

## 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*

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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 bottom of the form includes a status bar with "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*

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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.