Database Applications – Microsoft Access

Lesson 6B
Advanced Features on Custom Forms

Advanced Form Controls
In this lesson, you will continue building custom forms by adding some advanced form controls.
- Calculated Controls
- Find Records Combo Box
- Subforms
- Tab Order
You will also add additional formatting and work on form layout.
- Lines
- Rectangles
- Field Focus

Find Records Combo Box
In the last lesson, you added combo boxes to forms to help with data entry. In this lesson, you will add a combo box to find records.

Record Source
A form’s Record Source is the underlying table from which the form draws its data. If the Record Source is not properly defined, certain Access form features will not work. You must manually set the Record Source to a specified table or query for certain Access features to work.
When fields are selected from a field list, the record source is set to a SQL SELECT statement and no connection is made between the form and the tables containing the fields.
Regardless of what features you are including in your form, the first thing you should do with a custom form is to set the Record Source.

Calculated Control
A calculated control is an unbound control that contains an expression.
To use a calculated control in your form
- Add an unbound text box to your form
- Manually enter the expression in the unbound text box or use the Expression Builder to enter the expression
- Test the results of your expression by viewing the form in Form View
Forms with Subforms

Recall from Lesson 3 that when you create forms based on two tables, you create a main form and subform. Forms with subforms must be based on tables that are related through a common field.

Forms with subforms are often based on tables with a one-to-many relationship where the main form is the primary or "one" table and the subform is the related or "many" table.

Editing a Subform

A subform is a form placed on another form. Subforms are forms and can operate independently. When editing a subforms, you must open the independent subform in Design view.

You can open a subform in one of two ways:
- Double-click the form (subform) object in the Objects pane
- Select the subform in the main form, right-click the subform border, select Subform in New Window from the shortcut menu

End of Lesson

- Complete and submit the assigned exercises for this lesson.