

Proicere, Inc.

MS Access: Complex Forms and Reports

Lesson Notes

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Forms

Multiple Sub-forms

A sub-form is just a form imbedded into another form. The sub-form is usually a tabular form.

A sub form can be created with the wizard at the time of creating the main form, but only one sub-form can be created using this method.

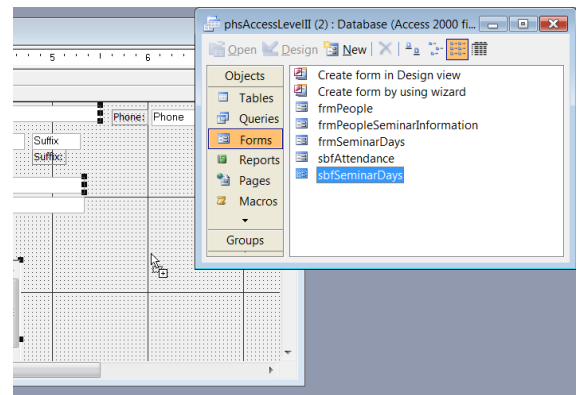
Drag and Drop Method of adding a Sub-form

Create the form to be added, and then close the form.

Open the main form in the design mode.

Restore down the Main form so the list of forms can be seen.

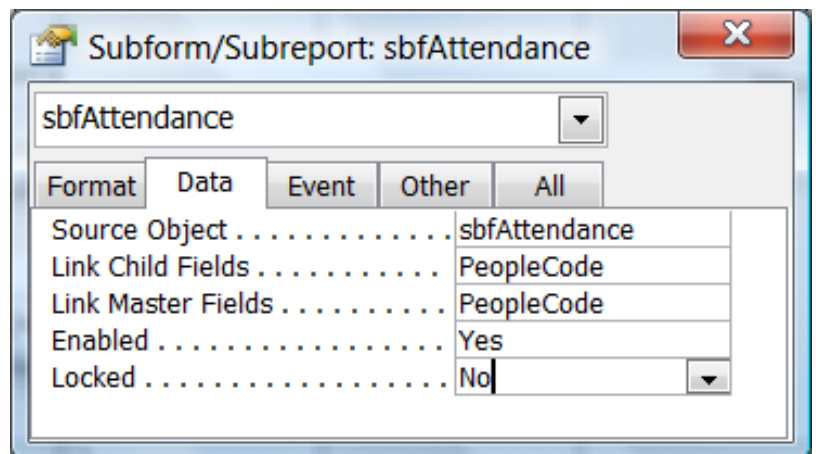
Drag the sub-form onto the main form.



Master/Child Relationship

In order for the sub-form to display the correct data, there has to be a relationship between the main form and the sub-form.

To link the Child Field from the sub-form to the Master Field from the main form open the properties of the sub-form and fill in the field names.



Dlookup Function

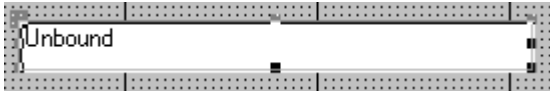
DLookup(expr, domain, criteria)

exp = what should show

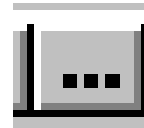
domain = where to get it

criteria = what should match

Use the text box tool to create an unbound control field.



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

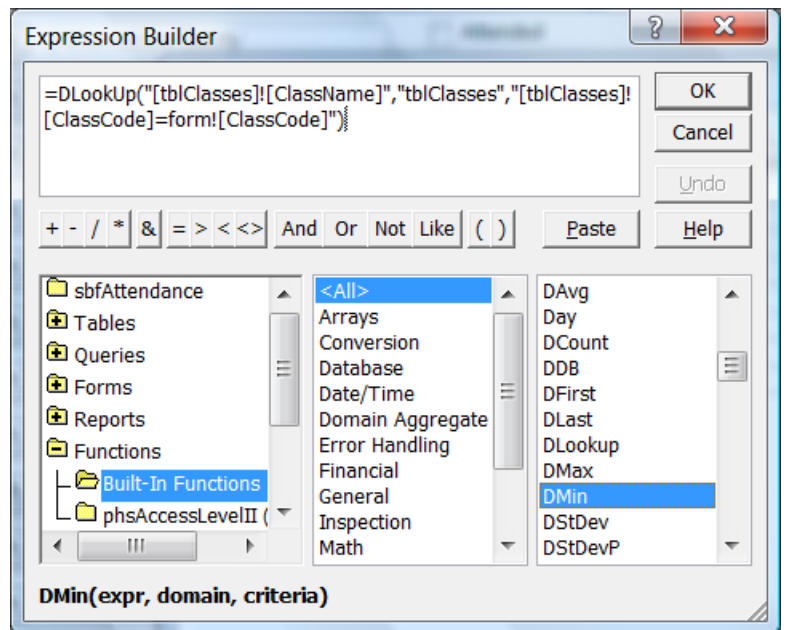


The Expression Builder will appear

Choose the function from the list of "Built-In Functions"

=DLookup("[tblClasses]![ClassName]", "tblClasses", "[tblClasses]![ClassCode]=form![ClassCode]")

Looks up the class name from the class table where the class code in the class table matches the class code 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.

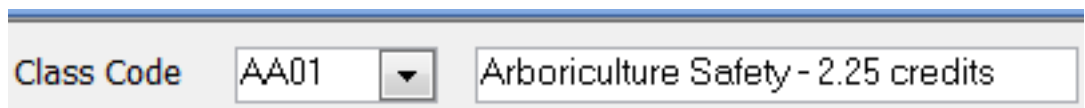
Do not use spaces in a function unless it is part of a table/field name.

Several fields can be combined to display as one by combining them using an & between them. Be sure to put any text in quotes.

=DLookup("[tblClasses]![ClassName]", "tblClasses", "[tblClasses]![ClassCode]=form![ClassCode]") & " - " &

DLookup("[tblClasses]![Credits]", "tblClasses", "[tblClasses]![ClassCode]=form![ClassCode]") & " credits"

This control displays the class name, a dash, and the number of credits with the word credit after the credit value.



Display Totals from a Subform

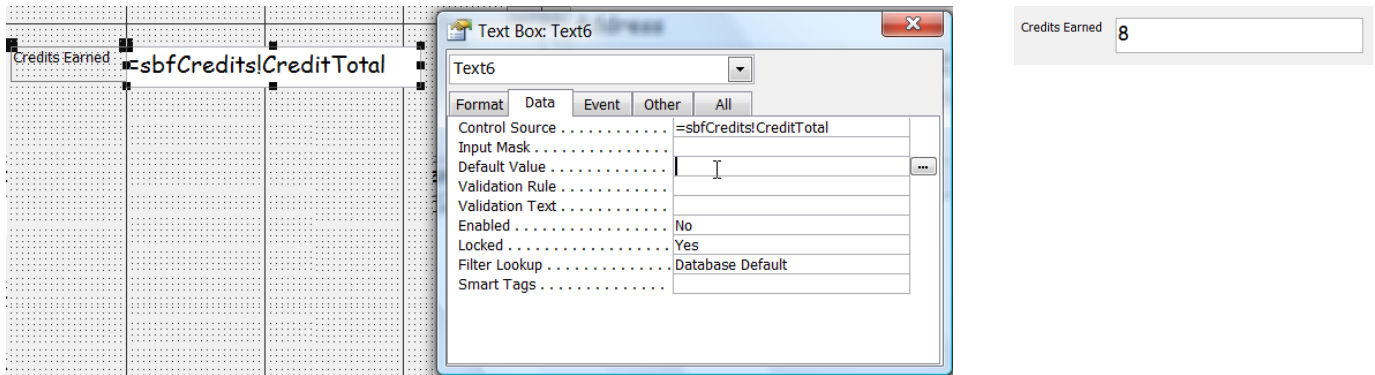
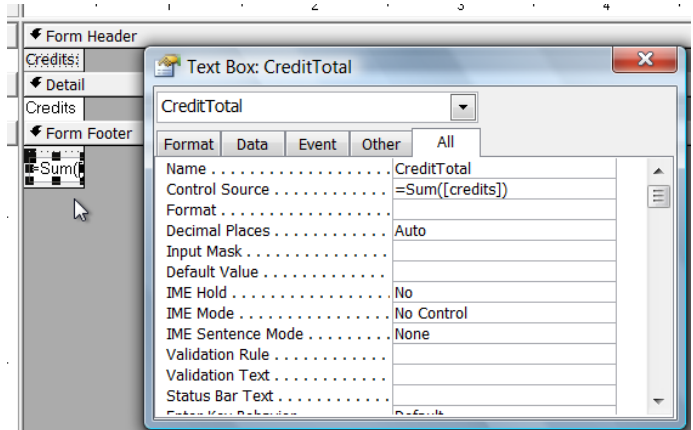
To display a total from a subform, use the sum function in the subform's footer to calculate the total.

=Sum(field)

Under the properties for the 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.

Locking and Disabling a Bound Control

If the user is not to change the data in a bound control, the control can be locked. When a control is locked, the user can still click into the control, but will not be able to change the data. If the user should be restricted from even clicking on the control, Enable should be set to "No".

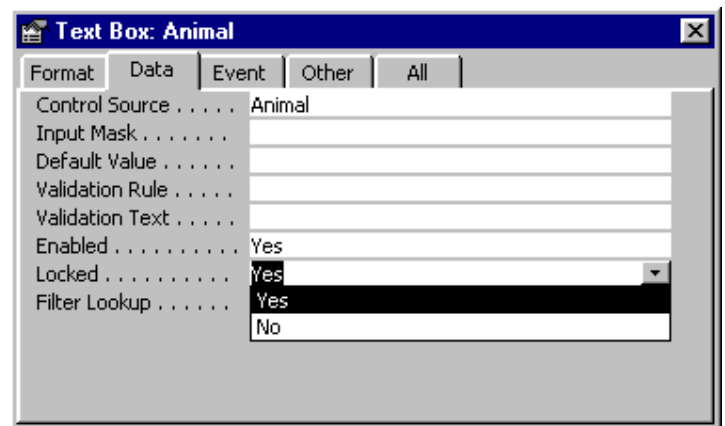
Locking a Bound Control

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

Disabling a Bound Control

In the properties of the bound control, choose Enable, No.

Note: If a control is set to Locked = Yes and Enable = Yes, the control will be grayed out.



Reports

Grouping and Sorting

The data on a report can be grouped by one or more fields. ie by State, or by City and State

Using the Wizard

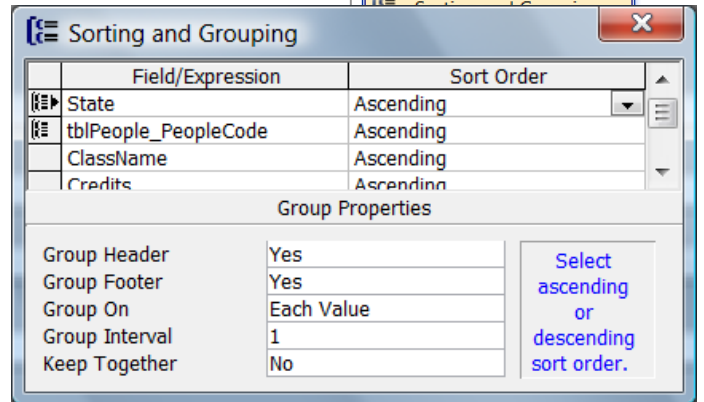
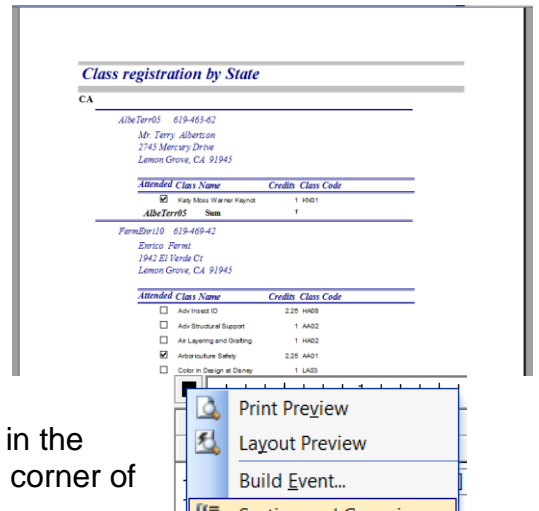
By using the Report Wizard, adding multiple tables or queries will allow the wizard to create the groups.

Adding a Grouping

After the report is created, to add a group or change a sort, in the design mode right click on the square in the upper left hand corner of the report. Select Sorting and Grouping off the pop up menu.

In the dialog box that opens, add/remove grouping, and change the sort order. Group Headers and Group footers can be turned on and off.

Other options are the Keep Together feature which does not allow breaks in grouped data if it will fit on one page.

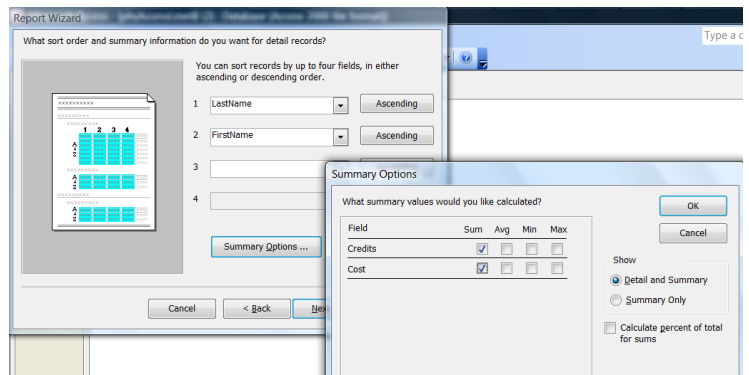


Calculations

Using the Wizard

When using the Report Wizard to create a report with groupings, if there is a field that can be calculated, a button will appear in the wizard allowing basic functions.

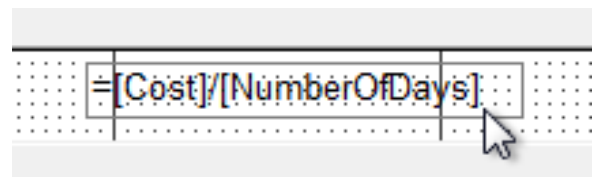
These calculations are for the group and show up in a Group Footer.



Adding a Calculation Control

A calculation can be added to a report by using the text control.

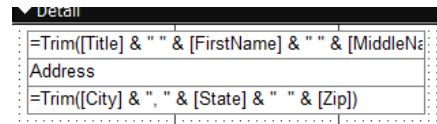
Create the Text Control then key in the calculation or use the Builder to create the calculation. Be sure to start the calculation with an equal sign and put field names in square brackets.



Trim Function

The Trim Function removes excess spaces in fields.

The Label Wizard automatically creates the Trip Function.



Sub-reports

A sub-report is just a report imbedded into another report. It is not the same as Grouping, but does allow unrelated information to be placed on the same report.

Drag and Drop Method of adding a Sub-report

Create the report to be added, and then close the report.

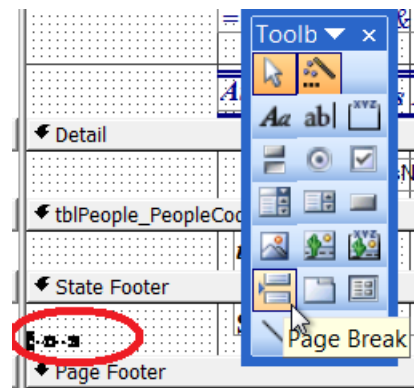
Open the main report in the design mode.

Restore down the Main report so the list of reports can be seen.

Drag the sub-report onto the main report.

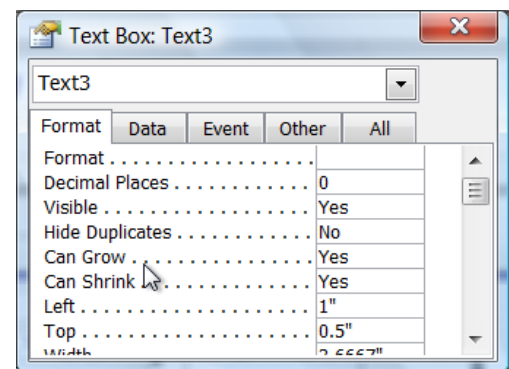
Page Breaks

To place Page Breaks into a report, use the Page Break tool off the tool bar. Place the Page Break in a footer.



Can Grow Controls

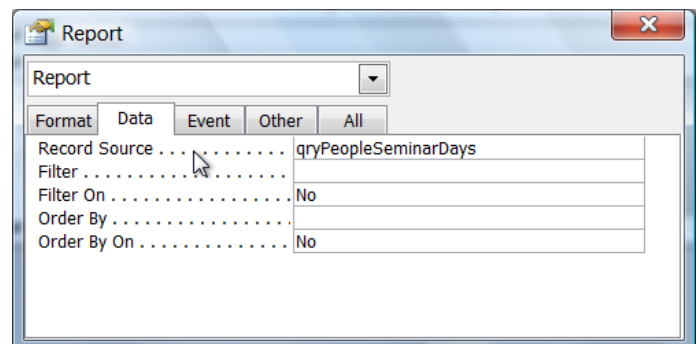
A control can be made to appear only when needed by making sure that the field properties have the Can Grow set to "yes", then resizing the control to as small as possible.



Changing Report Source

Once a report has been created the Record Source can be changed easily as long as all the field names are the same.

To change the Record Source, open the properties of the Report. On the Data tab, change the Record Source to the new source.



Note: to save time in making new reports, take existing reports, copy the report, change the Record Source and Groupings.