Forms (already created)

- **The number of records:**
  Right click → open

- **The table on which the form depends:**
  Right click → design → add existing fields
  (if the name of the table is not displayed remember show all tables)

- **Sections of a Form**

  In the Design view, Sections are represented as bands, and each section that the form contains is represented once.

  Sections of a Form:
  1. **Form Header:** Displays information that remains the same for every record, such as a title for the form. Form Header appears at the top of the screen in Form View.
     A Form Header appears at the top of the first page only when printed.
  2. **Form Footer**: Displays information that remains the same for every record. Form Footer appears at the bottom of the screen in Form View.
     A Form Footer appears at the last detail section on the last page when printed.
  3. **Page Header:** Displays information at the top of every printed page. The Page header appears only on printed forms.
  4. **Page Footer:** Displays information at the bottom of every printed page. The Page footer appears only on printed forms.
  5. **Detail section:** Is where you specify which fields will be displayed, what they will look like, and so forth.

     Summary:(Study from Sections form)

Form Section	Form View /(opened form)	Print Preview(Printed form)
Form Header	At the top of the screen	At the top of the first page only
Page Header	hidden	At the top of every printed page
Details	With each record	With each record
Form footer	At the bottom of the screen	After the last detail(record)
Page footer	Hidden	At the bottom of every page

- **Form Controls:**
  Controls are objects on a form or report that display data, perform actions, or are used for decoration.
  For example, you can use a text box to display data, a command button to open another form or report.

Controls	
Label	To create a label box
Textbox	To create a text box
Command Button	To start an action
Combo Box	To provide lists from which the user can pick

Check Box	To display a Yes/No value from an underlying table

• Control Types:

Forms use three kinds of controls:
1. **Bound control:** is one whose source of data is a field in a table or query.(in Add Existing Field)
2. **Unbound control:** is a control that does not have a source of data such as labels.(Not in Add existing Field).
3. **Calculated control:** These hold expressions as in the example below.

- **Calculated Field:**
  A **text box** is drawn in a form, and the expression is entered into it. The expression may include any mathematical symbol (+*-/) and expressions such as (sum, avg, max, min)
  1) Open the form in design view.
  2) From Form Design Tools tab→ Design Tab → Controls group, Click on the text box icon from the controls group.
  3) Click on the form, where you want to place the text box
  4) Type the formula in the unbound box
      - Type = sign
      - Write the name of the field inside two square brackets.
        Example1→ to calculate the double of the Freight field:
                =[Freight]*2
        Example2 → to display the average of the Price field:
                = Avg([Price])
        Example3 → to display the current date and time in your form:
                = Now()
        Example4 → to display the current date in your form:
                =Date()

• Command Button
Is a button on a form which, when pressed, performs an action, such as closing a form and printing.
You can create a command button by using wizard.
  1) Open the form in design view.
  2) From Form Design Tools tab→ Design Tab → Controls group, Click on the command button icon.
  3) Follow the directions in the wizard dialog boxes and select the action you want (Close Form, Delete Record,…….)

• Combo box
Provide drop-down lists from which a user can pick. This is particularly useful when there are more choices than will fit on the screen if you devote button space to each.
  - Click the Combo box from the Controls group.

- Drag the field you want from the field list and drop it in the Detail area. The combo box wizard dialog box will appear.
- Select (I will type the values that I want), which allows the user to type in the values they want to display in the combo box. Then click Next.
- Type in the values in the list and then click Next.
- On (Store the value in this field) box, specify the field where you want the list to get its data from. Then click Next.
- Finally, you will be asked to name the list, then click Finish.

- **Check box**

  You can use a check box on a form or report to display a Yes/No value from an underlying table.
  - Open a table and add a new field to the table with data type **Yes/No**. Close the table, saving the changes
  - Open the form in Design view, click the check box button from the Controls group, and drag the field to the Detail area.

Field type(table)	Control type (form)
Look up wizard	Combo box
Yes /no	Checkbox
Date ,text,number,currency	Textbox

Summary: (Study them from Controls form)

Controls	
Label	Right click on the control → properties **Remember : the label is always unbound .**
Textbox	Right click on the control→ properties . **Remember :** 1. **Unbound (doesn't exist in add existing fields)** 2. **Bound (exists in add existing fields)** 3. **Calculated (contains a formula)** **Examples :** **=Now()** **=Date()** **=sum([price])** **=max([price])** **=min([price])** **=avg([price])**
Command Button	Right click on the control → properties. **Remember : to know the functionality of a certain command button**

	(right click on the form → open , then put the mouse over the command button → you will see the functionality in a tooltip)
Combo Box	Right click on the control → properties .
Check Box	Right click on the control → properties .