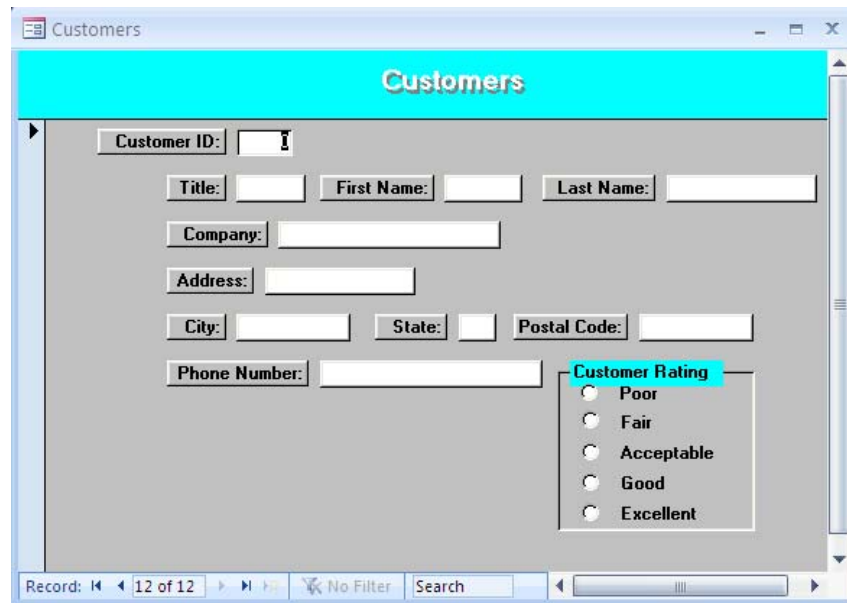


## Exercise 2

### 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 form titled "Customers" with a cyan header. The form contains several text boxes for data entry: "Customer ID:", "Title:", "First Name:", "Last Name:", "Company:", "Address:", "City:", "State:", "Postal Code:", and "Phone Number:". To the right of these fields is a "Customer Rating" section with five radio button options: "Poor", "Fair", "Acceptable", "Good", and "Excellent". At the bottom of the form, there is a status bar showing "Record: 12 of 12", "No Filter", and a search box.

Figure 1: Customer Data Entry Form

In the main window click on the Create tab and select *More Forms: Form Wizard*

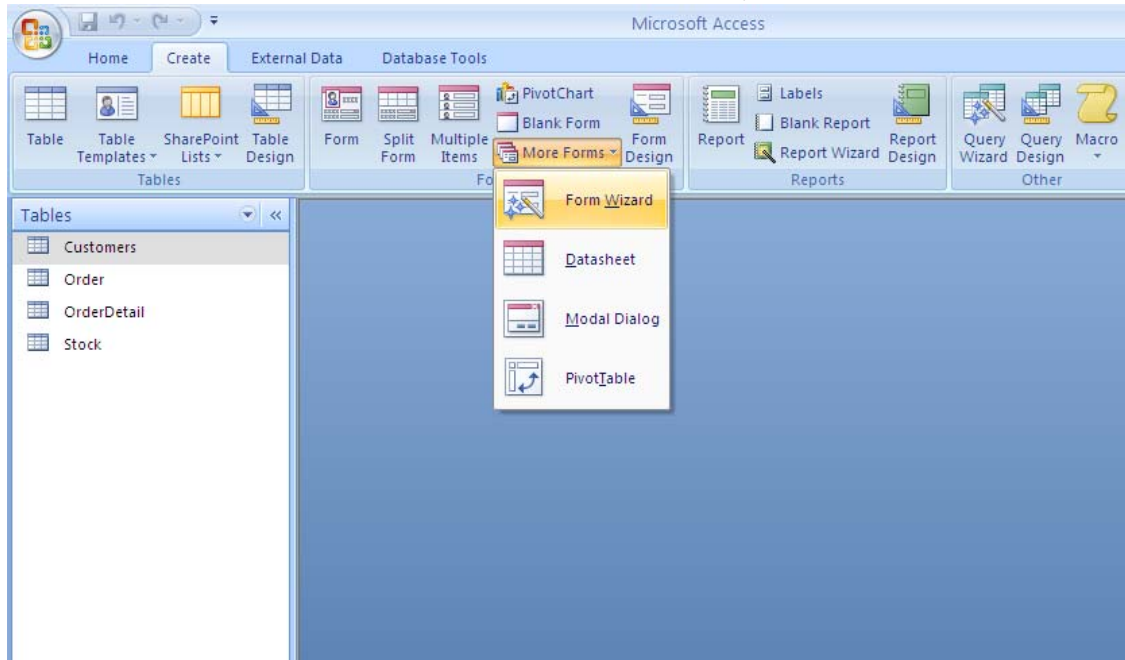


Figure 2: Database Window

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

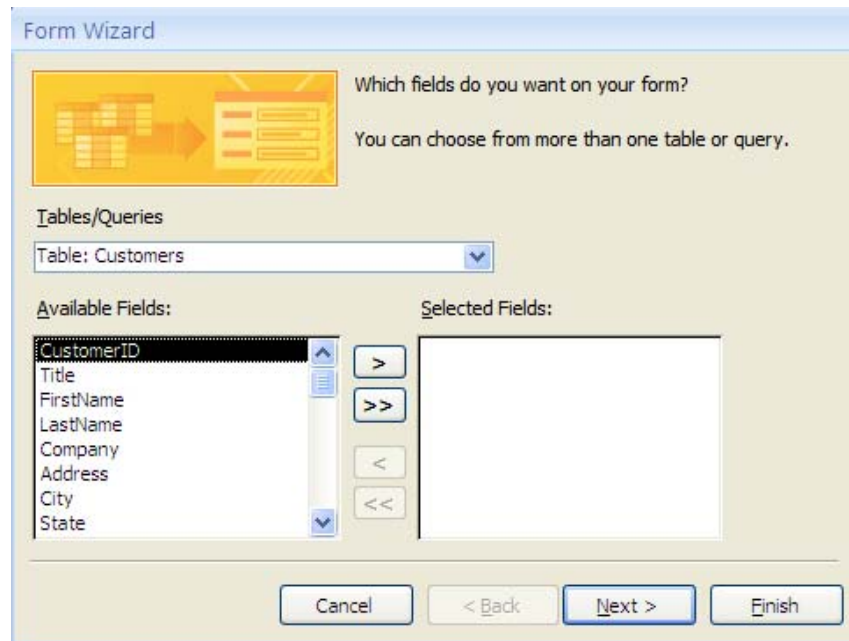
The image shows the 'Form Wizard' dialog box at step 1. The title bar says 'Form Wizard'. The main heading is 'Which fields do you want on your form?' with a subtext 'You can choose from more than one table or query.' Below this, there is a 'Tables/Queries' section with a dropdown menu showing 'Table: Customers'. Underneath, there are two lists: 'Available Fields:' and 'Selected Fields:'. The 'Available Fields:' list contains 'CustomerID', 'Title', 'FirstName', 'LastName', 'Company', 'Address', 'City', and 'State'. The 'Selected Fields:' list is currently empty. Between the two lists are four buttons: a single right arrow '>', a double right arrow '>>', a single left arrow '<', and a double left arrow '<<'. At the bottom of the dialog 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.)

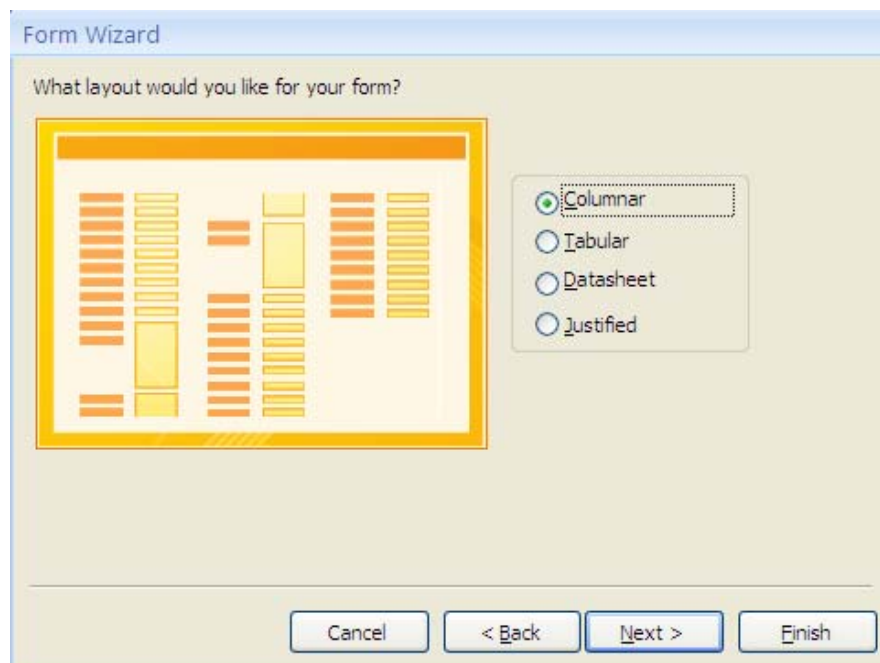
The image shows the 'Form Wizard' dialog box at step 2. The title bar says 'Form Wizard'. The main heading is 'What layout would you like for your form?'. On the left, there is a preview window showing a grid-like layout of form fields. On the right, there are four radio button options: 'Columnar' (which is selected), 'Tabular', 'Datasheet', and 'Justified'. At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Figure 4: Form Wizard step 2

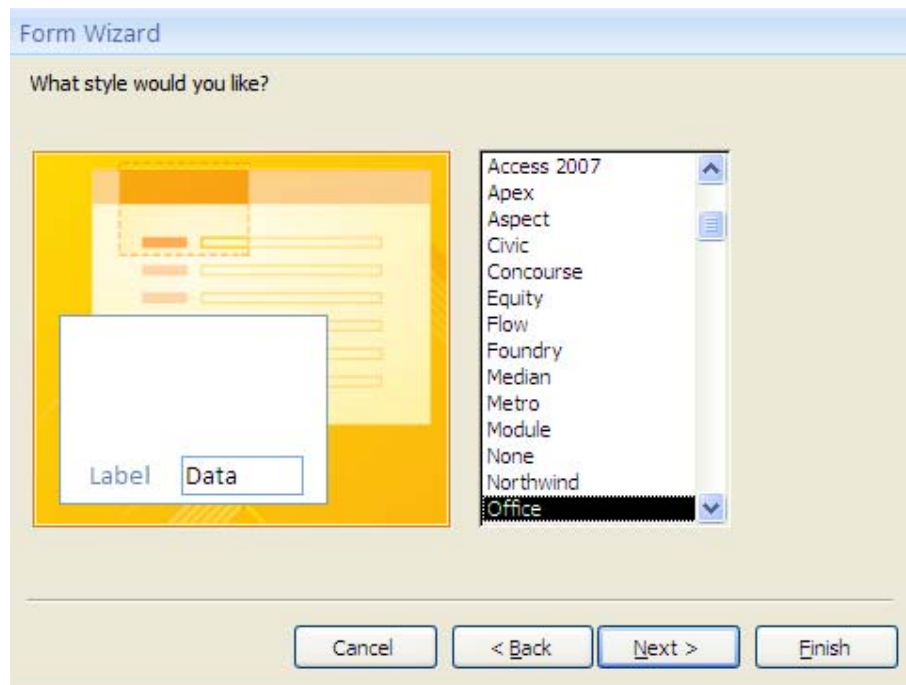


Figure 5: Form Wizard step 3

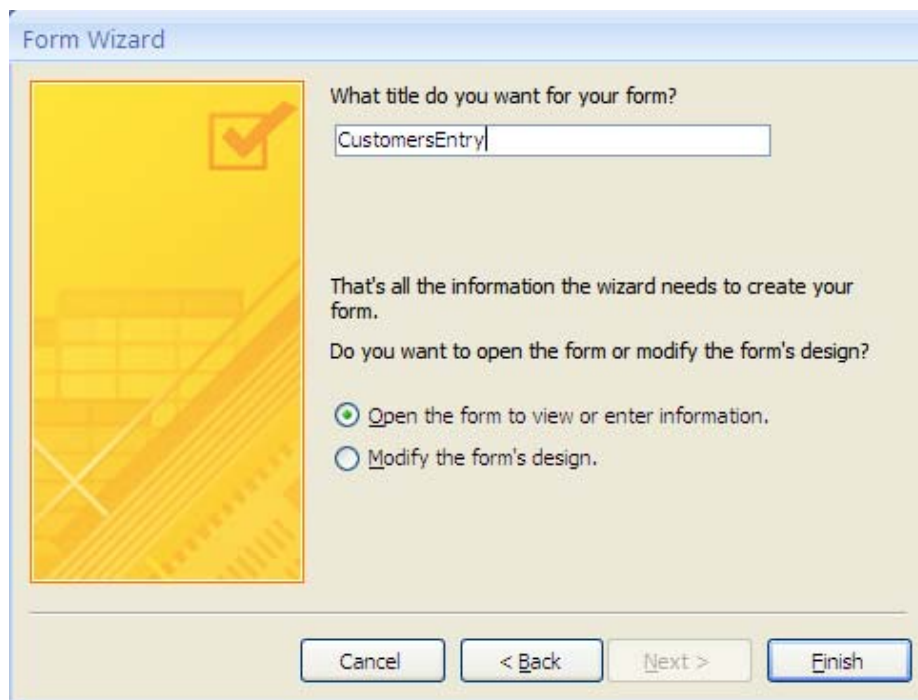


Figure 6: Form Wizard step 4

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 options by clicking on view on the home tab:



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  on the design tab of the menu bar if it's not already pressed in.
- 3 On the menu bar, 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.



Figure 7: Option Group Wizard step 1

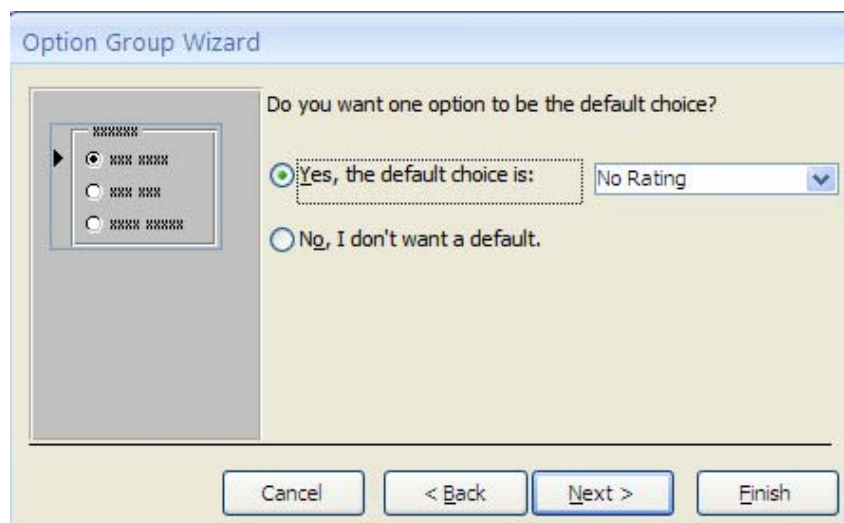
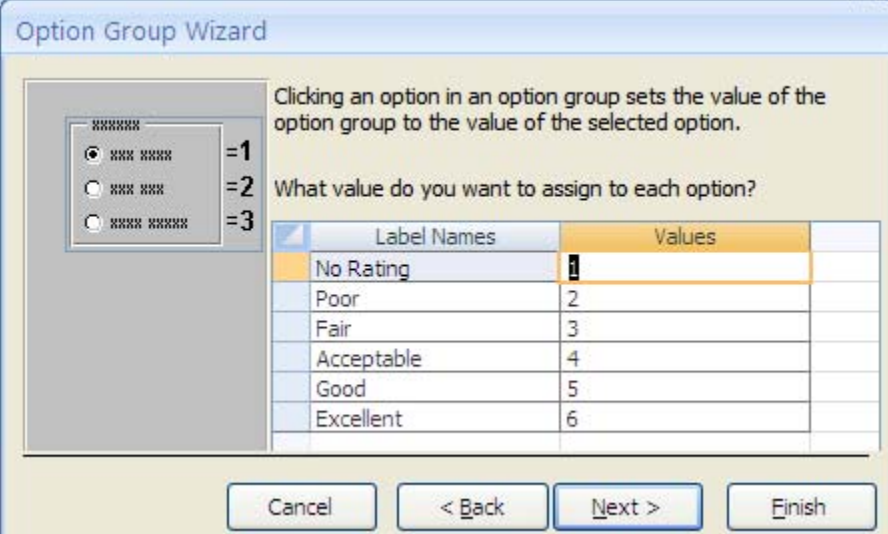


Figure 8: Option Group Wizard step 2



Option Group Wizard

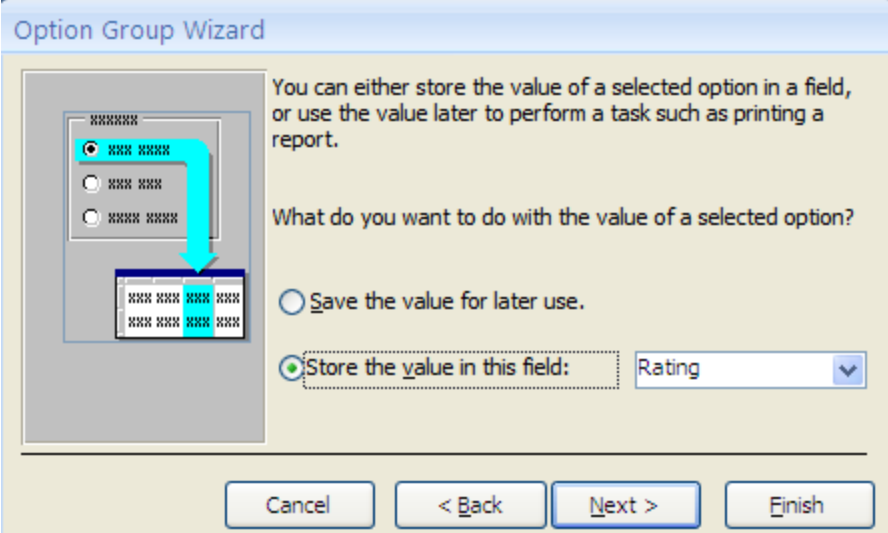
Clicking an option in an option group sets the value of the option group to the value of the selected option.

What value do you want to assign to each option?

Label Names	Values
No Rating	1
Poor	2
Fair	3
Acceptable	4
Good	5
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.

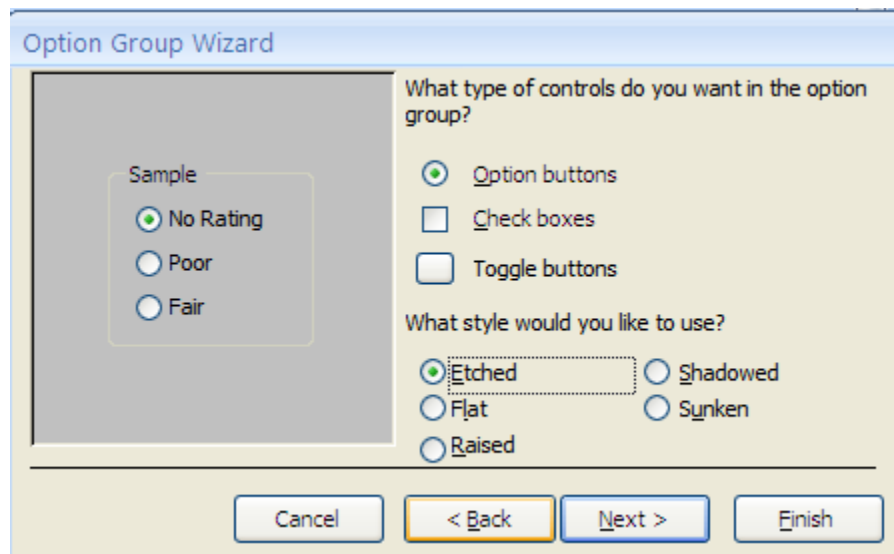
What do you want to do with the value of a selected option?

☐ Save the value for later use.

☒ Store the value in this field: Rating

Cancel < Back Next > Finish

Figure 10: Option Group Wizard step 4



The 'Option Group Wizard' dialog box is shown at step 5. On the left, a preview window titled 'Sample' displays three radio buttons: 'No Rating' (selected), 'Poor', and 'Fair'. The main area contains two sections. The first section, 'What type of controls do you want in the option group?', has three radio buttons: 'Option buttons' (selected), 'Check boxes', and 'Toggle buttons'. The second section, 'What style would you like to use?', has five radio buttons: 'Etched' (selected), 'Flat', 'Raised', 'Shadowed', and 'Sunken'. At the bottom are four buttons: 'Cancel', '< Back' (highlighted with a yellow border), 'Next >', and 'Finish'.

Figure 11: Option Group Wizard step 5



The 'Option Group Wizard' dialog box is shown at step 6. On the left, a preview window displays a checkered racing flag. The main area contains the text 'What caption do you want for the option group?' followed by a text box containing 'Customer Rating'. Below this, it says 'That's all the information the wizard needs to create your option group.' At the bottom are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Figure 12: Option Group Wizard step 6

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