

Proicere, Inc.

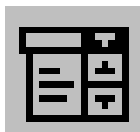
MS Access: Advanced Forms

Lesson Notes

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Combo Box

A combo box can be created to show information from a table or query to be displayed in a drop down box.



To create the combo box using the wizard, in the design mode of the form, click on the “combo box” tool on the toolbar.

Owner Number			
7574223695	7574223695	Little	Jane
7574228825		Turner	Sean
7574269932		Baker	Bill
7574281515		Turner	Syd
7576223251		Smith	Brian
7578531225		Little	Carey

Choose the location on the form to place the combo box, then click the mouse. The wizard should then start. Make the desired selections in the dialog boxes that appear, then select the next button to continue the wizard.



Note: if the wizard does not start, be sure the wizard button is depressed, then start the procedure over.

Select the option that allows values to be looked up in a table or query.

Combo Box Wizard

This wizard creates a combo box, which displays a list of values you can choose from. How do you want your combo box to get its values?

- I want the combo box to look up the values in a table or query.
- I will type in the values that I want.
- Find a record on my form based on the value I selected in my combo box.

Buttons: Cancel, < Back, Next >, Finish

Select the table or query that holds the values to be selected.

Combo Box Wizard

Which table or query should provide the values for your combo box?

- tblAnimals
- tblOwners
- tblTreatmentCodes
- tblVisitLineItems
- tblVisits

View:

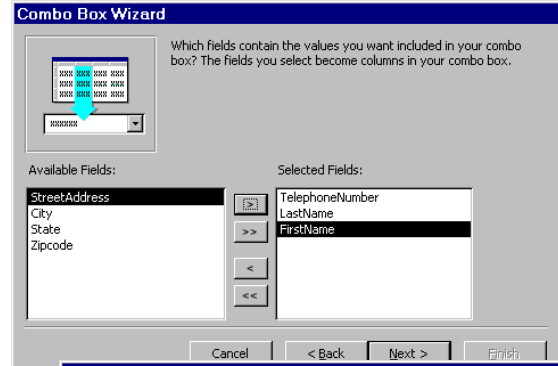
- Tables
- Queries
- Both

Buttons: Cancel, < Back, Next >, Finish

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Select the fields to be displayed in the combo box.



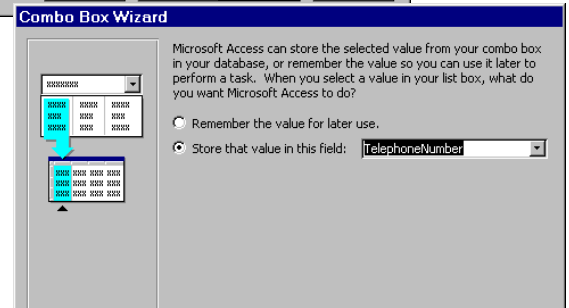
Adjust the width of the columns to be displayed.



Select the field that contains the value to be stored.



Select the field into which the value should be stored.



Key in the desired name for the combo box.



Dlookup Function

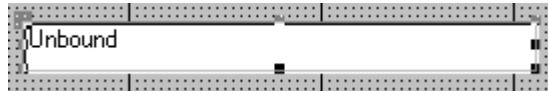
DLookup(expr, domain, criteria)

exp = what should show

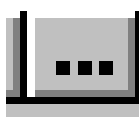
domain = where to get it

criteria = what should match

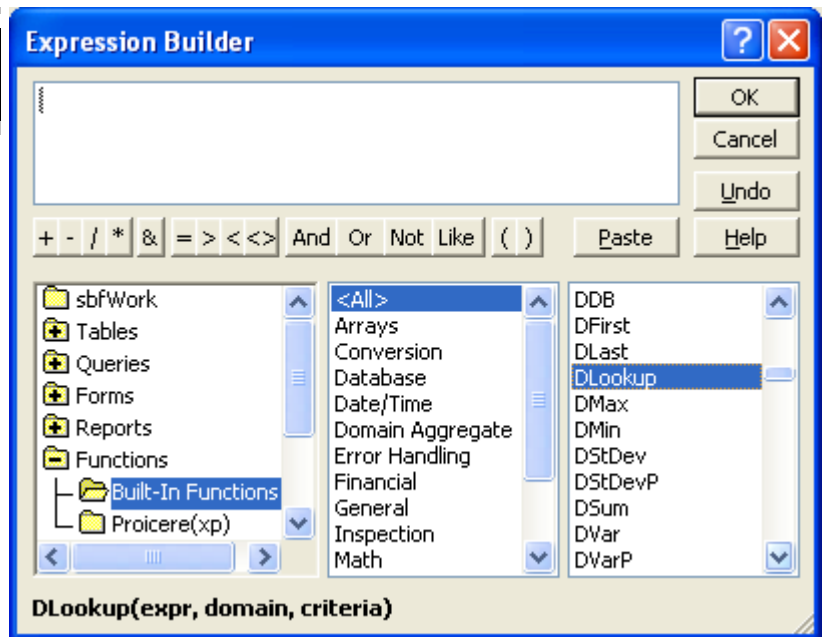
Use the bound control tool to create an empty bound control field.



Go into the control's properties, select the Data, Control Source. Click on the ellipse to build the function.



The Expression Builder will appear
Choose the function from the list of "Built-In Functions"



```
=DLookup("[Owners]![Last Name]", "Owners", "[Telephone Number]=form![Owner Number]")
```

Looks up the last name from the owner table where the telephone number in the owners table matches the owner number in the current form.

Note:

The exp and the criteria, field and form names are in square brackets.

The domain is not in square brackets.

Each of the three sections is surrounded by quotes.

The current form is designated by form! before the field needed for the match.

Do not use spaces in a function unless it is part of a table/field name.

Several fields can be combined to display as one.

In the bound control key in the combination with an & between them. Be sure to put any text in quotes.

```
=DLookup("[Owners]![Last Name]", "Owners", "[Telephone Number]=form![Owner Number]") & ", " & DLookup("[Owners]![First Name]", "Owners", "[Telephone Number]=form![Owner Number]")
```

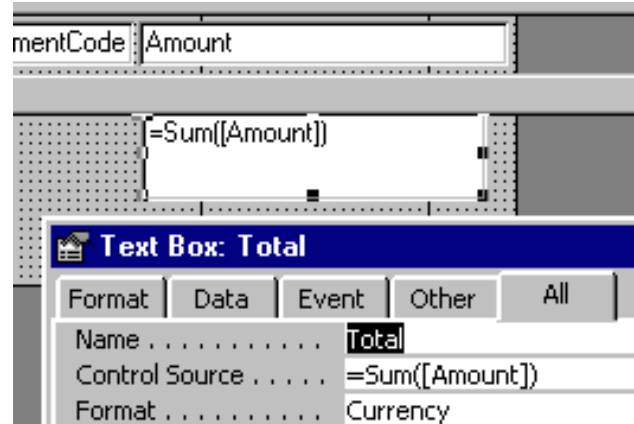
This control displays the owner's last name, a comma, and the owner's first name.

Display Totals from a Subform

To display a total from a subform, use the sum function in the subform's footer to calculate the total.

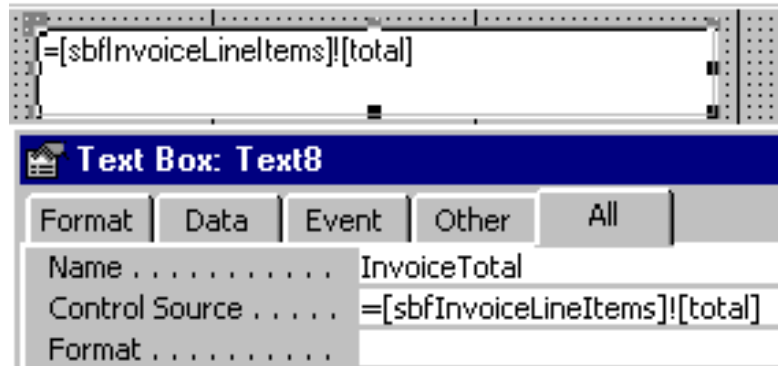
=Sum(field)

Under the properties for the bound control, name the control.



On the main form, build a bound control that pulls the total from the subform.

=[name of subform]![name of total field]



Form Footer -invisible

To make the Form Footer invisible, in the design mode of the form, right click on the form footer and select properties.

On the Format tab, make Visible = NO.

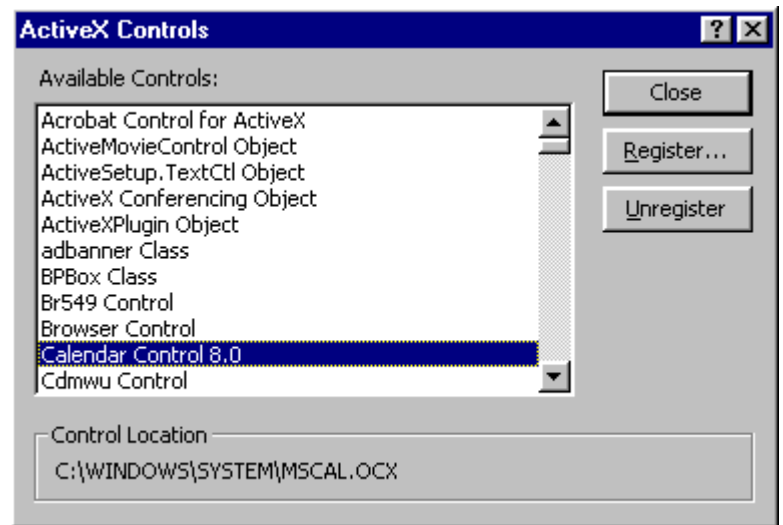
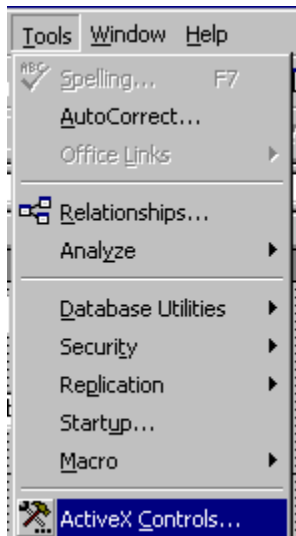
Active Controls

An Active Control is an object that is embedded into a form. The Calendar is an Active Control.

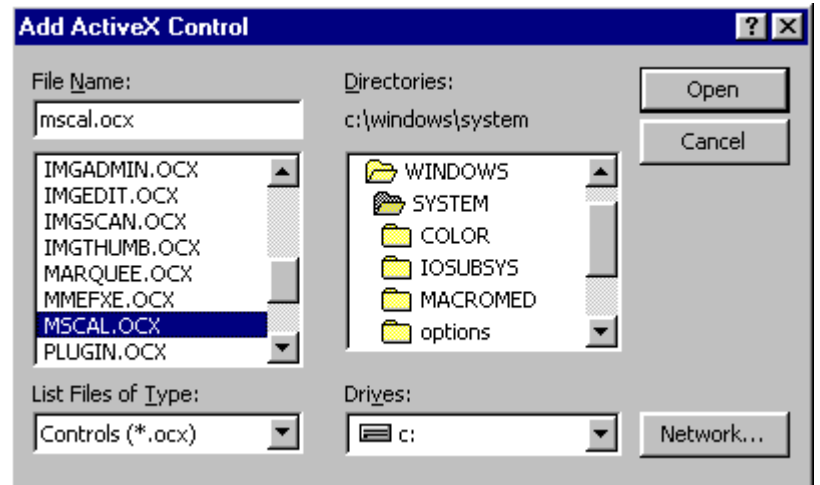
Registering an Active Control

Before an Active Control can be embedded, the Active Control must first be registered. Once it is registered on a system, it can be embedded into forms on any database.

Note: The Active Control must be registered on any system using the database.

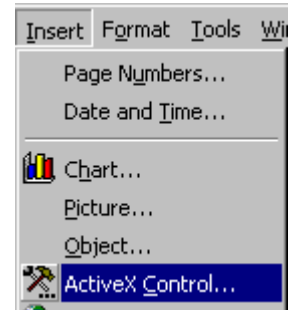


Active Controls have an extension of ocx. The calendar (mscal.ocx) is usually loaded into the Windows/System directory.

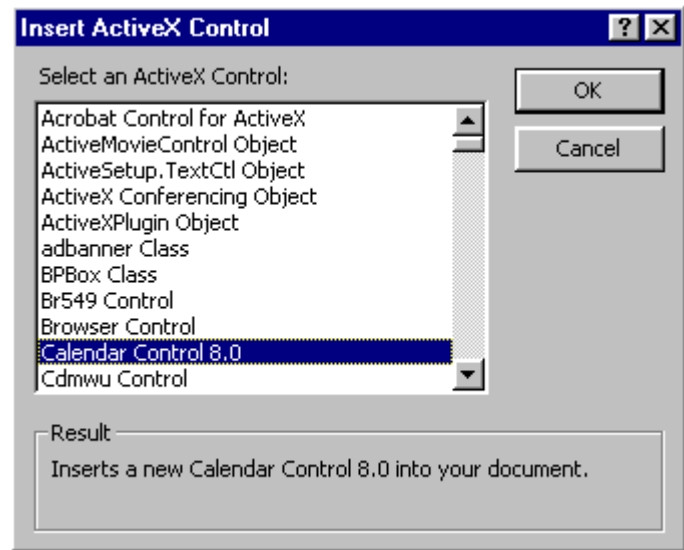


Embedding an Active Control

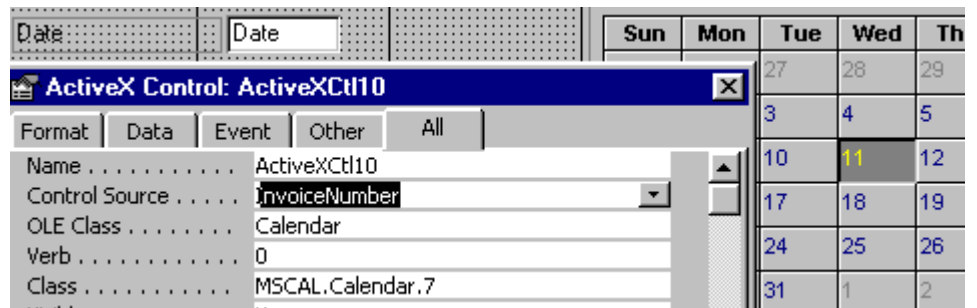
To insert a control, from the menu choose Insert, Active Control.



Choose the desired control off the list.

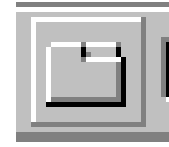


To tie the Active Control to a specific control (field), go into the Active Control's properties and choose the Control Source from the drop down list.



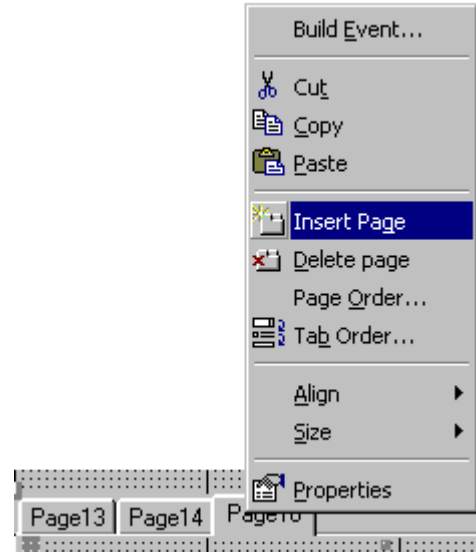
Tab Control

A tab sheet can be added to a form. Each tab can have different controls. Use the control tab tool to create a new tab control.



controls.

To add or delete tab, use the right mouse button on the tab control to bring up the tab control shortcut menu.



Locking a Bound Control

If the user is not to change the data in a bound control, the control can be locked.

In the properties of the bound control, choose Data, Locked.

