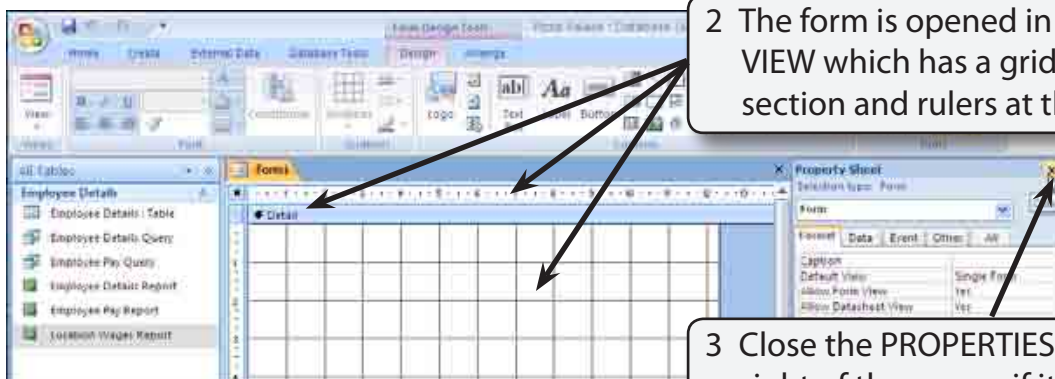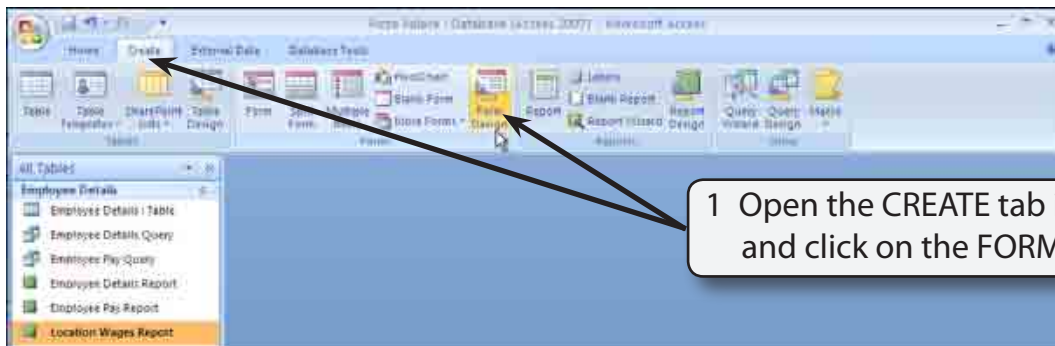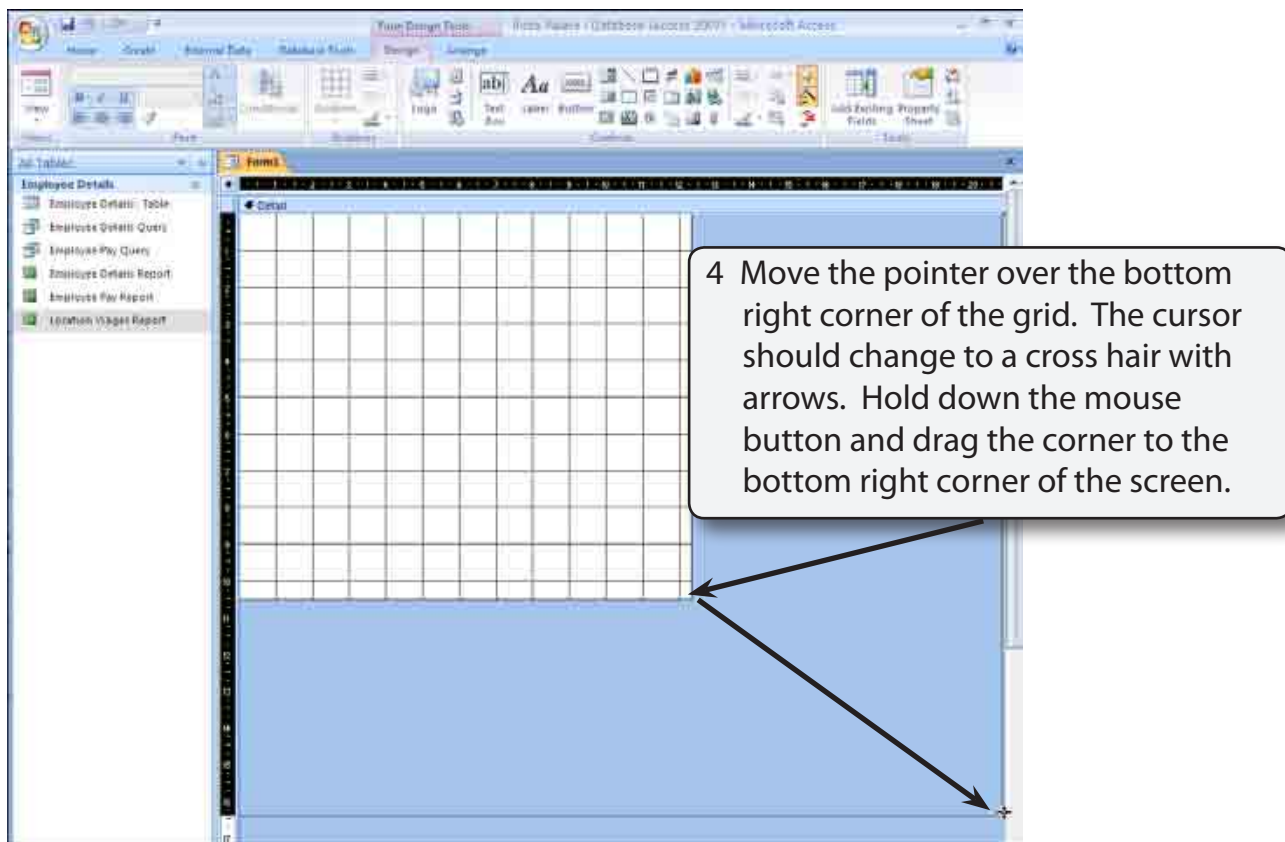# Creating a Data Entry Screen

Companies usually like to show all the data they are dealing with on the one screen. Professional-looking screen layouts can be created to make the data entry process easier. Fields can be moved, graphics, shading and lines added, etc. The easier the data entry process is made the less chance there is of incorrect data being entered. Data entry screens are not usually printed. In this exercise you will create a data entry screen for Joe's Pizza Palaces.

Starting the Form

A   Opening the Form in Design View

1   Open the CREATE tab in the RIBBON and click on the FORM DESIGN icon.

2   The form is opened in DESIGN VIEW which has a grid in the DETAIL section and rulers at the top and left.

3   Close the PROPERTIES SHEET at the right of the screen if it is open to make it easier to resize the form.

4 Move the pointer over the bottom right corner of the grid. The cursor should change to a cross hair with arrows. Hold down the mouse button and drag the corner to the bottom right corner of the screen.
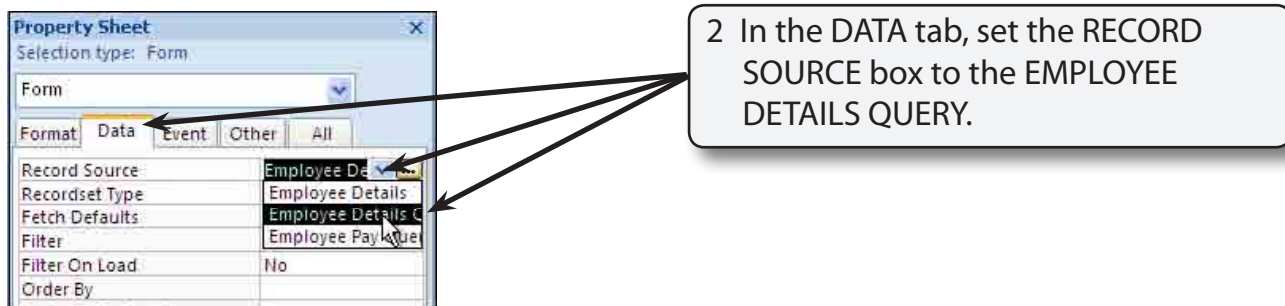
NOTE: **When creating a detailed data entry screen, usually as much of the screen as possible is used.**

B   Linking the Form to the Data Table

Before entering content into a form, the table or query that stores the data must be specified.

1 Click on the PROPERTY SHEET icon in the RIBBON to open the PROPERTY SHEET pane.

2 In the DATA tab, set the RECORD SOURCE box to the EMPLOYEE DETAILS QUERY.

C   Setting the Grid

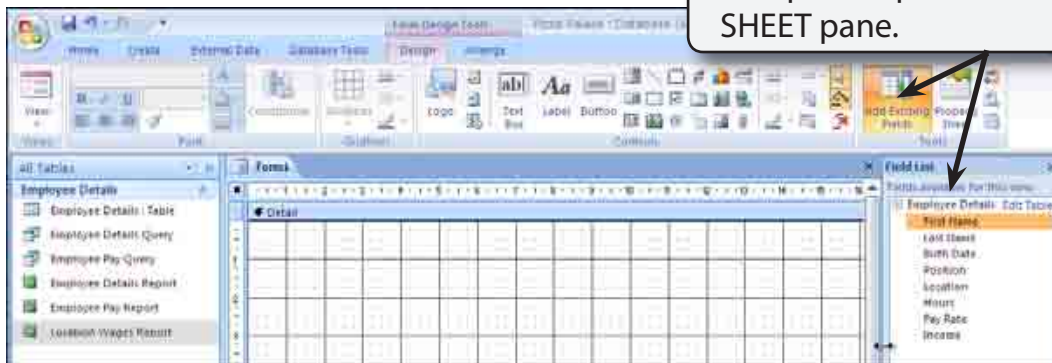The grid that is provided can be changed to show less dots.

1 In the PROPERTIES SHEET pane open the FORMAT tab.

2 Set the GRID X and GRID Y boxes, which are near the bottom of the list, to 4 so that there are 4 dots per cm.

Inserting Fields

Fields and labels can be placed anywhere in the form. The purpose of a data entry form is to make the data as easy as possible to view and enter, so time is usually taken to make data entry screens look attractive.
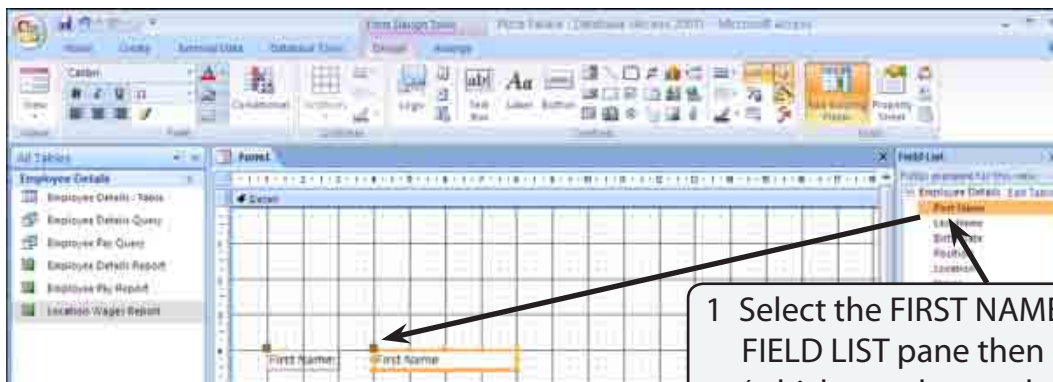
Click on the ADD EXISTING FIELDS icon in the RIBBON and the FIELDS LIST pane replaces the PROPERTY SHEET pane.
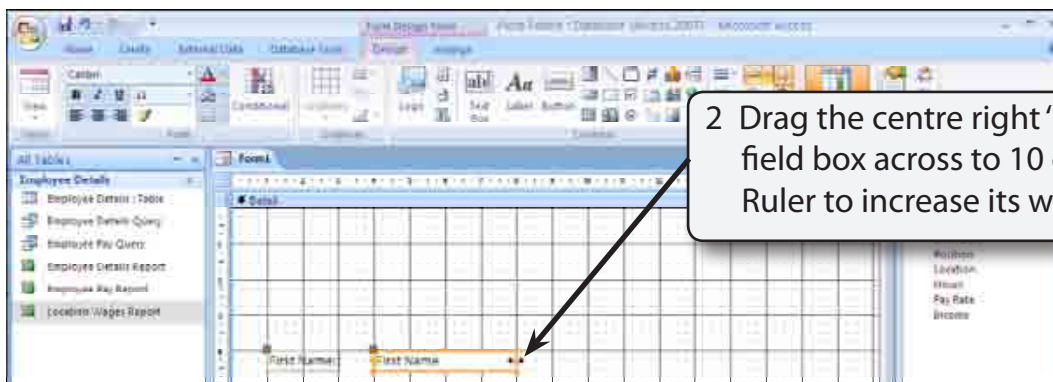
Inserting the Fields

Fields can be inserted into the form one at a time.

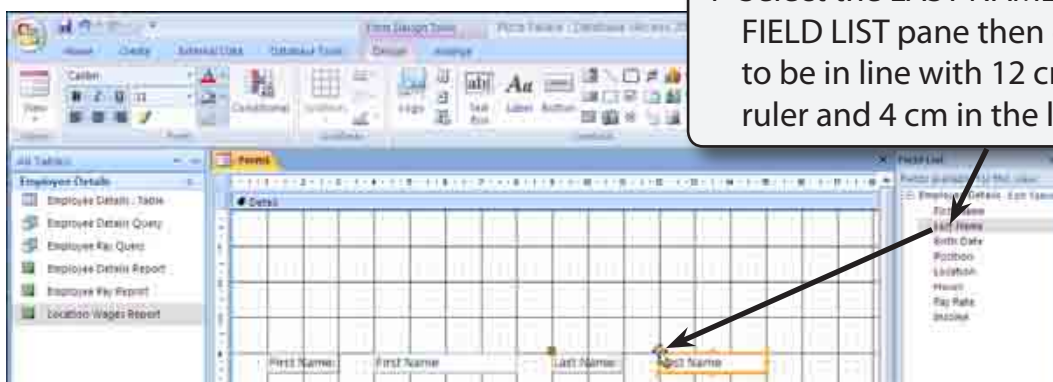## A   Inserting the First Name Field

1 Select the FIRST NAME field in the FIELD LIST pane then drag the field (which attaches to the pointer) to be in line with 4 cm in the top ruler and 4 cm in the left ruler.
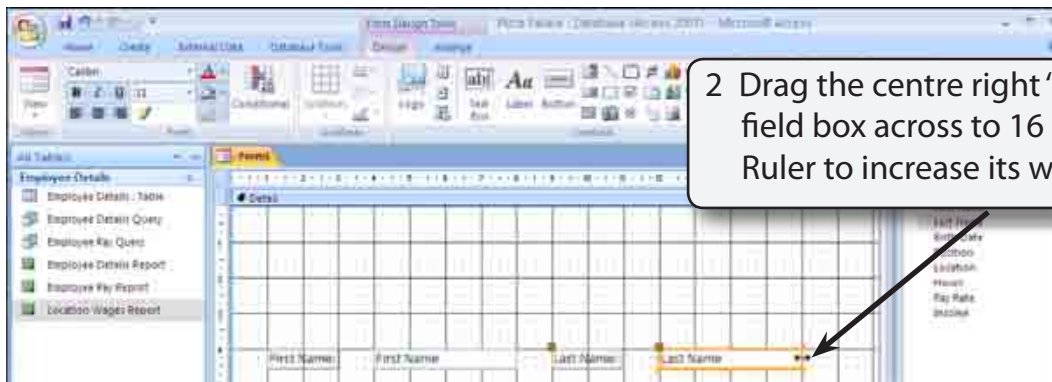

2 Drag the centre right 'handle' of the field box across to 10 cm in the TOP Ruler to increase its width to 4 cm.
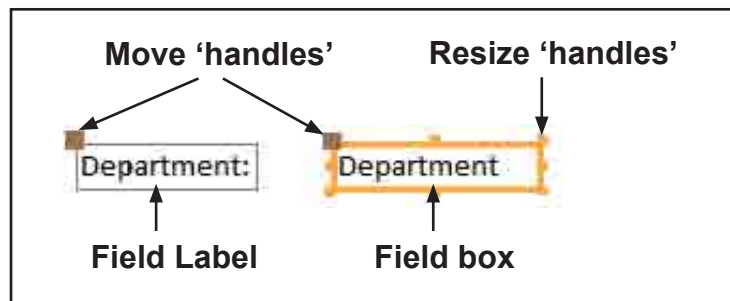
B   Inserting the Last Name Field

1 Select the LAST NAME field in the FIELD LIST pane then drag the field to be in line with 12 cm in the top ruler and 4 cm in the left ruler.

> 2 Drag the centre right 'handle' of the field box across to 16 cm in the TOP Ruler to increase its width to 4 cm.

NOTE: The co-ordinates on the grid are read as (12,4). That is 12 cm in the top ruler and 4 cm in the left ruler.

3   When you drag a field into the form, a series of 'handles' are placed around the field box and its label. These 'handles' allow the object (called a control in Access) to be moved or resized. The following diagram summarises the 'handles'.

Move 'handles'   **Resize 'handles'**

Department: Department

Field Label   **Field box**

NOTE: **i**   **Dragging a MOVE HANDLE just moves the field label or field box, not both.**

　　　　ii **Dragging the field box border or field label border moves both controls together.**

　　　　iii **Moving a RESIZE HANDLE resizes just the selected control.**