

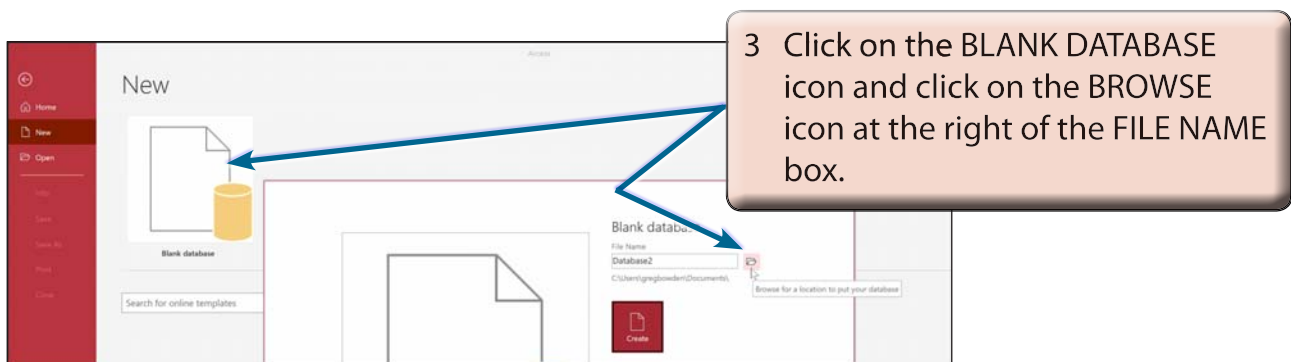
Creating Data Entry Forms

When databases become larger it is necessary to be able to move fields anywhere on the screen so that all the data can be clearly displayed. Access allows you to produce professional-looking screen displays which can be printed or simply designed to make data entry easier. Fields can be moved, graphics, shadings and pictures added, etc.

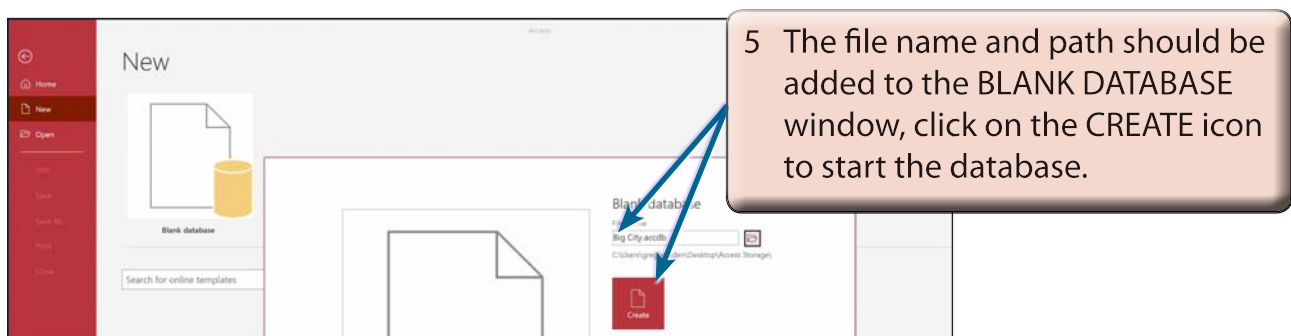
The easier the data entry process is made the less chance there is of incorrect data being entered. In this chapter you will create a data entry form for a department store using DESIGN VIEW.

Starting a New Database

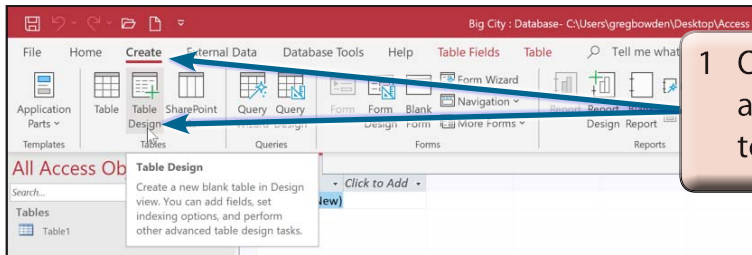
- 1 If you are starting a fresh session, load Microsoft Access.
- 2 If you are continuing directly from the previous chapter, close the current file, click on the FILE tab and select NEW.



- 4 Access your STORAGE folder, call the file BIG CITY and select OK.



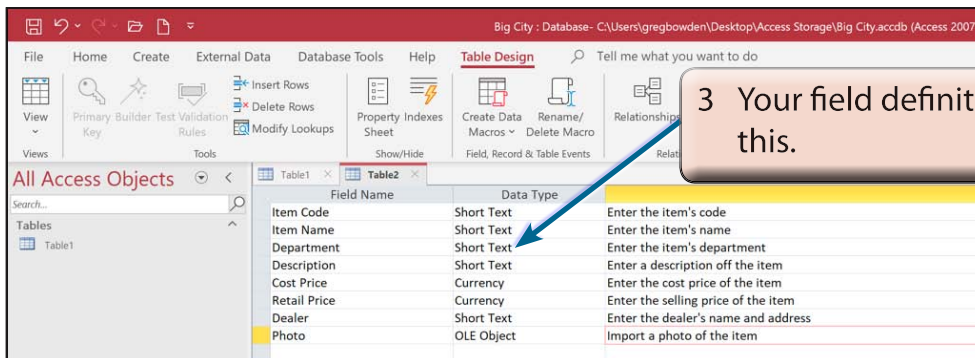
Defining the Fields



1 Open the CREATE tab of the RIBBON and click on the TABLE DESIGN icon to start a new table.

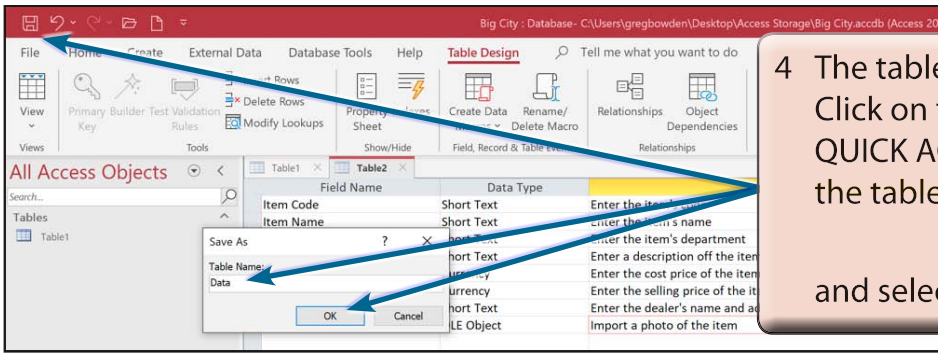
2 Enter the following Field Names, Data Types and Descriptions:

Item Code	Short Text	Enter the item's code
Item Name	Short Text	Enter the item's name
Department	Short Text	Enter the item's department
Description	Short Text	Enter a description of the item
Cost Price	Currency	Enter the cost price of the item
Retail Price	Currency	Enter the selling price of the item
Dealer	Short Text	Enter the dealer's name and address
Photo	OLE Object	Import a photo of the item

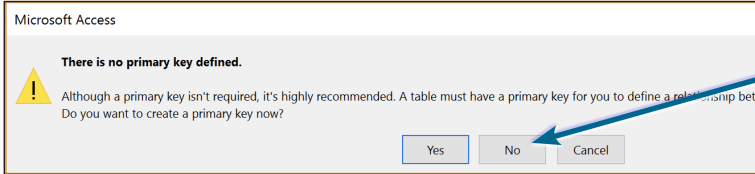


3 Your field definitions should look like this.

- NOTE:**
- i An OLE Object field allows graphics, sounds or videos to be stored in the field.
 - ii The descriptions of the fields is not essential, however, the descriptions that you do enter will appear at the bottom of the screen when a field is selected, providing assistance to the person entering the data.
 - iii We could have adjusted the field sizes of all the fields, but the default settings will suffice for this activity.



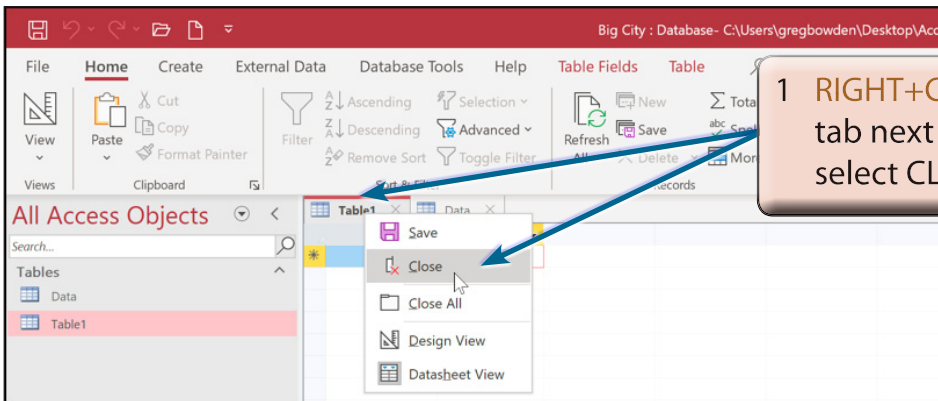
4 The table needs to be saved. Click on the SAVE icon in the QUICK ACCESS TOOLBAR, enter the table name: Data and select OK.



5 You will be asked to set a PRIMARY KEY, which enables tables to be linked to other tables. This is not necessary for this activity so select NO.

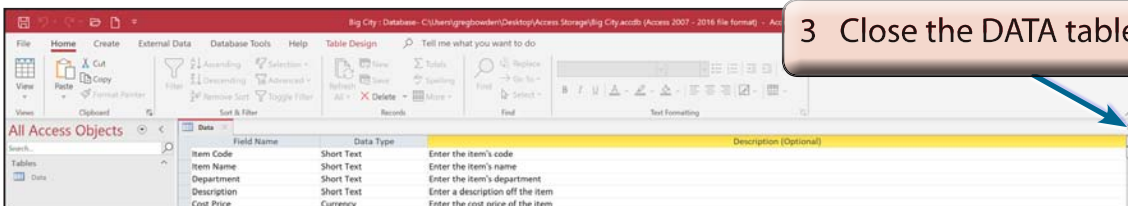
Deleting the First Table

The first table that Access provides when you start a new database can be deleted.



1 RIGHT+CLICK on the TABLE 1 tab next to the DATA tab and select CLOSE.

2 The table will be deleted as no fields have been entered into it.

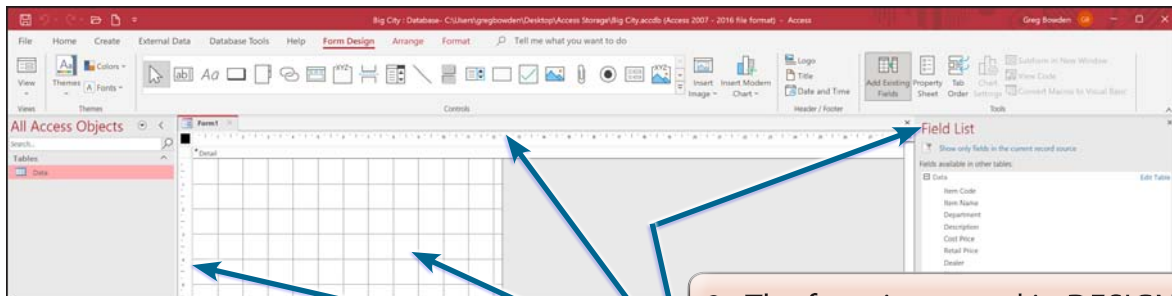
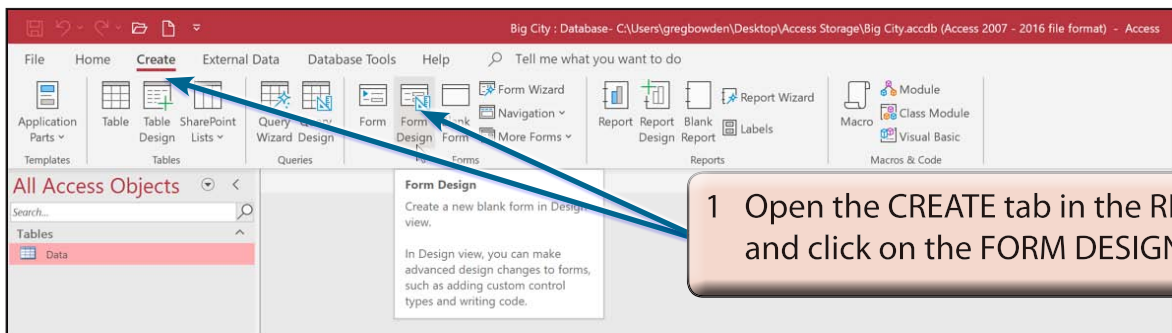


3 Close the DATA table as well.

Starting the Form

The FORMS section of the program allows you to control how the data will be displayed on the screen. The one database can have several different forms. We will create a form that displays all the fields on the one screen. In this case the form will be created in DESIGN VIEW.

A Opening the Form in Design View



NOTE: If the FIELD LIST pane is not open, click in the ADD EXISTING FIELDS button in the FORM DESIGN tab of the RIBBON.