



Access 2013: Presenting Data Visually

## Designing Forms for Real Users

### Beginning Access Objectives

In this lesson, you will learn how to:

1. Go to the Design View and use the Form Design Tools to edit the Form Fields.
2. View the Property Sheet for the Form and the individual Form Controls.
3. Add a picture to the Form Header and use the Property Sheet to resize the picture.
4. Arrange the Form Fields and edit the Tab Order.



© 2014 Comma Productions, LLC



## Lesson 6 : Designing Forms for Real Users

### 1. Readings

Read Lesson 6 in the Beginning Access guide, page 129-150.

### Project

Edit the Form Controls with the Form Design Tools and the Property Sheet.

### Downloads

[FrontRowVideo Begin6.accdb](#)  
[popcorn1.gif](#), [popcorn2.gif](#),  
[popcorn3.gif](#), [popcorn4.gif](#),  
[movies1.gif](#).

[Brown Bag Lunch ver6.accdb](#)  
[BB Customers Logo.jpg](#)  
[Brown Bag Logo.jpg](#)  
[Lunch1.gif](#), [Lunch2.gif](#), [Lunch3.gif](#),  
[Lunch4.gif](#)

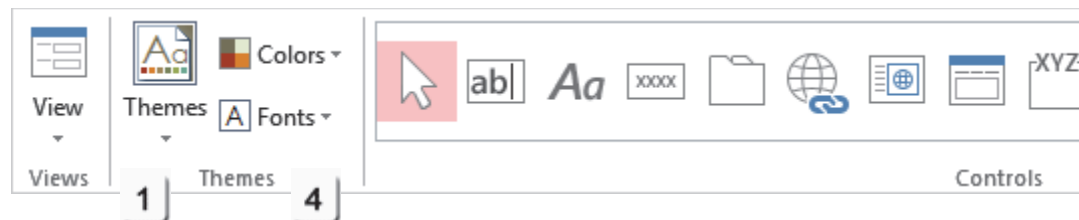
### 2. Practice

Complete the Practice Activity on page 151.

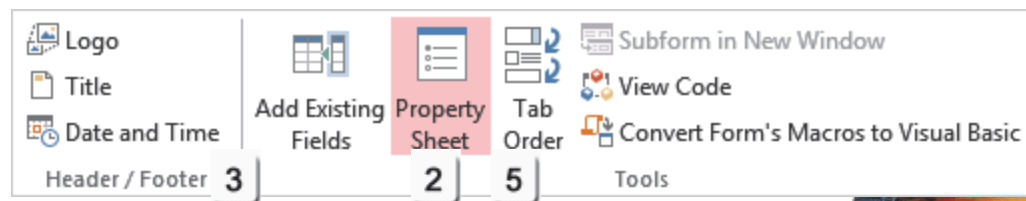
### 3. Assessment

Review the Test questions on page 152.

#### Form Design Tools: Design



#### Form Design Tools: Design



### Menu Maps

From the **Home Ribbon**.

[Home ->Views->View->Design View](#), page 133

From the **Form Design Tools: Design Ribbon**.

1. [Form Design Tools](#), page 134
2. [Form Design Tools ->Design->Tools->Property Sheet](#), page 136
3. [Form Design Tools ->Design->Header/Footer->Logo](#), page 138
4. [Form Design Tools ->Format->Font](#), page 144
5. [Form Design Tools ->Design->Tools->Tab Order](#), page 146





## Forms: Designing for Real Users

A **Real User** is the person who has to use your database to get their job done. If your Forms are easy to enter information, then the data will get typed in. If not,...images of playing whack-a-programmer come to mind. Real Users get real frustrated if the Form does not behave as expected. Each time the Form is changed, we will test it to see if it still works.

The screenshot shows a Microsoft Access form titled "Customers". The form has a header section with a stack of books icon and the title "Customers". Below the header, there are several text boxes for data entry:

- CustomerID: 2
- Home Phone: (810) 555-1212
- LastName: Poohbah
- Address1: 123 Main Street
- City: Brighton
- Mobile Phone:

The form is overlaid with a collection of Disney Pixar Cars toys, including Lightning McQueen, Mater, and others.

This lesson looks at **Form Design** from the User's perspective and corrects two common Form errors: Tab Order and Cycle (how the Form acts when you Tab to the end of the Form Fields.)



## Before You Begin

This demonstration uses the Front Row Video database that we programmed in the previous lessons. You can continue with the database you have been working on. You can also download the sample Access database at the beginning of this lesson.

### 1. Try it: Open the Sample Database

Go to the Documents folder.

Open the sample database:

[FrontRowVideo Begin6.accdb](#)

**What Do You See?** There are two

Tables:

tblCustomers

tblMovies

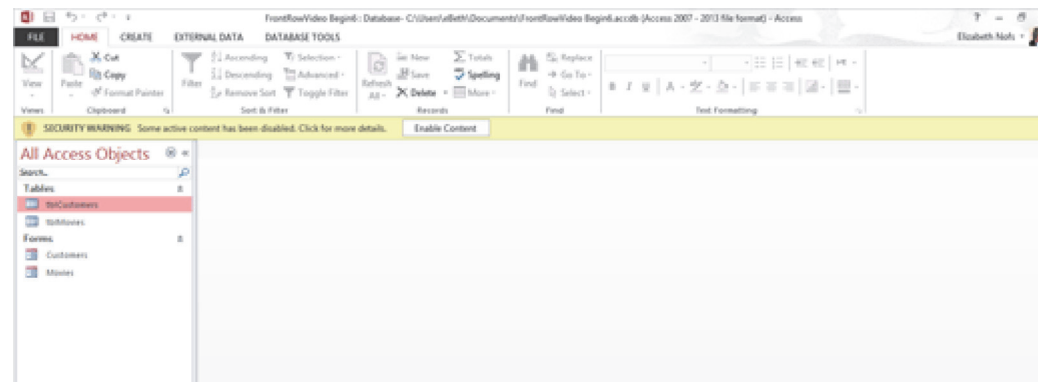
There are two Forms as well:

Customers

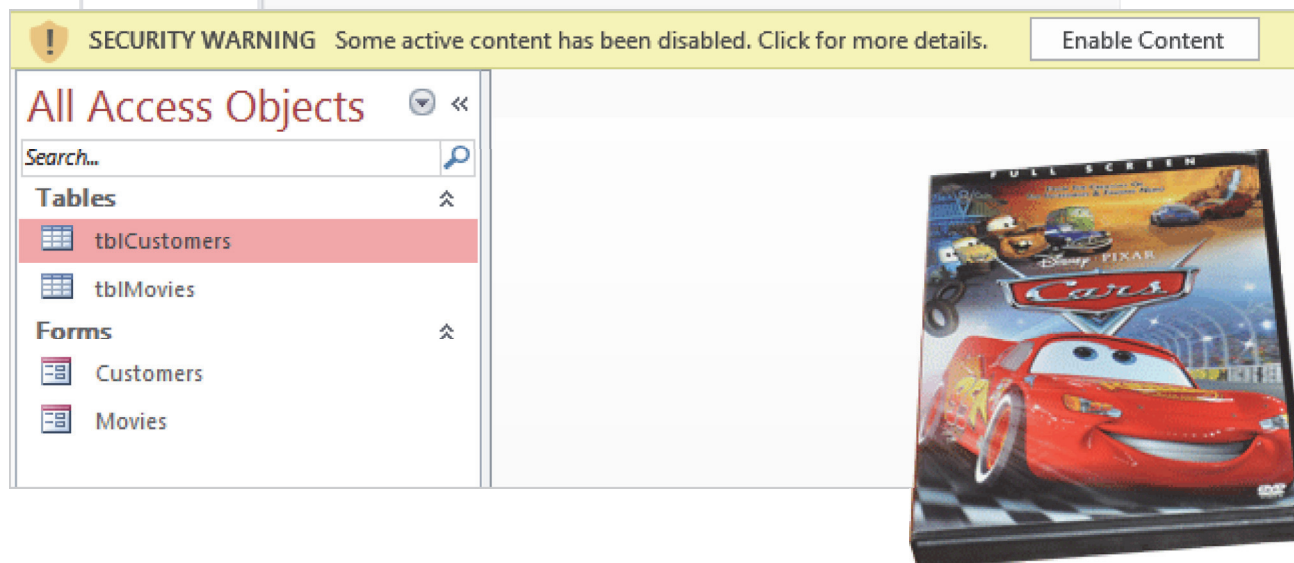
Movies

**What Else Do You See?** This database may have a Security Warning. In order to edit the objects and save your work, you need to click on **Enable Content**.

## Microsoft Access: Enable Content



1







## Change the View

The previous lesson considered the options available when a Form is in **Layout View**. This lesson uses the **Design View**.

### 2. Try it: Go to the Design View

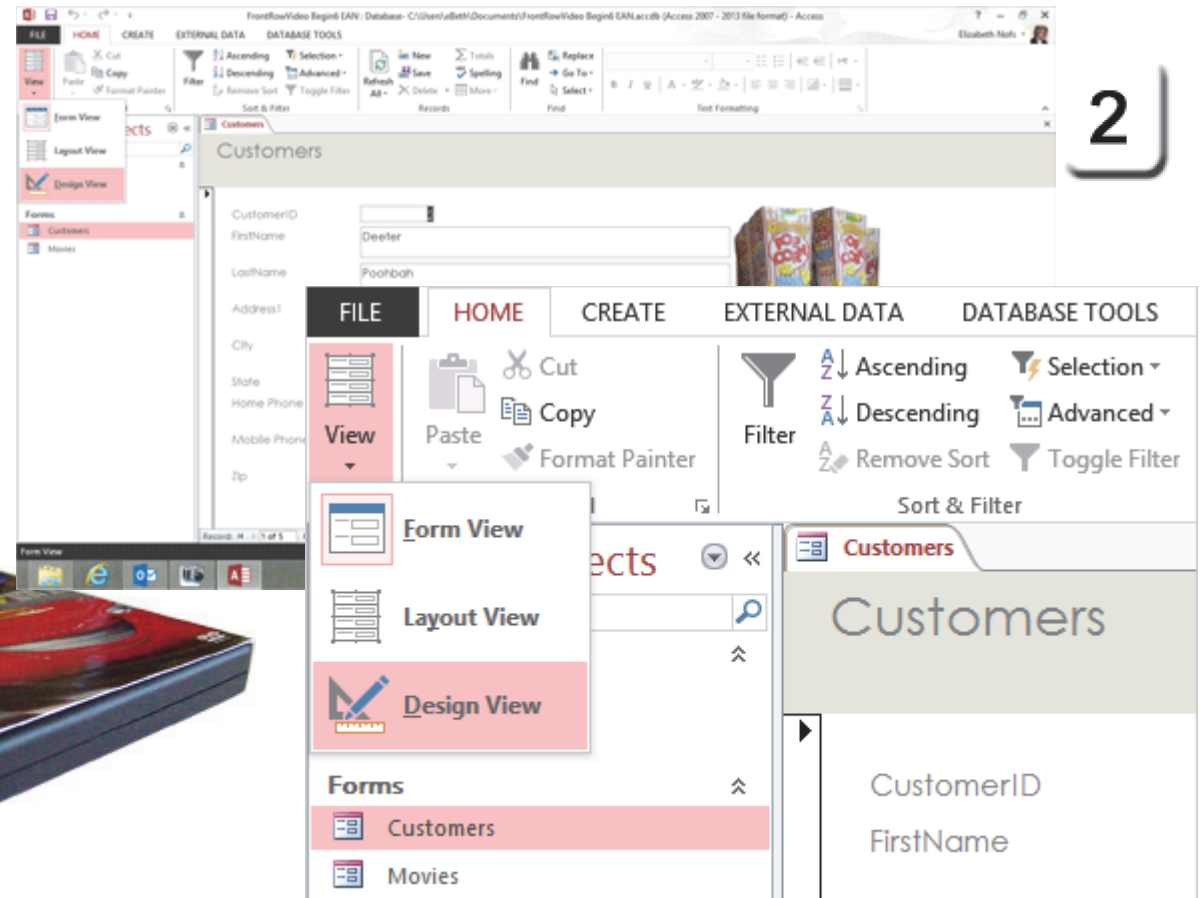
Go to the Access Navigation Panel. Double-click the Customer Form to open it.

Go to **Home ->Views->View**. Click on **Design View**.

Keep going, please...



Home ->Views->View->Design View



Exam 77-424: Microsoft Access 2013  
1.0 Create and Manage a Database  
1.3 Navigate Through a Database: Change Views



## Hello, Design View

### 3. Try it: Review the Form Design Tools

There are three Form Design Ribbons: Design, Arrange and Format.

#### The Design Ribbon includes:

Views  
Themes  
Controls  
Header/Footer  
Tools

#### The Arrange Ribbon includes:

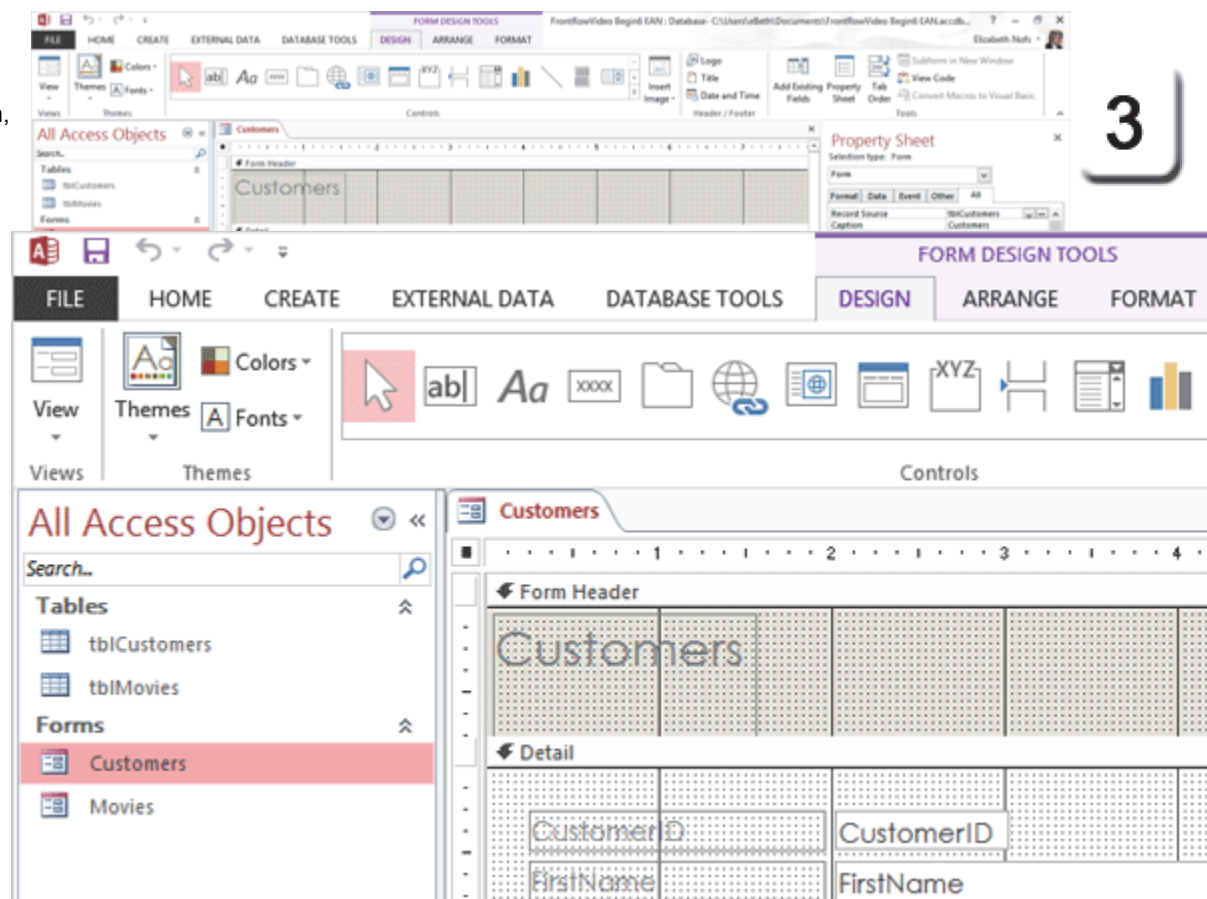
Table  
Rows & Columns  
Merge/Split  
Move  
Sizing & Ordering

#### The Format Ribbon includes:

Selection  
Font  
Number  
Background  
Control Formatting

Keep going, please...

## Form Design Tools



Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.3 Format a Form : Modify Existing Forms



## Form Headers and Detail

### 4. Try This: Find the Sections

A Microsoft Access Form may have many sections. Each section has a purpose. The **Form Header** is used for navigation and corporate logos. Users look for clues or signs that they are on the right page. Color and images are part of good form design.

The **Detail** section is used for the Form Fields. This is the data from the Customer Table, tblCustomer.

Here are the changes we will make to the Customer Form:

1. Edit the Label on the Form Header
2. Insert a picture
3. Change the Layout
4. Fix the Tab Order
5. Change the Form Properties



### Form Design Tools

The screenshot shows the Microsoft Access 2013 interface. The ribbon at the top is set to 'FORM DESIGN TOOLS' with sub-tabs: FILE, HOME, CREATE, EXTERNAL DATA, DATABASE TOOLS, DESIGN, ARRANGE, and FORMAT. The 'DESIGN' tab is active. On the left, the 'All Access Objects' pane shows 'Forms' > 'Customers' selected. The main window displays the 'Customers' form in Design View. The form has a 'Form Header' section with a title 'Customers' and a 'Detail' section with four fields: 'CustomerID', 'FirstName', 'LastName', and 'Address1'. A 'Property Sheet' pane is visible on the right, showing properties for the selected 'Form Header' section. A large number '4' is overlaid on the right side of the screenshot.

Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.3 Format a Form: Design View



## Form Controls: Labels

A **Label** is a simple box to display your descriptions. This step edits the Label in the Form Header by editing the Property Sheet.

### 5. Try it: Find the Property Sheet

The Customer Form is open in Design View.

Go to the Form Header.

Select a Label: Customers.

Go to **Form Design Tools ->Design->Tools**.

Click on **Property Sheet**.

**What Do You See?** The Property Sheet for the Label shows the following:

Name: Label18

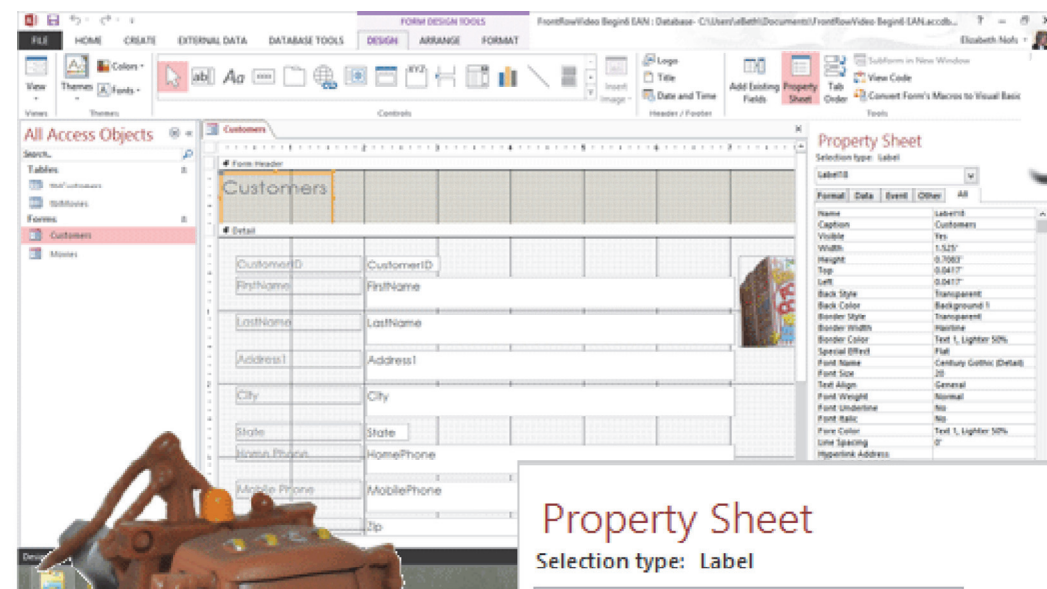
Caption: Customers

Visible: Yes

And more...keep going...

**Memo to Self:** The name in your Property Sheet may or may not match the example on this page. That is OK.

## Form Design Tools ->Design->Tools->Property Sheet



| Property Sheet        |           |
|-----------------------|-----------|
| Selection type: Label |           |
| Label18               |           |
| Format                | Data      |
| Name                  | Label18   |
| Caption               | Customers |
| Visible               | Yes       |
| Width                 | 1.525"    |
| Height                | 0.7083"   |
| Top                   | 0.0417"   |
| Left                  | 0.0417"   |

Exam 77-424: Microsoft Access 2013  
 4.0 Create Forms  
 4.3 Format a Form: Design View (Properties)





## Edit the Label

### 6. Try it: Edit the Label

Click on the Label to select it.

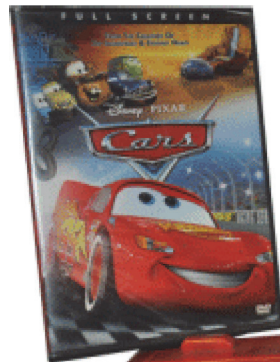
Edit the following Properties:

Name: CustomerLabel

Left: 2

**What Do You See?** The Label is now placed 2" from the Left edge of the Form.

Keep going...



Form Design Tools ->Design->Tools->Property Sheet

**Customers**

Form Header

Customers

Detail

|            |            |
|------------|------------|
| CustomerID | CustomerID |
| FirstName  | FirstName  |
| LastName   | Last       |
| Address1   | Add        |
|            | City       |

**Property Sheet**

Selection type: Label

CustomerLabel

| Format  | Data          | Event | Other | All |
|---------|---------------|-------|-------|-----|
| Name    | CustomerLabel |       |       |     |
| Caption | Customers     |       |       |     |
| Visible | Yes           |       |       |     |
| Width   | 1.525"        |       |       |     |
| Height  | 0.7083"       |       |       |     |
| Top     | 0.0417"       |       |       |     |
| Left    | 2"            |       |       |     |

Exam 77-424: Microsoft Access 2013  
 4.0 Create Forms  
 4.2 Set Form Controls: Manage Labels (Edit Label Properties)



## Add a Logo

You can use the Form Design Tools to add a **Logo** to this Header. Here are the steps.

### 7. Try it: Add a Logo to the Header

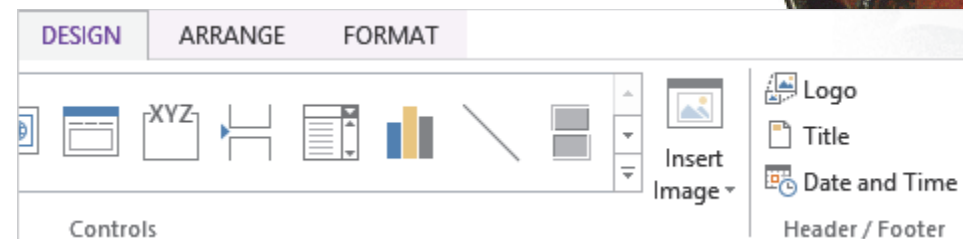
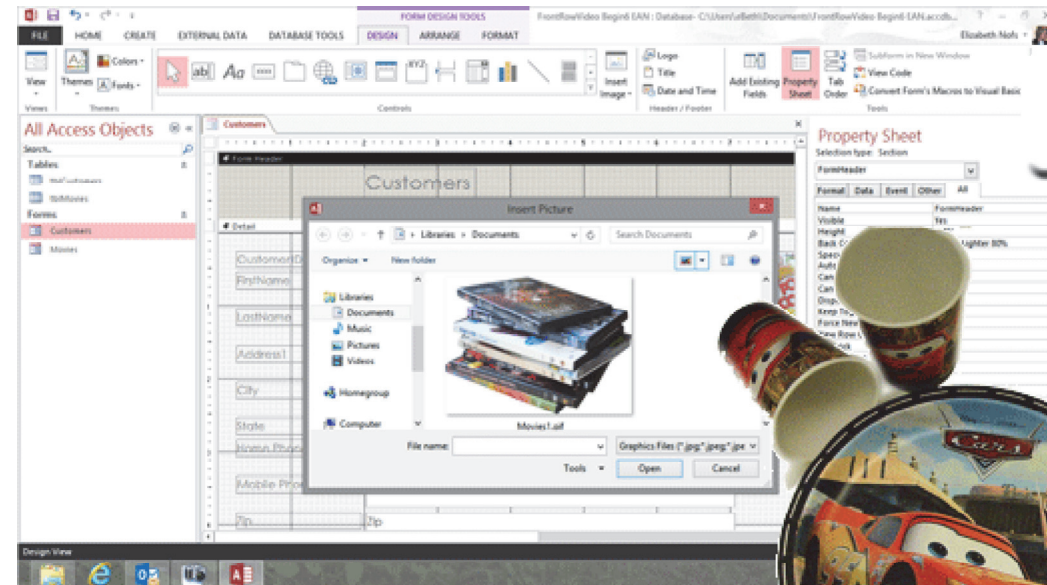
The Customer Form is open in Design View.  
Click on the Form Header to select it.  
Go to **Form Design Tools ->Design**.  
Go to **Header/Footer->Logo**.

**What Do You See?** You will be prompted to Browse for an image.  
Go to the Documents folder.  
Select an image: movies1.gif

Click **OK**. Keep going...

**Memo to Self:** It is not necessary to MATCH the images in this lesson. You can use your own pictures if you wish.

## Form Design Tools ->Design->Header/Footer->Logo



Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.3 Format a Form: Insert Images



## Resize the Logo

### 8. Try it: Edit the Logo

Click on the Logo to select it.

Edit the following Properties:

Name: FrontRowLogo

Size Mode: Zoom

Picture Alignment: Center

Width: 1.5"

Height: 1"

Top: 0.0417"

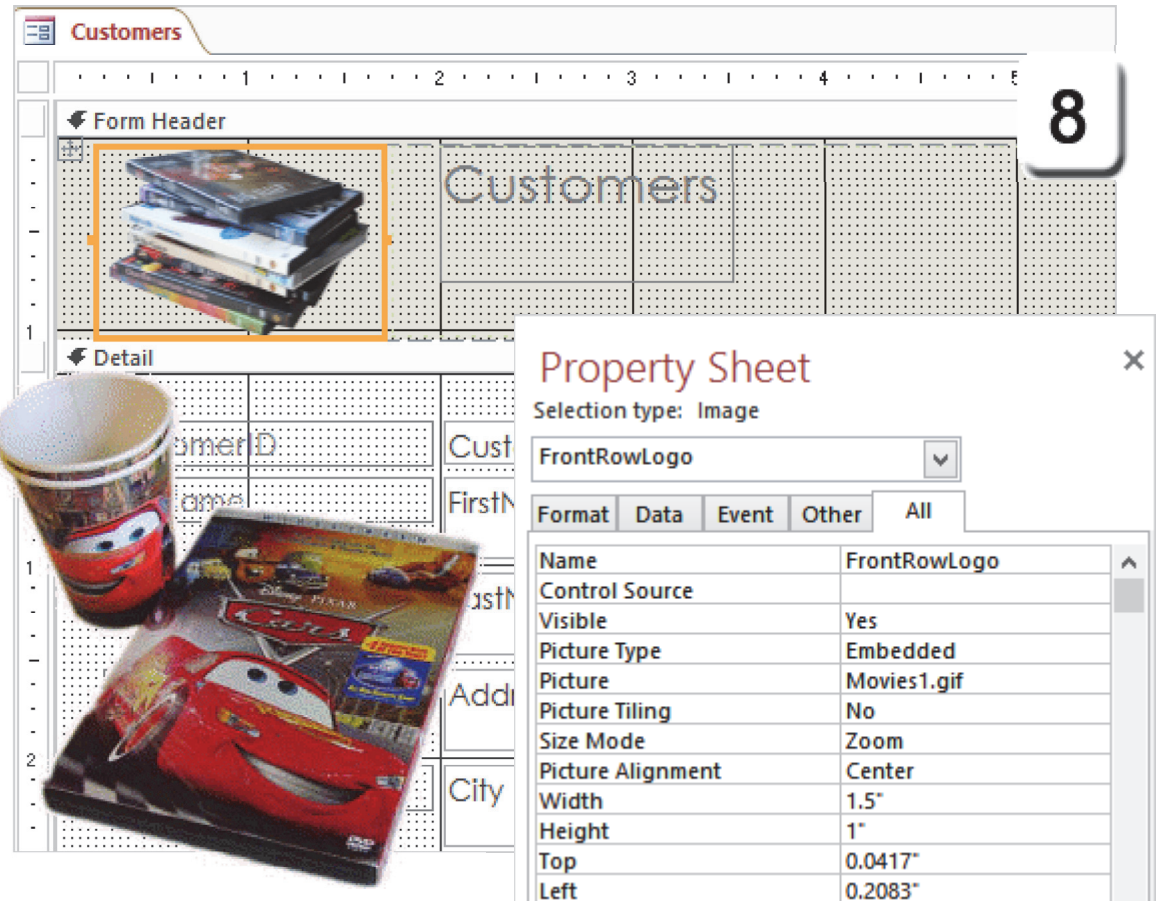
Left: 0.2083"

**What Do You See?** The Logo is now resized to be 1.5" x 1".

**What Else Do You See?** The Page Header did NOT automatically resize when you changed the Logo. Please resize the Page Header.

Looking good. Keep going...

Form Design Tools ->Design->Header/Footer->Logo



**Property Sheet**

Selection type: Image

FrontRowLogo

| Format            | Data         | Event | Other | All |
|-------------------|--------------|-------|-------|-----|
| Name              | FrontRowLogo |       |       |     |
| Control Source    |              |       |       |     |
| Visible           | Yes          |       |       |     |
| Picture Type      | Embedded     |       |       |     |
| Picture           | Movies1.gif  |       |       |     |
| Picture Tiling    | No           |       |       |     |
| Size Mode         | Zoom         |       |       |     |
| Picture Alignment | Center       |       |       |     |
| Width             | 1.5"         |       |       |     |
| Height            | 1"           |       |       |     |
| Top               | 0.0417"      |       |       |     |
| Left              | 0.2083"      |       |       |     |

Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.3 Format a Form: Format the Image Properties



## Format the Header

### 9. Try it: Format the Header

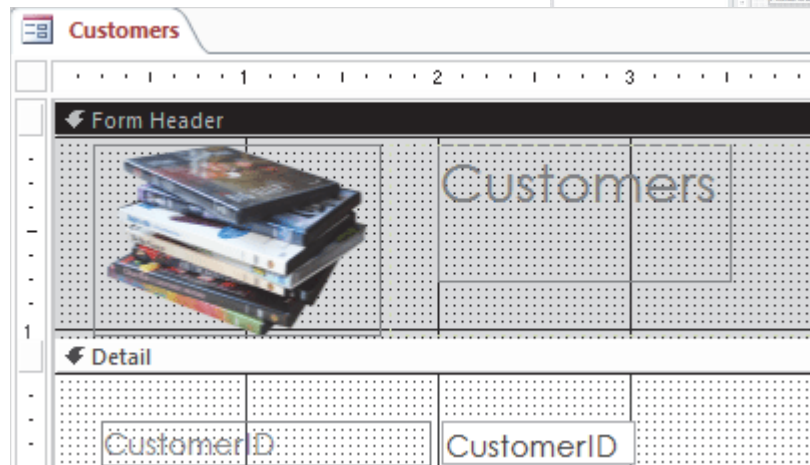
The **Form Header** is selected.

Go to **Property Sheet-> All**.

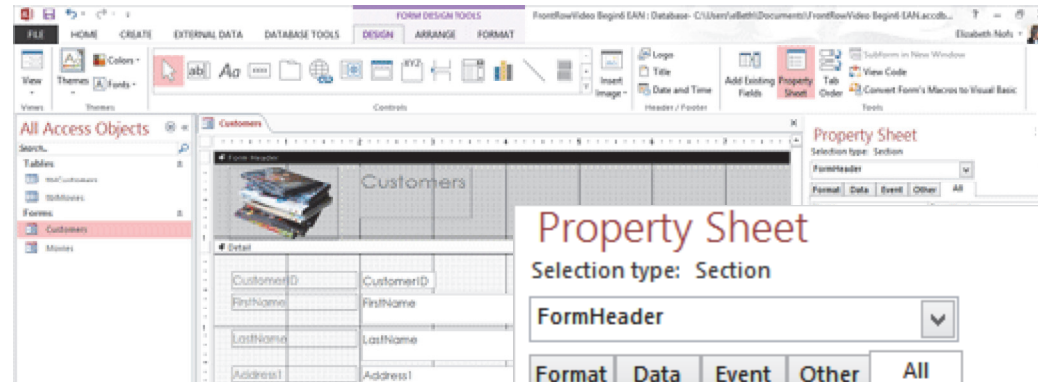
Click on **Back Color**.

Use the **three-dot builder** to select a **Theme Color**: Light Grey 2.

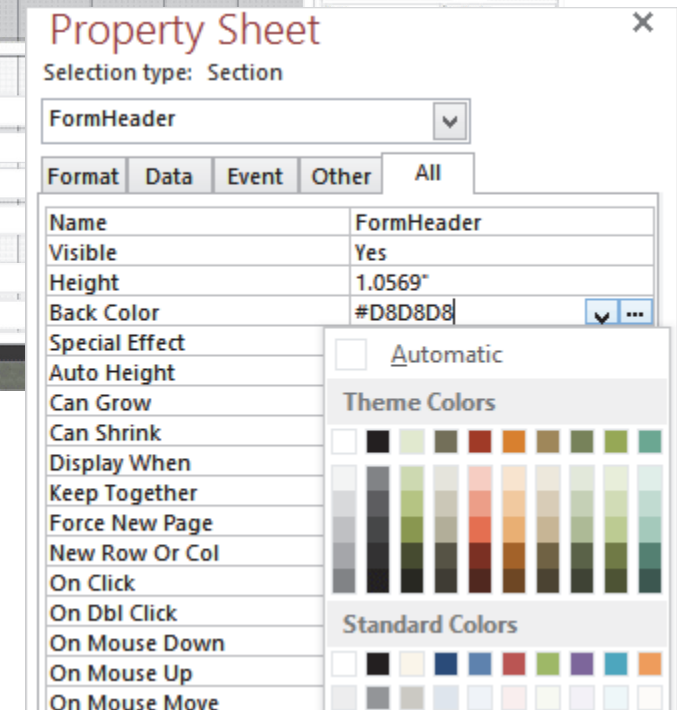
So far, so good.



Form Design Tools ->Design->Tools->Property Sheet



9



Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.3 Format a Form: Format the Background Color





## Working with Form Controls

Each Form Field has two parts: Label and Control. The previous pages looked at the Label and the various Properties that can be edited to resize and position the Label.

The **Control** is where users enter and change data. The **Detail** Section of this Form has several Controls that we will edit and arrange.

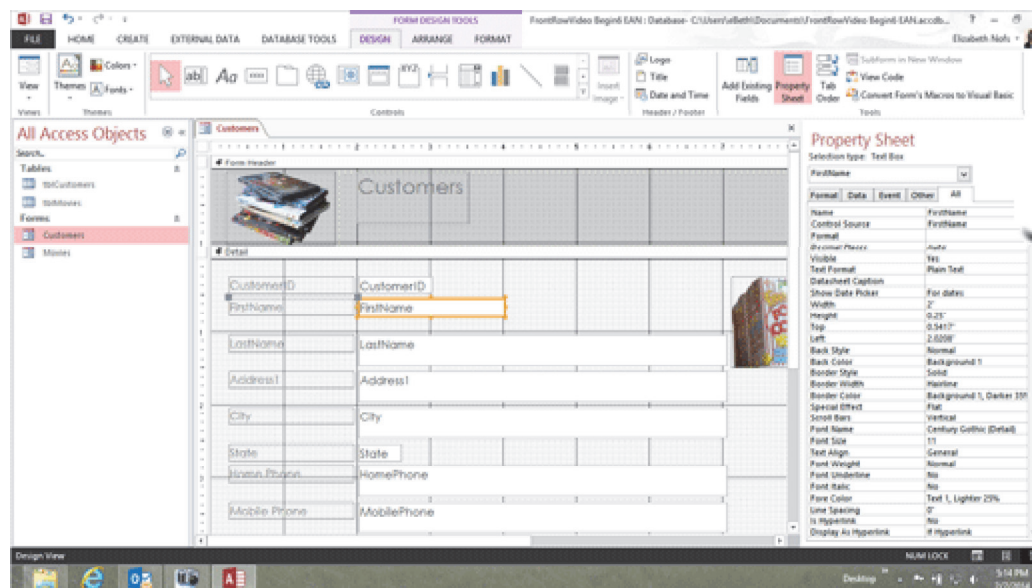
### 1. Try it: Select the Control

Select the FirstName Control.

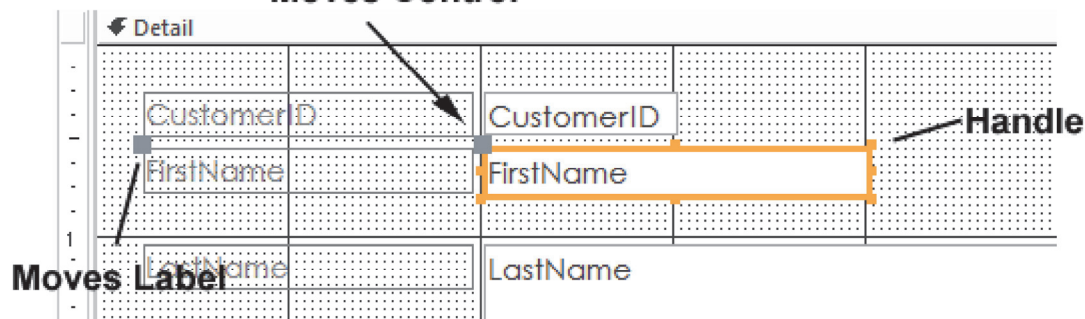
**What Do You See?** The FirstName Control is highlighted. There are small square **handles** in each corner and side that can be used to resize the Control.

The Label and the Control both have special handles in the upper left corner that can be used to move them independently.

Keep going...



## Moves Control



Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.2 Set Form Controls: Move Form Controls



## Select Multiple Controls

Say there are a half dozen Controls that you would like to resize. You can select and edit them all at the same time.

### 2. Try it: Select Multiple Controls

Hold the Control (Ctrl) key on the keyboard as you select all of the Controls in the Detail Section of the Customers Form, EXCEPT the State Control.

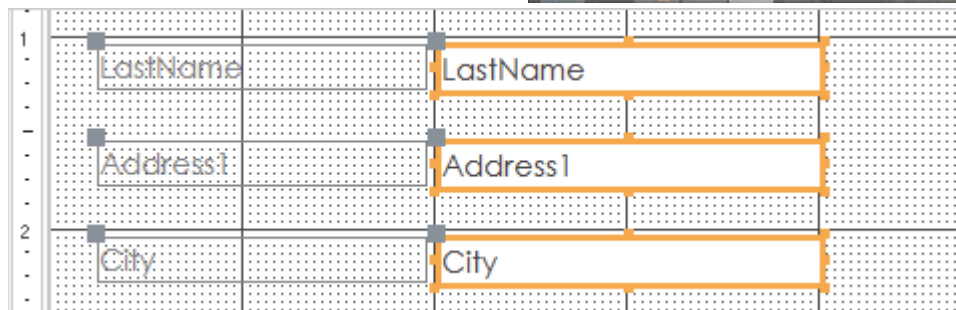
### Try This, Too: Resize Multiple Controls

Go to the Property Sheet.

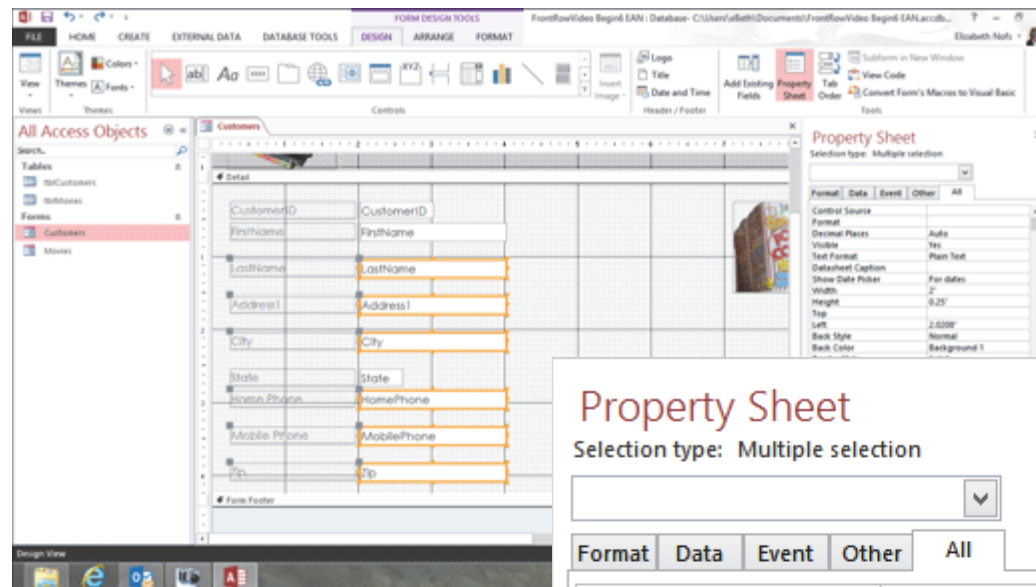
Edit the Width: 2"

Edit the Height: 0.25"

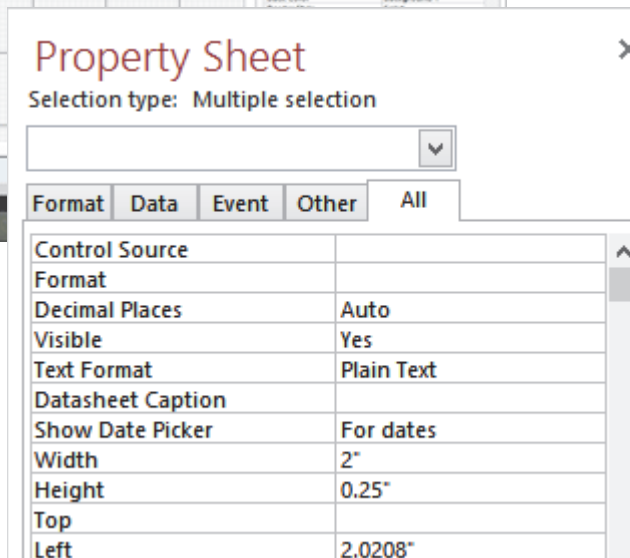
Keep going...



## Form Design Tools ->Design->Tools->Property Sheet



2



Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.2 Set Form Controls: Move Form Controls



## Reposition the Controls

The Customer Form collects information that can be used for billing, reports and mail merges. This step arranges the Form Controls as they would look on an address label or receipt.

### 3. Try it: Move the Controls

Select the Controls one by one.

Resize and move them as shown on this page.

Keep going...!

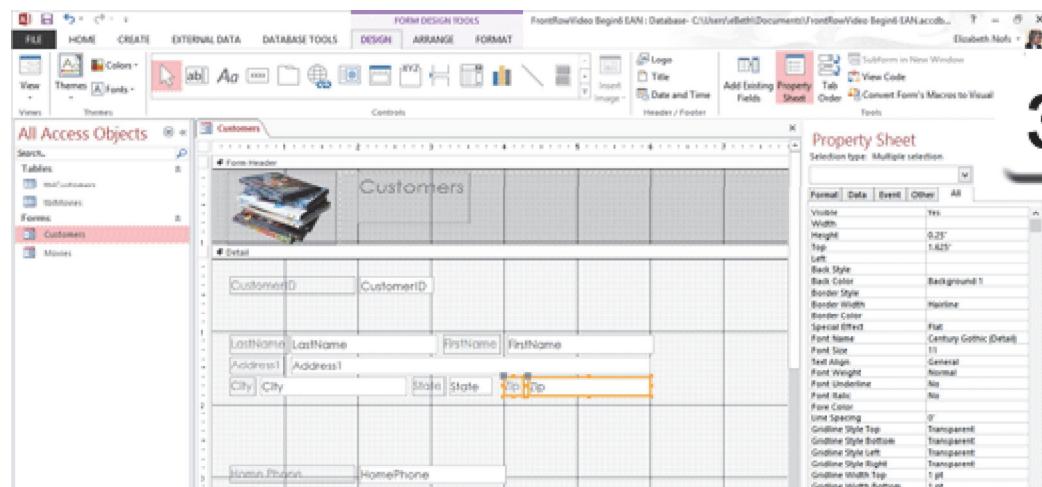
**Memo to Self:** You can instantly resize a Label so that it fits the text.

### Try this: Select the Label

Place your cursor on the bottom right handle. When you see a double arrow, double click. Access will resize the Label precisely.

**Don't Forget:** You can move a Label and Control separately by using the grey handle in the upper left corner.

## Form Design Tools



**Detail**

|            |            |           |           |
|------------|------------|-----------|-----------|
| CustomerID | CustomerID |           |           |
| LastName   | LastName   | FirstName | FirstName |
| Address1   | Address1   |           |           |
| City       | City       | State     | State     |
|            |            | Zip       | Zip       |

Exam 77-424: Microsoft Access 2013  
 4.0 Create Forms  
 4.2 Set Form Controls: Move Form Controls



## Format the Controls

In this business scenario, the Front Row Video employees look up customers by their phone numbers. So, the phone number is critical data that users need to enter.

You can make the phone number very obvious by moving it to the top of the form and formatting the size and color.

### 4. Try it: Format the Controls

Place the HomePhone Control at the top of the Detail Section.

Both the Label and the Field are selected.

Go to **Form Design Tools ->Format**.

Go to the **Font** group and select:

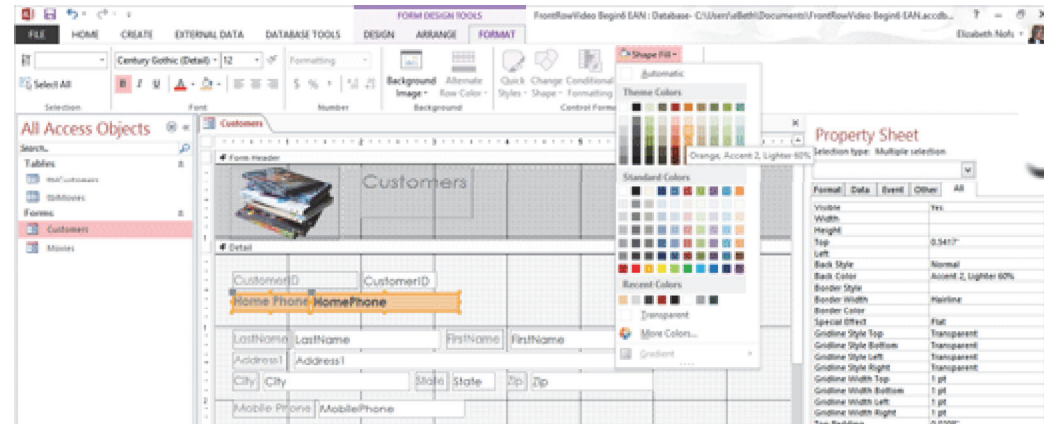
Size: 12

Attribute: Bold

Fill: Orange, Accent 2, Lighter 60%.

Keep going...

### Form Design Tools ->Format->Font



| Detail       |             |           |           |     |     |
|--------------|-------------|-----------|-----------|-----|-----|
| CustomerID   | CustomerID  |           |           |     |     |
| Home Phone   | HomePhone   |           |           |     |     |
| LastName     | LastName    | FirstName | FirstName |     |     |
| Address1     | Address1    |           |           |     |     |
| City         | City        | State     | State     | Zip | Zip |
| Mobile Phone | MobilePhone |           |           |     |     |

Exam 77-424: Microsoft Access 2013

4.0 Create Forms

4.3 Format a Form: Form Design Tools





## Test the Form

Whenever you change a Form, it is a good idea to go back to Form View and test it.

Tab through your Form. Does it advance to the next Field as you expected?

### 5. Try it: Test in Form View

The Customer Form is open in Design View. Go to **Form Design Tools ->Design->View**. Select a View: **Form View**

### Try This, Too: Test the Tab Order

Use the keyboard to **Tab** to each Field.

**What Do You See?** Does Tab begin at the top with the Home Phone, or First Name?

What happens after you Tab through all of the Fields. Does it return (**Cycle**) to the first Field on this Customer or go to the next Customer?

Good questions. Turn the page to see...

## Form Design Tools ->Design->View->Form View

Customers

CustomerID

Home Phone

LastName  FirstName

Address1

City  State  Zip

Mobile Phone

Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.3 Format a Form: Modify Tab Order in Forms



## Form Design: Tab Order

Forms that Tab around like a ping pong ball can get old very fast. The **Tab Order** can be fixed with the Form Design Tools.

### Before You Begin: Go to the Design View

The Customer Form is still open.

Go to **Form Design Tools ->Design->View**.

Select a View: **Design View**.

### 6. Try it: Edit the Tab Order

Go to **Form Design Tools ->Design->Tools**.

Click on **Tab Order**.

You will be prompted to edit the Tab Order:

Click on **Auto Order**.

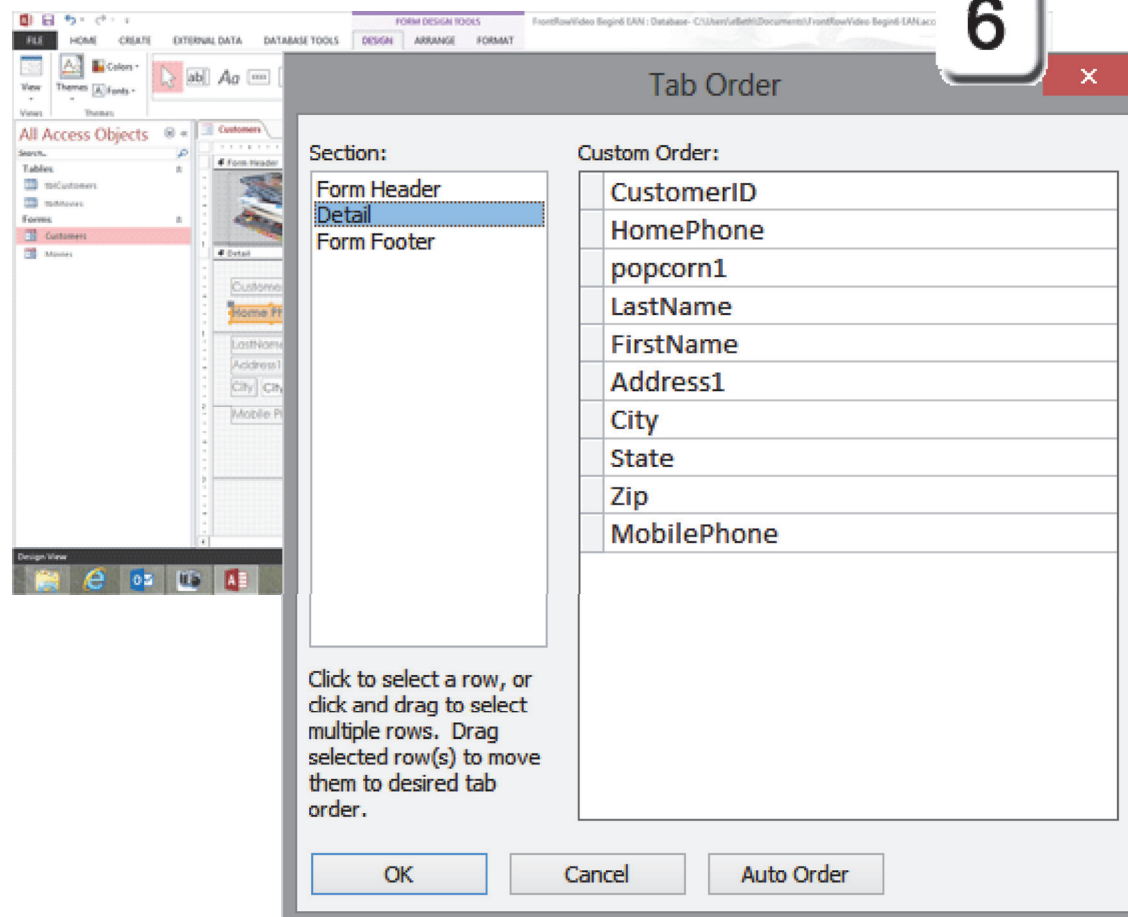
**What Do You See?** The Fields in the Detail Section will be reordered as they appear, top to bottom, in the Customer Form.

**What Else Do You See?** You can drag the rows by hand if you wish.

Click **OK**.

Keep going, please...

Form Design Tools ->Design->Tools->Tab Order



Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.3 Format a Form: Auto-Order Forms



## Form Design: Cycle Records

**Cycle** is the term used to describe what happens after you Tab to the last Form Field. You can stay in the current record and Tab back to the top. You can also advance to the next record until you have tabbed through all of them. Cycle is in the Form Properties.

### Before You Begin: Select the Form

Click on the **Form Selector**, the small square at top where the two rulers meet.

### 7. Try it: Edit the Cycle Property

The Customer Form is open in Design View.  
The Form is selected.

Go to **Form Design Tools ->Design->Tools**.

Click on **Property Sheet**.

Go to the **Other Tab**.

Click on **Cycle: All Records**.

Select: **Current Record**.

Keep going...

Form Design Tools ->Design->Tools->Property Sheet

**Form Selector**

Customers

Form Header

Customers

Detail

Customer ID

Home Phone

HomePhone

LastName

Address1

**Property Sheet**

Selection type: Form

Form

Format Data Event Other All

|                   |                |
|-------------------|----------------|
| Pop Up            | No             |
| Modal             | No             |
| Cycle             | Current Record |
| Ribbon Name       | All Records    |
| Toolbar           | Current Record |
| Shortcut Menu     | Current Page   |
| Menu Bar          |                |
| Shortcut Menu Bar |                |

Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.3 Format a Form: Modify Tab Order in Forms



## Test it, Again

### 8. Try it: Test in Form View

The Customer Form is open in Design View.  
Go to **Form Design Tools ->Design->View**.  
Select a View: **Form View**

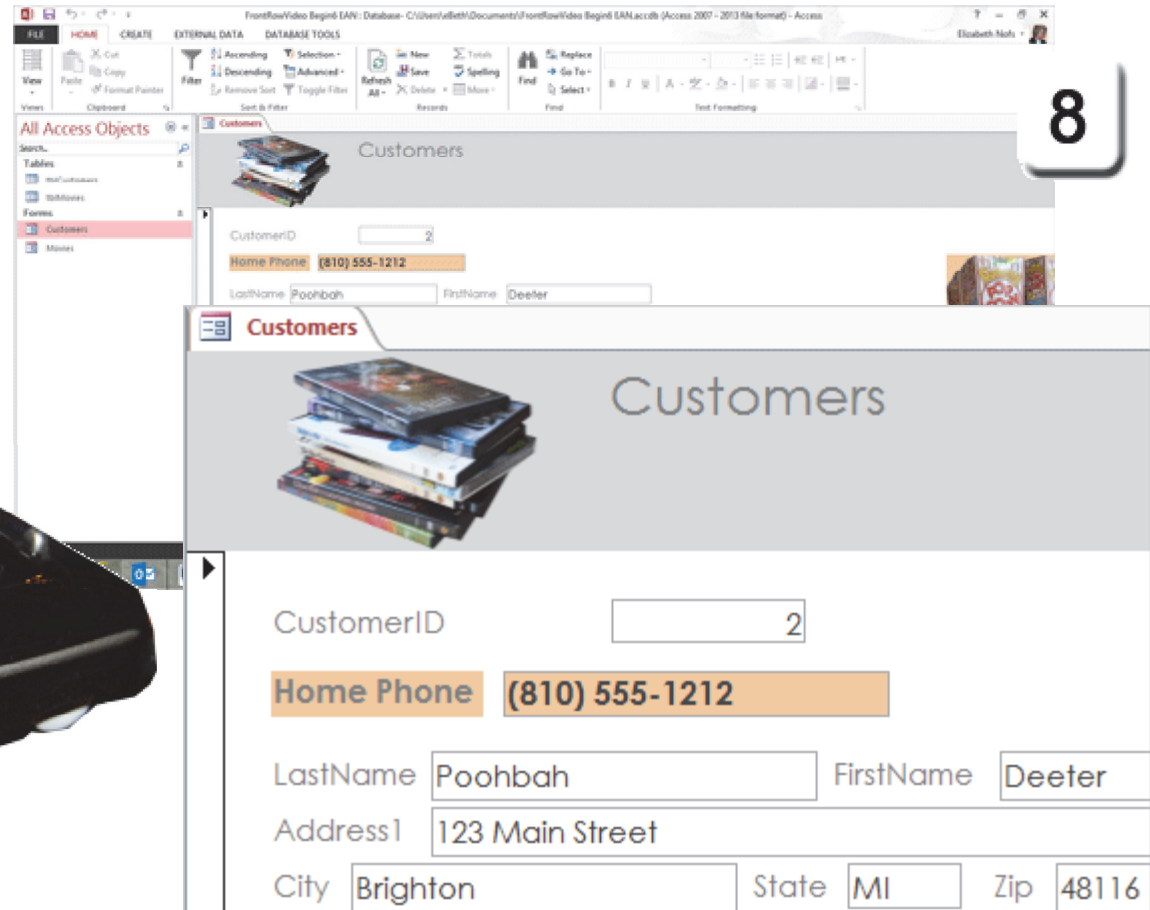
**Try This, Too:** Test the Tab Order. Again  
Use the keyboard to Tab to each Field.

**What Do You See?** Does Tab begin at the top with the Home Phone and return to the top after you Tab through each Field?

Good.



## Form Design Tools ->Design->View->Form View



Customers

CustomerID

Home Phone

LastName  FirstName

Address1

City  State  Zip





## Save, Save, Save!

Now would be a good time to save your Form.  
Especially if it works!

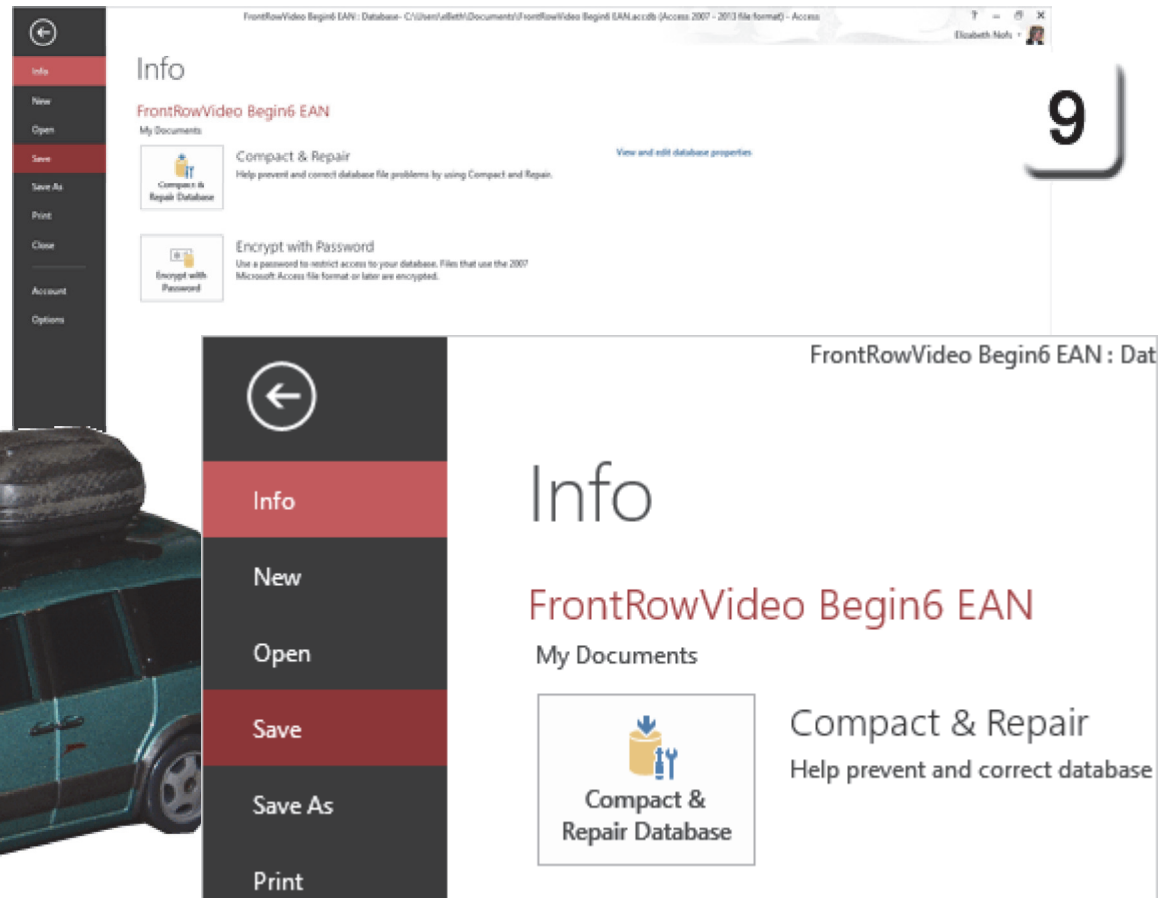
### 9. Try it: Save the Form

The Customer Form is still open.  
Go to **File->Save**.

Done and done.



File -> Save



Exam 77-424: Microsoft Access 2013  
4.0 Create Forms  
4.1 Create a Form: Save Forms



## Summary

This discussion introduced the Form Design View and the Form Design Tools. We used the Tools to arrange and edit the Form Fields.

Keep in mind that you are designing for "Real Users." Users want to be fast and effective. Make it good enough even for you, the programmer.

OK, enough for now. Allez, Allez in Free. You get two cookies. Maybe three.



Customers

CustomerID

Home Phone

LastName  FirstName

Address1

City  State  Zip

Mobile Phone



## Practice Activities

### Lesson 6: More Form Design

#### Try This: Do the following steps

1. Open the Brown Bag Lunch database you have been programming. Or you may download the sample database [Brown Bag Lunch ver6.accdb](#) online.
2. Open the Customers Form in Design View.
3. In the Form Header, change the name of the Customers Label to Customers. Using the Property Sheet, change the position of the Label to be left 1.25" and top .25"
4. Add the image [BB Customers Logo.JPG](#) to the Header. Resize the image to be width 1" and height 1".
5. Format the color of the Header with a Shape Fill to be Theme Color: Dark Blue 2.
6. Select ALL the Form Controls & Labels (except the Header Label). Change the width to 2.5" and the height to .25"
7. Resize each of the Labels so that they are just larger than the text. Move the fields so that they are next to the labels, with minimal space in between. Move the Controls and their Labels: Place Company below Last Name. Place Phone Number below Company.
8. Select the Form and change the Tab Order as follows:  
Customer ID, First Name, Last Name, Company, Phone Number, City, State
9. Select the Form and set the Cycle Properties to Current Record.
10. Save the Customers Form.





## Test Yourself

1. Which are the Form Design Ribbons?  
(Give all correct answers.)

- A. Design
- B. Format
- C. Layout
- D. Arrange
- E. Advanced

Tip: Beginning Access, page 134

2. Which is true about the sections of Form?  
(Give all correct answers.)

- A. Form Header contains the Form Fields
- B. Form Header is for navigation and a logo
- C. Detail contains the Form Fields
- D. Detail is for navigation and a logo

Tip: Beginning Access, page 135

3. Which of the following is true about the Property Sheet? (Give all correct answers.)

- A. The Label is edited with a Property Sheet
- B. Resizing an image is done with the Property Sheet

C. Setting the distance from the edge of a Form is done with the Property Sheet

Tip: Beginning Access, page 136, 137, 139

4. What is the procedure for selecting multiple Fields at the same time?

- A. Press the Shift Key before clicking each Field
- B. Press and hold the CTRL (Control) key on the keyboard while clicking each Field
- C. Press the Control command on the Home Ribbon while clicking each Field

Tip: Beginning Access, page 141

5. Which is true about the parts of a Field?  
(Give all correct answers.)

- A. The Label is the description of the Field
- B. The Control is where users enter and change data
- C. The Name is the description of the Field
- D. The Cell is where users enter and change data

Tip: Beginning Access, page 142

6. Which of the following is true about Cycle?  
(Give all correct answers.)

- A. Describes what happens after a user tabs to the last Form Field
- B. Can stay on the Current Record and return to the first Field
- C. Can advance to the next Record

Tip: Beginning Access, page 147

7. Double-clicking the bottom right handle of a Label does what?

- A. Fills the Field with the selected Fill Color
- B. Selects the Label
- C. Resizes the Label to fit the text

Tip: Beginning Access, page 143

8. What are two common Form errors? (Give all correct answers.)

- A. Tab Order
- B. Font Size
- C. Cycle
- D. Layout

Tip: Beginning Access, page 131

