

CA141 - Homework #9

Objective: Practice creating form/subform in form wizard and creating a form in design view.

Assignment: Download the **Forms2** database from the class web site. Change the database name by adding “your first name” to name your database **Forms2_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.
 - 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.

Create Forms

1. Create a form to show all employees in each department. Use Form/Subform ability for tbl_B_Departments and tbl_B_Employee using the Form Wizard.
 - a. Use all fields in tbl_B_Departments and only Employee_ID, LastName, FirstName, Phone, and HireDate in the subform.
 - b. Use tabular layout.
 - c. Use Windows Vista style.
 - d. Name form objects appropriately.
 - e. Use employee.jpg for logo.
 - f. Make sure the data boxes are wide enough so data is not cut off.
 - g. Remove the horizontal scroll bar in the subform, use Design view.
 - h. Make sure the looks “exactly” like the form below, use Design view:

FTA's Departments and Employees

Dept Code: 4
Dept Name: Sales

Department Employees:

Emp ID	LAST NAME	FIRST NAME	PHONE	HIRE DATE
D02	DePloy	Herman	(719) 871-5328	9/5/1995
F02	Furnish	Betty	(719) 775-3501	11/27/1995
H02	Hinsdale	Cheryl	(303) 932-5153	4/12/1997
O01	O'Reilly	Frances	(303) 932-9399	10/23/1993
S01	Schuartz	Geoffrey	(303) 931-7829	3/29/1993
S02	Skimter	David	(720) 762-6423	2/28/1998
W01	Wanly	Mike	(303) 824-7907	1/22/1996

Record: 1 of 8 No Filter Search

Record: 4 of 6 No Filter Search

2. Use tbl_B_Employees as source data to create the following form Design View to look exactly like the form below:
 - a. Add header/footer
 - b. Add line after header
 - c. Add rectangle around vacation and sick hours
 - d. Add calculated fields hours remaining for Vacation and Sick
 - e. Rename text labels as shown.
 - f. Set tab order to this – Emp ID, FName, LName, Phone, HDate, VacAll, VacTaken, VacRemaining, SickAllow, SickTaken, SickRemaining, Salary
 - g. Change background color in ID, Phone, Salary fields to “text light” using Property Sheet
 - h. Change background color to FName, LName to #EFD3D2 using Property Sheet
 - i. Format Salary to currency.
 - j. Add combo box just like on page 3’s picture.
 - k. All text and data labels are font Calibri, size 11 unless changed below:
 - l. Add Title, set to font Berlin Sans FB Demi, size 20
 - m. Vacation and Sick hours are bold, italic, font Calibri, size 11
 - n. Name data is font Book Antiqua, size 11, bold and italic
 - o. Make sure the looks “exactly” like the form below, use Design view:

FTA's Enter Employee Sick and Vacation Hours

Select Employee:

Emp ID	First Name	Last Name	Office Phone	Hire Date
H01	<i>Bonnie</i>	<i>Hererra</i>	(303) 289-4277	1/8/1993

<i>Vacation Hours</i>		<i>Sick Hours</i>	
Allow	80	Allow	120
Taken	60	Taken	24
<i>Hours Remaining</i>	20		96

Salary: \$41,000.00

Record: 15 of 28 | No Filter | Search

The screenshot shows a software window titled "2frmEmployeeSickVacation" with the main heading "FTA's Enter Employee Sick and Vacation Hours". A dropdown menu for "Select Employee:" is open, displaying a list of employees. The selected employee is H01 Hererra Bonnie. The form contains several input fields: "Emp ID" (H01), "First Name" (Bonnie), "Last Name" (Hererra), "Vacation Hours" (Allow: 80, Taken: 60), "Hours Remaining" (20), and "Salary" (Y01). The bottom status bar shows "Record: 15 of 28" and "No Filter".

View shows the Combo Box.

Use Form Data

1. Add Data

- a. Form #1 FTA's Department and Employees – Add a new department called "Transportation" and add three new employees in this new department.
- b. Form #2 FTA's Employee Sick and Vacation Hours – locate your new three employees and set their vacation allowed to 80, sick allowed to 120, and make up vacation hours taken, sick hours taken, and salary.

Hand In

1. No printouts required.
2. Submit your homework file by uploading it via the class web site.
3. Due by April 22nd by 6 pm.