

## Exercise 2

### Create Single Table Forms Using Wizards

You want to create a form like this:

You can use this form to enter and modify records in the Customer Table.

The screenshot shows a Microsoft Access form titled "CustomersEntry". The form has a title bar with the text "CustomersEntry" and standard window controls. The main area is titled "CUSTOMER ENTRY FORM". It contains several text boxes for data entry: "Customer ID:", "First Name:", "Last Name:", "Company:", "Title:", "Address:", "City:", "State:", "PostalCode:", and "PhoneNumber:". There is also a "Rating:" section with five radio button options: "No Rating", "Poor", "Fair", "Acceptable", "Good", and "Excellent". At the bottom, there is a record navigation bar with the text "Record: 1 of 1" and navigation buttons.

Figure 1: Customer Data Entry Form

In the Database window click on the Forms tab and select *Create form by using wizard*

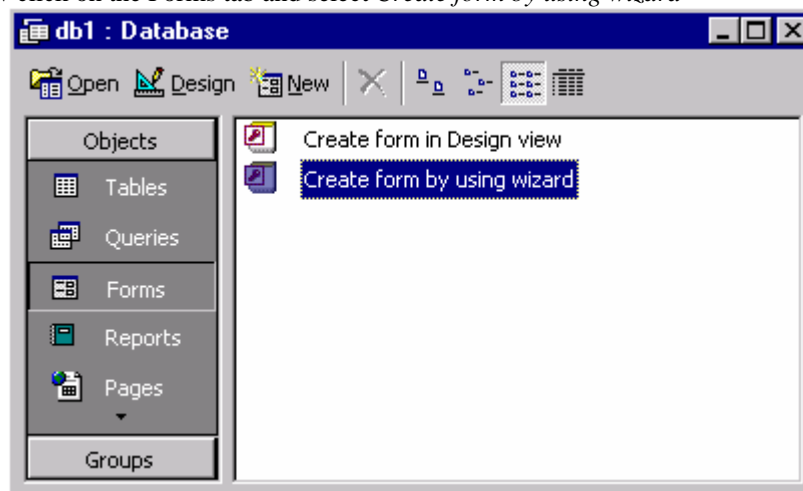
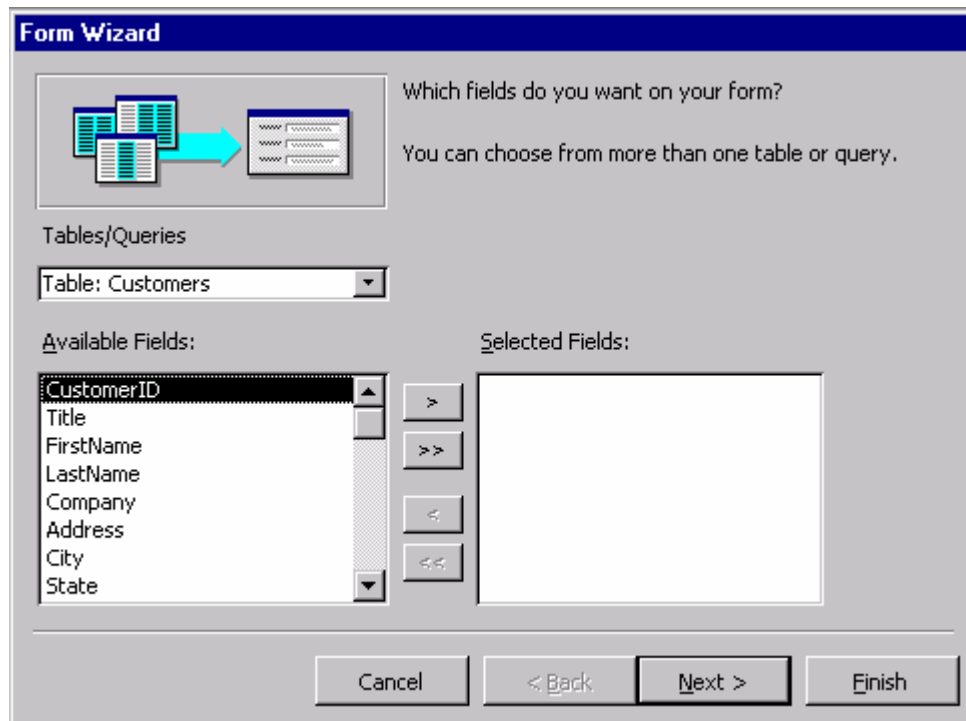


Figure 2: Database Window

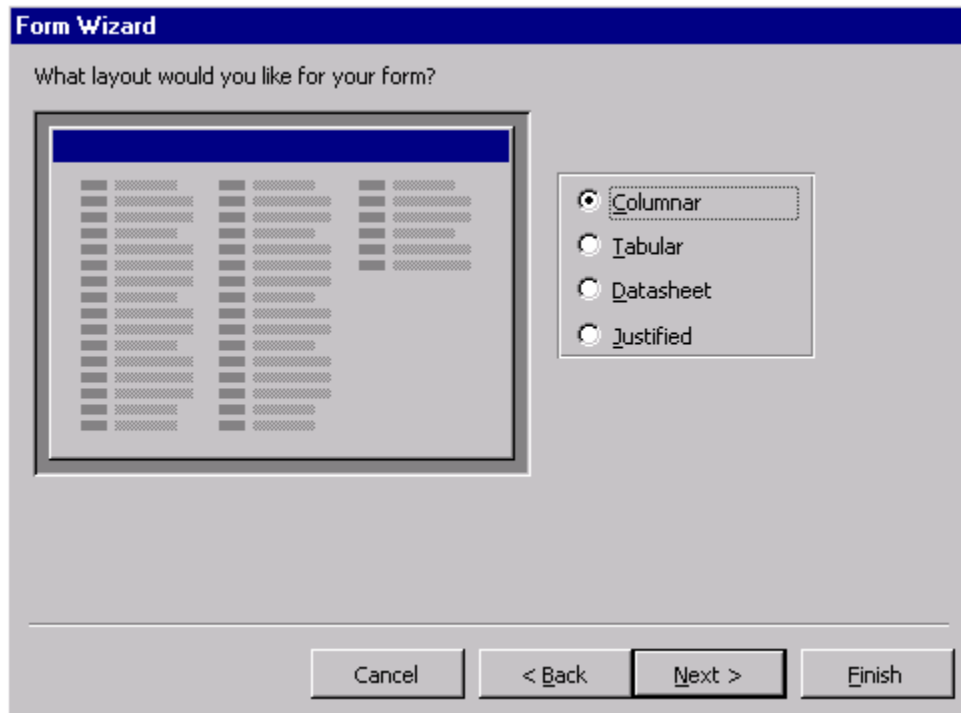
You can use the Form Wizard to create the above Form. Follow the steps below:



The Form Wizard dialog box is shown at Step 1. The title bar reads "Form Wizard". The main heading is "Which fields do you want on your form?". Below this, a sub-heading states "You can choose from more than one table or query." A "Tables/Queries" dropdown menu is set to "Table: Customers". To the left, under "Available Fields:", a list contains "CustomerID", "Title", "FirstName", "LastName", "Company", "Address", "City", and "State". To the right, under "Selected Fields:", there is an empty box. Between the two lists are four arrow buttons: a single right arrow (>), a double right arrow (>>), a single left arrow (<), and a double left arrow (<<). At the bottom are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Figure 3: Form Wizard step 1

For now you will need all of the fields except "Rating" which will be added in a different format later. Select all fields to be used from the Customers Table on the form by selecting each individually and clicking the single arrow. (You would click the double arrow to select them all.)



The Form Wizard dialog box is shown at Step 2. The title bar reads "Form Wizard". The main heading is "What layout would you like for your form?". On the left, there is a preview of a form layout with three columns of text boxes. On the right, there are four radio button options: "Columnar" (which is selected), "Tabular", "Datasheet", and "Justified". At the bottom are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Figure 4: Form Wizard step 2

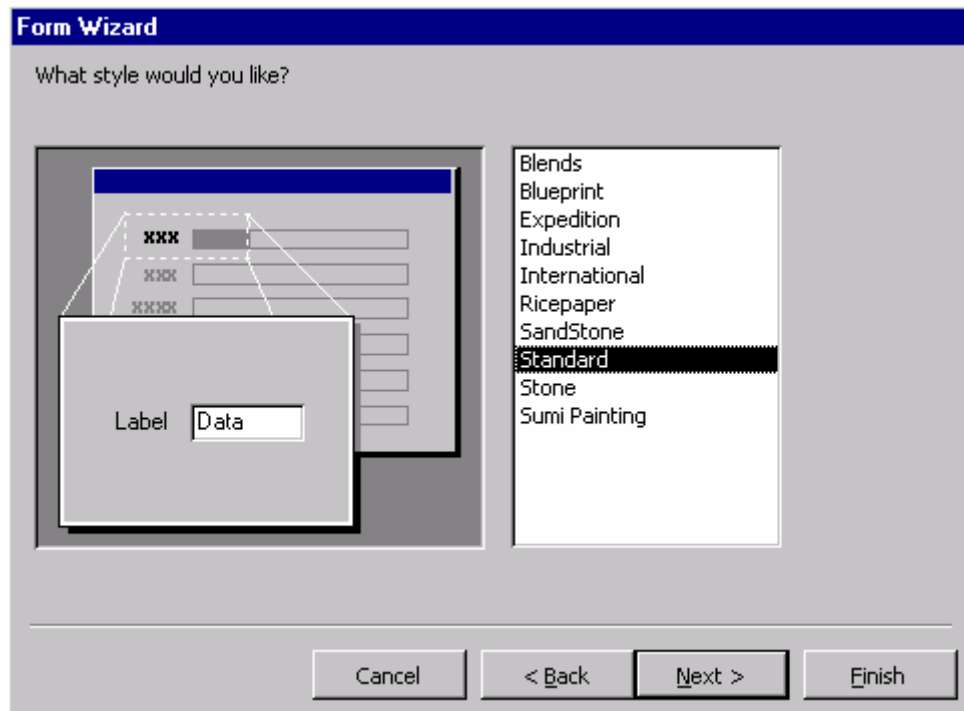


Figure 5: Form Wizard step 3

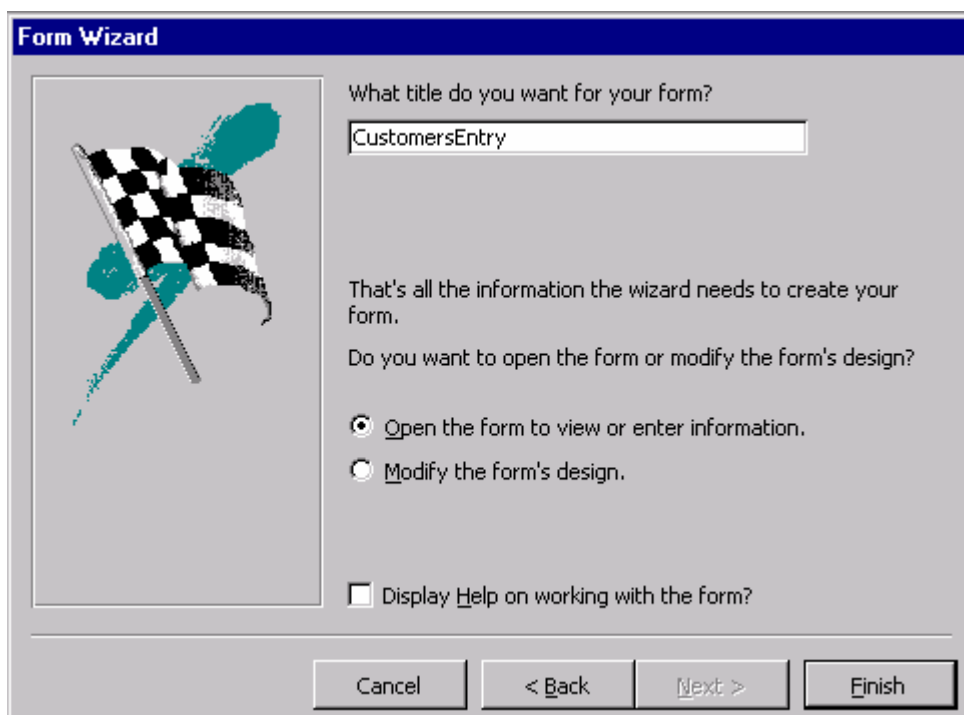


Figure 6: Form Wizard step 4

After the above steps, you should have a Customer Entry Form on your screen. You can now modify the layout of your form according to your preference. Understand the following buttons by clicking on them:



Display the form in Design View. You can modify the design of a form when this button is pressed by dragging the form objects around the grid, adding titles, etc.





Display the form in Form View. You can enter records but you cannot re-design the form. Doing this will add or modify records in the Customers table.

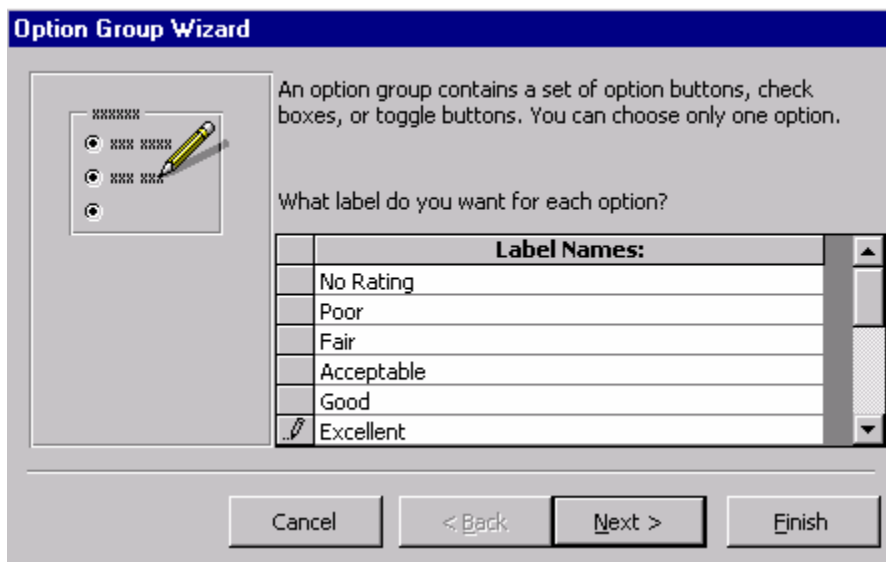


Display the document in Data Sheet View. Pressing the button will show the data in Table Format.

## Create an Option Box For the Customer Rating Field

We will create a set of option buttons to input the rating of the customer using to form created above.

- 1 Open the form you just created in Design view.
- 2 Click the Control Wizards tool  in the toolbox if it's not already pressed in.
- 3 In the toolbox, click the Option Group tool. 
- 4 On the form, click where you want to place the upper-left corner of the option group.
- 5 Follow the directions in the wizard dialog boxes. In the last dialog box, click Finish to display the option group in Design view.



**Option Group Wizard**

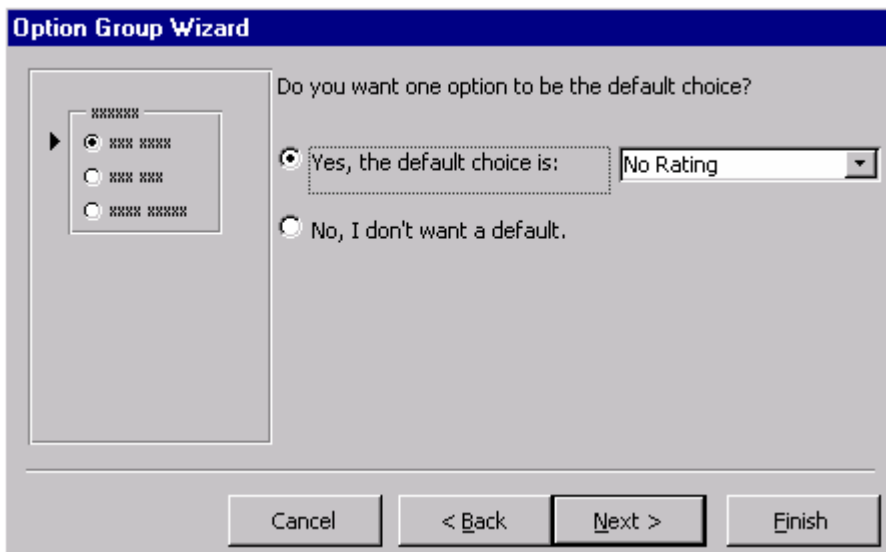
An option group contains a set of option buttons, check boxes, or toggle buttons. You can choose only one option.

What label do you want for each option?

	Label Names:
<input type="radio"/>	No Rating
<input type="radio"/>	Poor
<input type="radio"/>	Fair
<input type="radio"/>	Acceptable
<input type="radio"/>	Good
<input type="radio"/>	Excellent

Cancel < Back Next > Finish

Figure 7: Option Group Wizard step 1



**Option Group Wizard**

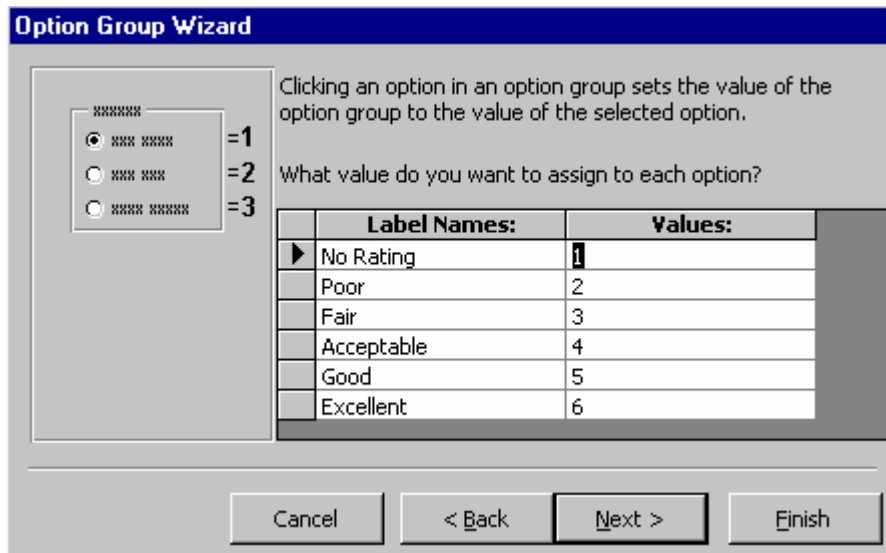
Do you want one option to be the default choice?

☒ Yes, the default choice is:

☐ No, I don't want a default.

Cancel < Back Next > Finish

Figure 8: Option Group Wizard step 2



**Option Group Wizard**

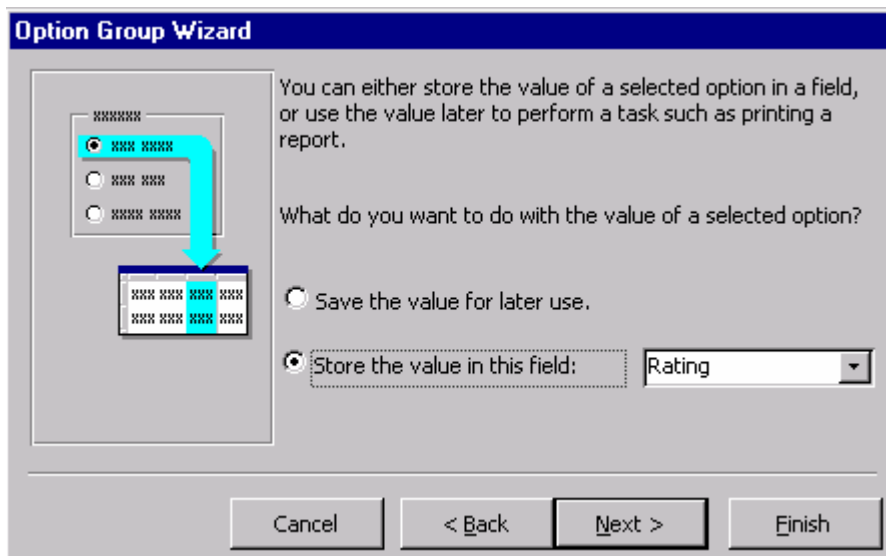
Clicking an option in an option group sets the value of the option group to the value of the selected option.

What value do you want to assign to each option?

	Label Names:	Values:
<input checked="" type="radio"/>	No Rating	1
<input type="radio"/>	Poor	2
<input type="radio"/>	Fair	3
<input type="radio"/>	Acceptable	4
<input type="radio"/>	Good	5
<input type="radio"/>	Excellent	6

Cancel < Back Next > Finish

Figure 9: Option Group Wizard step 3



**Option Group Wizard**

You can either store the value of a selected option in a field, or use the value later to perform a task such as printing a report.

What do you want to do with the value of a selected option?

☐ Save the value for later use.

☒ Store the value in this field: Rating

Cancel < Back Next > Finish

Figure 10: Option Group Wizard step 4



Figure 11: Option Group Wizard step 5

Click the Finish Button when you are done selecting your styles. You can now use the form to enter or modify data in the Customer Table.