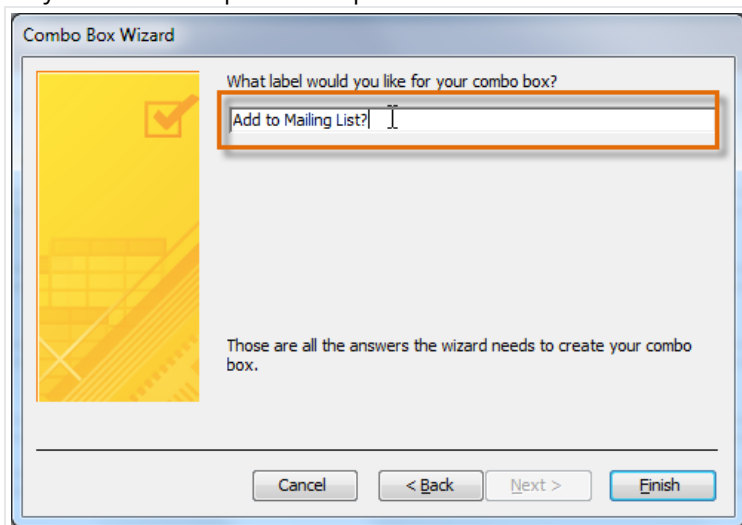
6. If necessary, **resize** the column so all of your text is visible. Once you are satisfied with your list, click **Next**.



7. Select **Store that value in this field**, then click the drop-down arrow and **select** the **field** where you would like selections from your combo box to be recorded. After making your selection, click **Next**.

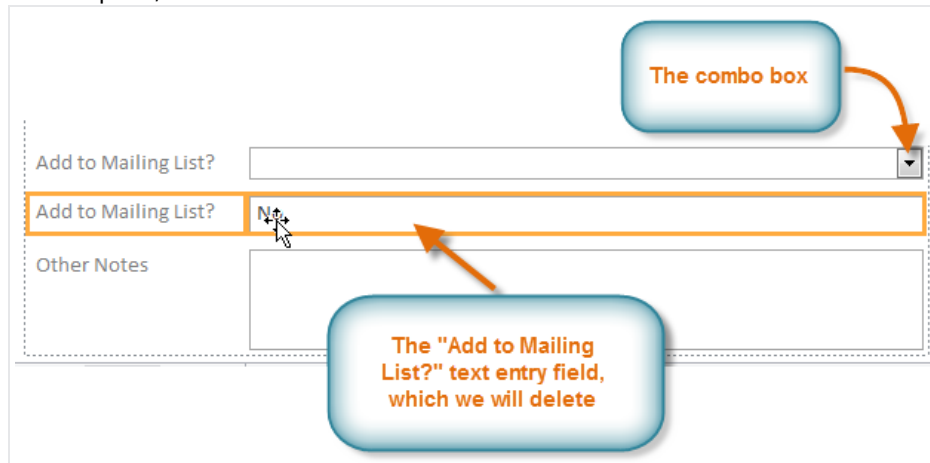


8. Enter the **label**, or the **name** that will appear next to your combo box. Generally, it's a good idea to use the name of the field you chose in the previous step.



9. Click **Finish**. Your combo box will appear on the form. If you created your combo box to **replace** an existing field, **delete** the first field.

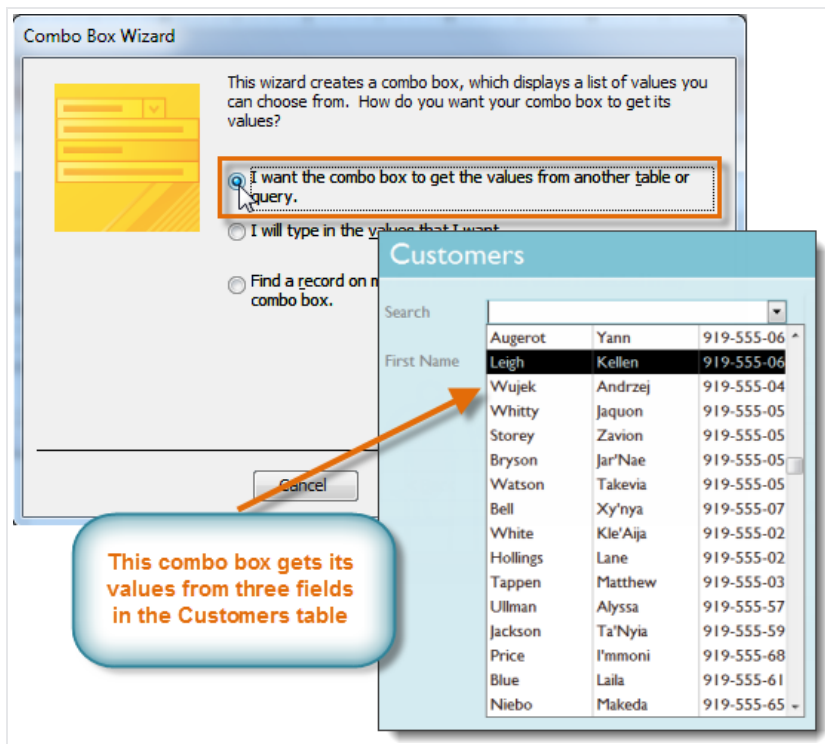
In our example, you might notice that we now have two fields with the same name. These two fields send information to the same place, so we don't need them both. We'll **delete** the one without the combo box.



10. Switch to **Form** view to **test** your combo box. Simply click the drop-down arrow and verify that the list contains the correct choices. The combo box can now be used to enter data.

Phone Number	919-555-2314
City	Raleigh
Add to Mailing List?	<div style="border: 1px solid black; padding: 2px;">▼</div>
Other Notes	<div style="background-color: black; color: white; padding: 2px;">No</div> <div style="padding: 2px;">Yes- Weekly</div> <div style="padding: 2px;">Yes- Special Offers Only</div>

If you want to include a drop-down list with a long list of options and don't want to type them all out, create a combo box and choose the first option in the combo box wizard, **I want to get the values from another table or query**. This will allow you to create a drop-down list from a table field.



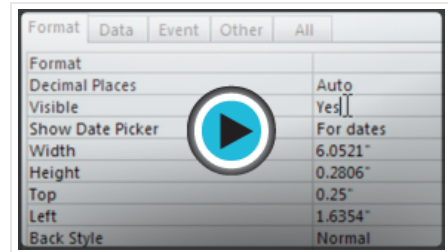
Some users report that Access malfunctions while working with forms. If you have a problem performing any of these tasks in Layout view, try switching to Design View.

Customizing form settings with the Property Sheet

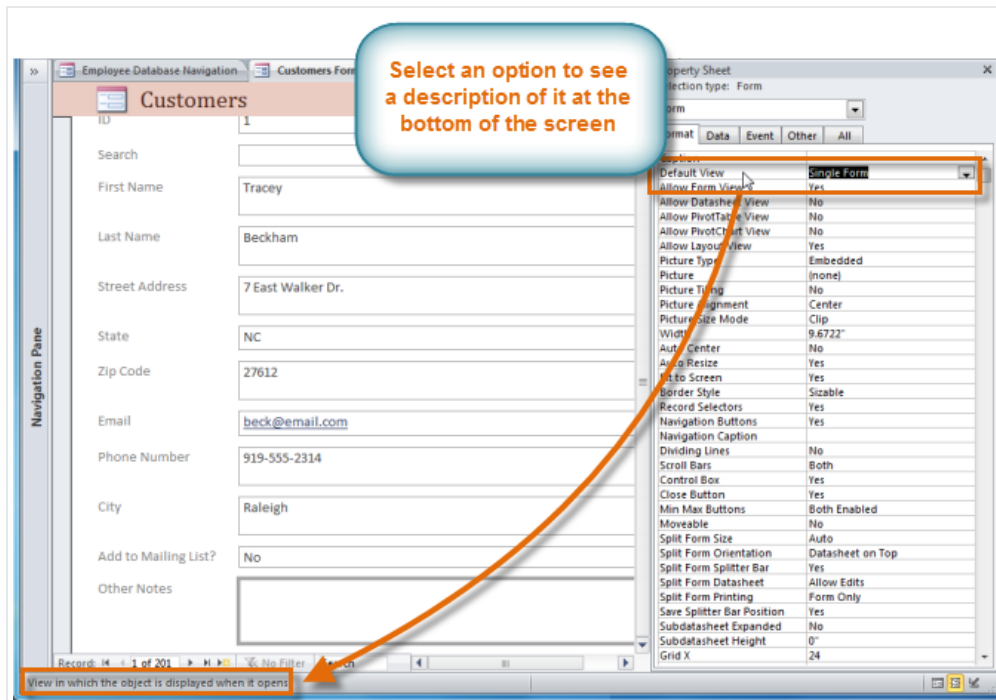
The **Property Sheet** is a pane containing **detailed information** about your form and each of its components. From the Property Sheet, you can make changes to every part of your form, both in terms of function and appearance.

Video: Customizing Form Settings in Access 2010

The best way to familiarize yourself with the property sheet is to **open** it and **select** various options. When you select an option, Access will display a brief description of that option on the **bottom-left border** of the program window.



Watch the video to learn how to use the Property Sheet to change form settings.



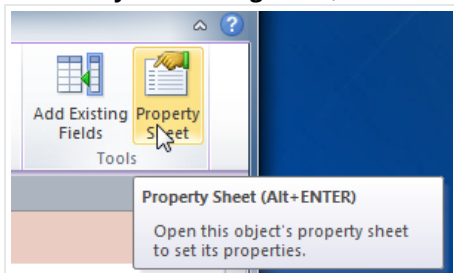
Pay close attention as you modify your form and its fields. It's possible to make subtle changes with the Property Sheet. Because there are so many options, it can sometimes be challenging to remember which one you used to modify each aspect of your form.

Modifying form settings

There are far too many options in the Property Sheet to discuss them all in detail. We'll review two useful ones here: **hiding** fields, and setting fields with **dates** to **automatically fill in the current date**. Practicing these procedures should give you a sense of how to work with other Property Sheet settings as well.

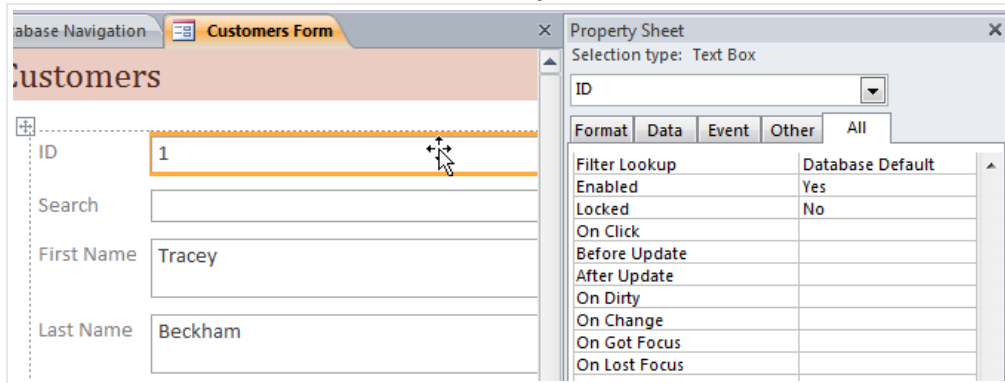
To hide a field:

1. In either **Layout** or **Design** view, select the **Design** tab, and locate the **Tools** group. Click the **Property Sheet** command.

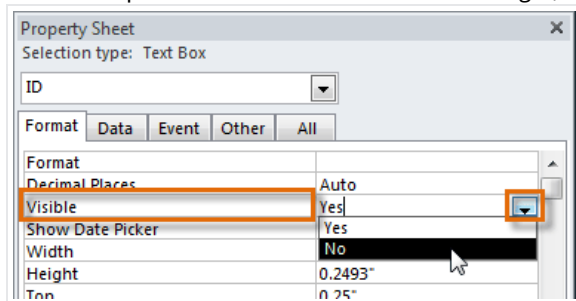


2. The **Property Sheet** will appear in a pane on the right. On the form, **select** the field you wish to hide. In our example, we'll

hide the **Customer ID** field, since we don't want any of our users to edit it.



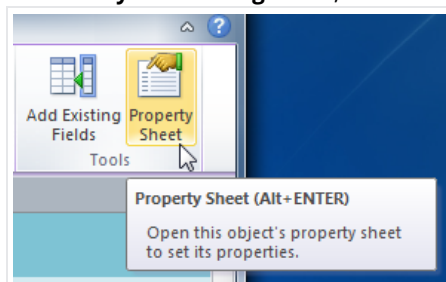
3. In the **Property Sheet**, click the **Format** tab, and locate the **Visible** option on the third row.
4. Click the drop-down arrow in the column to the right, and select **No**.



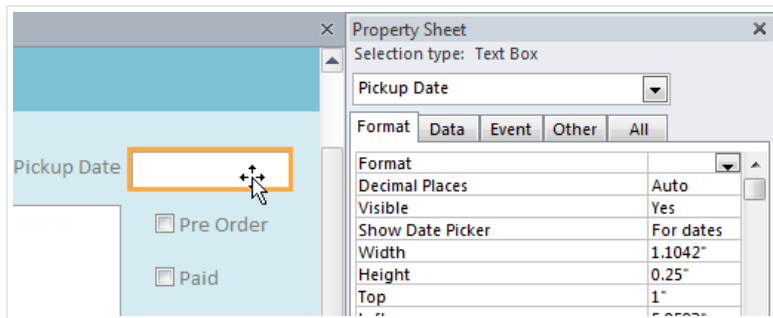
5. Switch to **Form** view to verify that the field is hidden.


To set a field to auto-fill with the current date

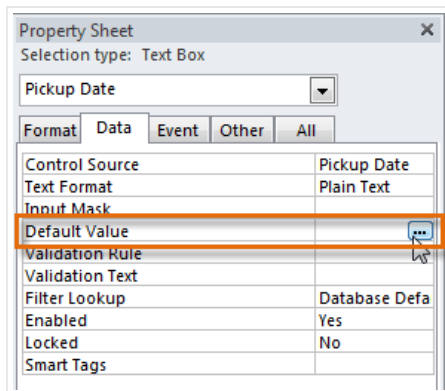
1. In either **Layout** or **Design** view, select the **Design** tab, and locate the **Tools** group. Click the **Property Sheet** command.



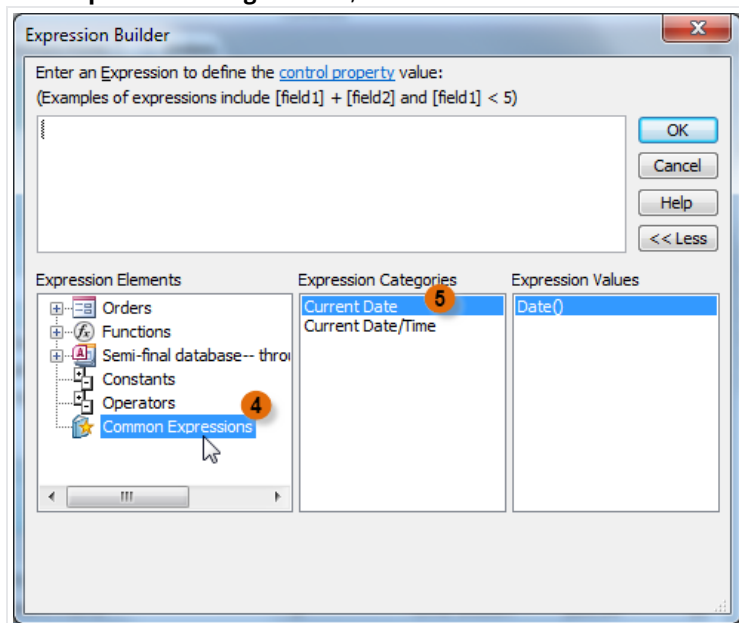
2. The **Property Sheet** will appear in a pane on the right. On the form, **select** the field you would like to automatically fill in the current date. This **must** be a field with the **date** data type. For our example, we'll select the **Pickup Date** field on our **Orders** form.



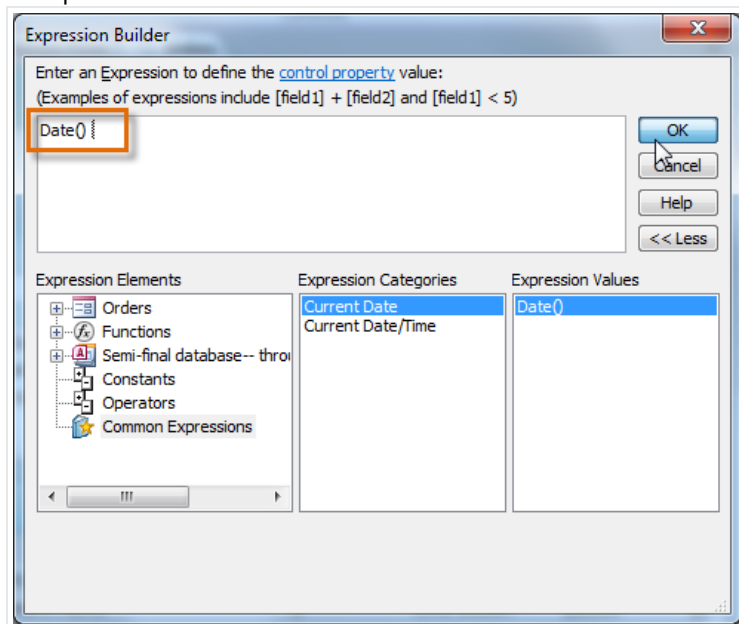
3. In the **Property Sheet**, click the **Data** tab, and select the **Default Value** field in the fourth row. Click the **Expression Builder** button  that appears in the column to the right.



4. The **Expression Builder** dialog box will open. In the **Expression Elements** list, click the words **Common Expressions**.
5. In the **Expression Categories** list, double-click **Current Date**.



6. The expression for Current Date will be added. Click **OK**.



7. Switch to **Form** view to verify that the expression works. When you **create a new record** with that form, the date field you modified will automatically fill in the current date.

The screenshot shows an Access form with a light blue header and footer. The header contains a button labeled 'New Order' with a cursor pointing to it. The form body has a light blue background. On the left, there are labels for 'Customer', 'Notes', and 'Order #'. The 'Customer' label is next to a text box with a drop-down arrow. The 'Notes' label is next to a large text area. The 'Order #' label is next to a text box containing '####'. To the right of the 'Order #' text box is a 'Pickup Date' label next to a date picker showing '3/16/2011'. Below the 'Pickup Date' text box are two checkboxes labeled 'Pre Order' and 'Paid'.

Challenge!

1. If you haven't already, download our [sample database](#) and **open** it.
2. **Create** a form from the **Customers** table.
3. **Delete** the subform.
4. Create a **combo box**.
 - Add the following choices to the combo box:
 - Raleigh
 - Durham
 - Hillsborough
 - Cary
 - Chapel Hill
 - Garner
 - Charlotte
 - **Store the value** in the **City** field, and label the combo box **NC City List**. Click **Finish** when you are done with the Combo Box wizard.
5. Switch to **Form** view, and click on the drop-down arrow in the combo box you created. You should see a list of cities.