

CA141 - Homework #8

Objective: Practice creating forms, editing, and using forms.

Assignment: Download the **Forms1** database from the class web site. **Forms1.zip** contains 4 files: the database and three graphics files. Change the database name by adding “your first name” to name your database **Forms1_yourfirstname**.

All Forms:

- 1) Name the forms appropriately, see class notes
 - ✓ Add the number before the name, to help me grade
 - ✓ Example: **1frmCheckOutBooks**
- 2) Only design the forms as shown, do not add more modifications, unless requested.

Create Forms

1. Create an Form for tbl_A_Books using the Form button (this use to be called AutoForm)
 - a. Change title to “Library Books – Add/Checkout”
 - b. Add Date & Time to Form; so formats are date ##-month-08 and time ##:## AM
 - c. Add logo from file *book.jpg*
 - d. Resize the Field Data Text Box controls to make them smaller and more appealing
 - e. Change Field Label to include spaces in the three field label names (FYI. This will change the captions related to the form, not the table captions)
2. Create a Split Form for tbl_C_MusicCDs.
 - a. Resize the Field Data Text Box controls to make them smaller and more appealing.
 - b. Change title to “My Music Collection”
 - c. Change title font to “Ravie”, font size “18”, and change the font color.
 - d. Add logo from file *CD.jpg*
 - e. Change the field label and field data text box font to Bodoni MT
 - f. Change the field data text box lines to be dashed and a different color. You pick the dash type and color.
 - g. Fix the field label MusicNumberID, Category, PricePaid, and InCar to make them more sensible to the user; like add spaces.
3. Create a Multiple Items Form for tbl_A_Cardholders
 - a. Resize the Field Data Text Box controls to make them smaller to remove the horizontal scroll bar in a normal window.
 - b. Change title “Library Cardholders”
 - c. AutoFormat to “Windows Vista” (bottom row & most right on line)
 - d. Add logo from file *book.jpg*
 - e. Fix the field labels CardholderID, LName, and FName to make them more sensible to the user; like add missing letters and spaces.

4. Use the Form Wizard to create a form for tbl_C_Songs.
 - a. Use all fields, columnar layout, Oriol style
 - b. Change title "Enter Songs"
 - c. Add logo from CD.jpg
 - d. Add "horizontal" Gridlines
 - e. Change field labels to match the picture below.
 - f. Make sure the looks "exactly" like the form below, use Layout view:

The screenshot shows a Microsoft Access form window titled "4frmSongs". The form is titled "Enter Songs" and features a CD icon. It displays the following data in a columnar layout:

Song ID	3
CD / Album	Greatest Hits
Song Name	Best of My Love
Length (min)	2.8

The status bar at the bottom indicates "Record: 3 of 7", "No Filter", and a "Search" button.

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5. Use the Form Wizard to create a form for tbl_B_Employee.
 - h. Use all fields, justified layout, Trek style
 - i. Change title "Library Cardholders"
 - j. Change field labels to match the picture below.
 - k. Adjust the form controls and format so your form looks "exactly" like the following form, use Layout view:
 - i. Hint move the field labels and field data text boxes at the same time.
 - ii. Use the shift key to select more than one box at a time.
 - iii. After selecting the pair of boxes, use the arrow keys to perform precision box movement.

4frmEmployee

Employee Information

EMPLOYEE ID	LAST NAME	FIRST NAME	PHONE
C02	Converne	Ed	(719) 266-1158

SICK ALLOW	VAC TAKEN	Dept Code	HIRE DATE
120	40	5	5/22/1991
SICK TAKEN	VAC ALLOW		ANNUAL SALARY
16	80		\$31,000.00

Record: 1 of 28 No Filter Search

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Use Form Data

1. Add Data
 - a. Form #1 Library Books – Add /Checkout - add a new book
 - b. Form #4 Library Cardholder - give yourself a library card
 - c. Form #1 Library Books – Add /Checkout - Check your new a library book!
2. Add Data
 - a. Form #5 Employee Information – add yourself as a new employee
 - b. Form #2 My Music Collection – add your favorite CD
 - c. Form #3 Enter Songs – add at least three songs from the favorite CD you entered
3. Find & Delete or Edit Data
 - a. Form #5 Employee Information – find and delete employee Kevin Malderer
 - b. Form #2 My Music Collection – find and delete Eric Clapton, From the Cradle CD
 - c. Form #2 My Music Collection – in the “Type” field find and replace type “CT” with “Cass”
4. Sort
 - a. Form #5 Employee Information – Which employees have been working at this company the longest? Print only the first page of records
 - b. Form #5 Employee Information – Which employees have used the most sick time? Print only the first page of records
5. Filter
 - a. Form #1 Library Books – Which books has McDonald checked out? Print only the first page of records.

- b. Form #2 My Music Collection – Which music CD or cassettes are in my car? Be very careful not to change the data value when selecting the field. Print only the first page.
- c. Form #2 My Music Collection – Which music CD or cassettes did I purchase for more than \$12.00? Use the “Number Filters” menu item. Print only the first page.

Hand In

1. Bring your five printouts to class.
2. Submit your homework file by uploading it via the class web site.
3. Due by April 15th by 6 pm.