MS Access Forms and Reports

Recall that MS Access allows you work with 7 objects :
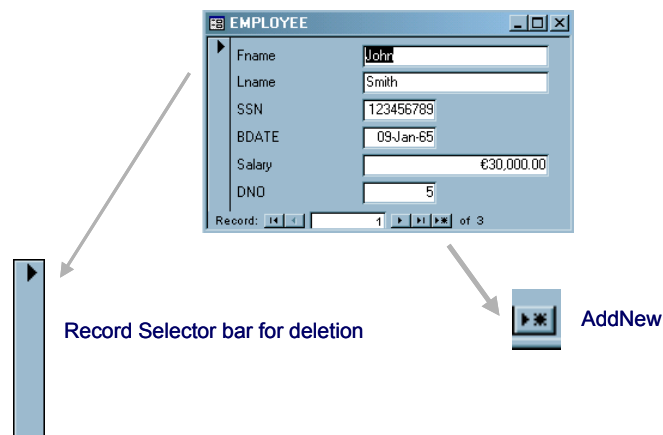•tables (relations)
•queries
•forms
•reports
•macros
•modules
•pages

Tables hold all data and contain attributes (known as fields) and tuples (known as records) and queries allow manipulation of the database.

This week you will work with Forms and Reports which allow data to be more easily input and output and viewed. You may want to begin by creating a single form using AutoForms: Columnar. Then you can refer to the assignment sheet and create the required form and subform.

MS Access Forms
Allow users to update database and view contents of database

Record Selector bar for deletion

AddNew

The above diagram shows a form for EMPLOYEE details from the Company Schema.

In creating your own forms, the first step is to choose *Form New.* Then you can choose from the many options available.
•Design View
•Wizards
•Autoforms for forms on a single table or query

Form Wizard is generally a good starting point.

Using `Autoforms: columnar`

Steps:

 Select Form New

 Choose `Autoform columnar`

 Choose source of table or query

From this form can:

 Add a record (using AddNew button)

 Delete a record (using record selector bar and DELETE)

 Modify a record (type changes and move to next record)

Customise Form

Design View allows you to view and change the properties of the form. You may want to change the size of text boxes or rearrange the order or change colours and fonts.

For any object:

Select object and right click on object to view properties window.

Multiple Forms using the `Form Wizard`

For each table select the columns you wish displayed (probably no need to have the same data value more than once on a form).

Follow steps as for the autoform but do not enter a table source in the recordsource list box. Just click OK.

All tables will be listed in next screen.

 Choose the tables and the columns you require.

 Then you may be asked which data is in the main form and which is in the subforms.

 Then have two options:

  •"From with Subform" option puts all data on the one form and is preferred for this assignment.

  • Linked forms is other option

 Then choose between datasheet or tabular view

 Choose style options.

`Design View`: creating forms manually

Allows the developer more control over how the form looks and how it performs. More time consuming but gives form a more personalised look.

Reports

Reports are used when output is to be presented on paper. e.g. compare the following two displays of information:

EMPLOYEE

Fname	Lname	SSN	BDATE	Salary	DNO
Alicia	Zelaya	999887777	19-Jul-68	€35,000.00	4
Franklin	Wong	333445555	08-Dec-55	€40,000.00	5
John	Smith	123456789	09-Jan-65	€30,000.00	5

EMPLOYEE : Table

Fname	Lname	SSN	BDATE	Salary	DNO
John	Smith	123456789	09-Jan-65	€30,000.00	5
Franklin	Wong	333445555	08-Dec-55	€40,000.00	5
Alicia	Zelaya	999887777	19-Jul-68	€35,000.00	4

Again, use the available wizards and choose tables and attributes that are required. Note that forms and reports can also use data generated from a query.

Options:
> GROUP BY
> SORTING (can sort by four fields)
> LAYOUT
>> Columnar
>> Tabular
>> Justified
> ORIENTATION
>> Portrait
>> Landscape

As well as working with the database you have developed, the emphasis for assignment 3 is on Graphical User Interface Design, i.e., the forms you create should have the following properties:

1. Correct functionality - i.e. when you enter data using the forms the data is stored in the correct tables.

2. Easy to view data - i.e. if information is very far apart on a form, or very close together then it may be confusing

3. Easy to view form - i.e. if the form background is bright yellow or the data is displayed in red it will viewing data difficult.

User Interface Design Issues
Easy to create a Windows Graphical User Interface with MS Access but not so easy to create a GUI that looks good and is easy to use! Beware of the over-use of colour and of the use of strong colours … use Windows "colour schemes" as a guide if in doubt or the default Wizard colours. The layout of information on your application is important.