

Chapter 3:

1. Forms & Reports in Access

2. Writing Event Procedures in VBA

MIS105-Lab12

Objectives:

After finishing the lab, students should be able to do the following:

- Selecting right control and pasting procedures with the object events.
- Distinguish between a bound control, an unbound control, and a calculated control; explain how each type of control is entered on an Access form.
- Modify an existing form to include a combo box and command buttons.
- Switch between the Form view, Design view, and Datasheet view; use a form to add, edit and delete records of a table.

1. Creating Access Forms

Problem Statement#1

Complete the form 'Student Registration' on the table 'Students'.

StepII: Finalizing the form

Types of controls

1. Unbound – not attached with the table.
2. Bound – attached with a table's field.
3. Calculated – using some table fields to calculate a result.

Lab Practice #1.1

In addition to all the table fields, the form should show the calculated GPA, which is `[QualityPoints]/[Credits]`.

Hands On 11.1

Follow Step 4 on page 73 of Access portion to add a calculated control over the form.

Manual controls alignment Vs Automated controls alignment

Lab Practice #1.2

Use automated alignment feature to align the control on the form.

Hands On 11.2

Follow Step 6 on page 75 to do automated alignment.

Setting the Form Header

Lab Practice #1.3

Add a header with the current date in it.

Hands On 11.3

Follow Step 7 on page 76

Avoiding Error messages - #NAME? OR #ERROR

The reason for the errors are as follows:

#NAME: appears when the bounded field name is misspelled.

#ERROR: appears when the field attached to a label or textbox was deleted.

Lab Practice #1.4

Remove the errors appearing in the form.

Hands On 11.4

Check the spelling for the control source field in the properties of each control.

Always try to use Expression Builder.

Resetting the control tab order

Lab Practice #1.5

Change the sequence of tab order

Hands On 1.5

On page 85, instructions are being provided.

2. Creating Access Reports

Problem Statement

Create different reports needed in the Student database. These reports include:

A complete list for all students

A list of students grouped by major names.

....any other

Lab Practice #2:

Create full student

3. Writing VBA Code

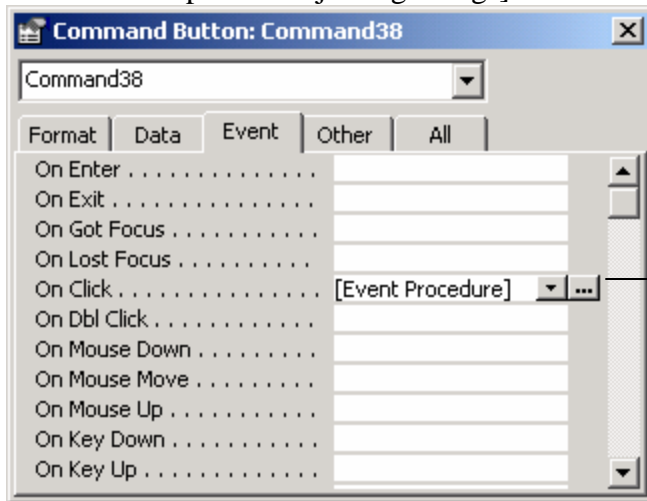
Problem Statement 3

Create a simple unbounded form for testing different VBA statements like msgbox, inputbox, if-then-else, Select Case etc. Make use of Debug window in case of an error.

Hands On 3.1

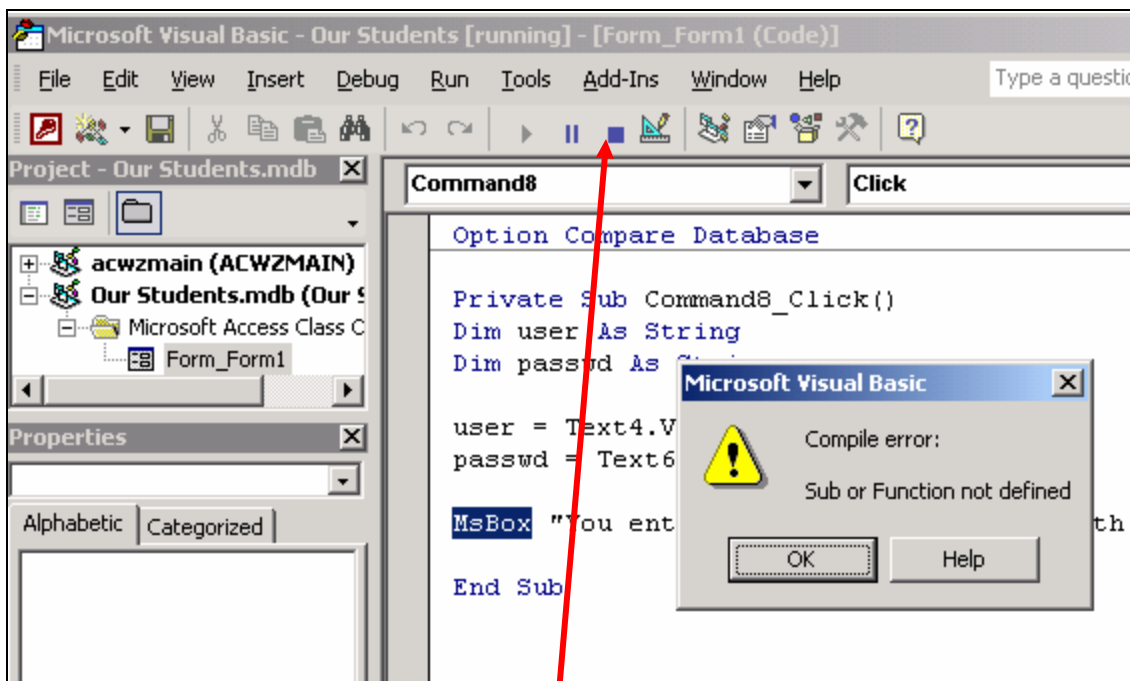
1. Create a new unbound form with 2 textboxes and one command button.
2. Change the name of all these objects to more meaningful names.

- Write a procedure for 'On Click' of button object. The procedure should read the values of user name and password and print these values in a message box. [Use of & operator in joining strings]



Press the button to open VBA code editor.

- Run the form and click on the button to see the procedure running.
- Use of Debugger:** In case a mistake was done in the code (like misspelling for some command), an error window will appear as follows.



- Read the error carefully. Push the **Reset button** to stop the debugger. Fix the error. Close the debug window and run the form again.
- Use of Comments:** In order to exclude any line from consideration of the processor, use the character ' '.
- Use of if-then-else:** To test the empty value of any textbox, make use of IsNull function. Assign the value to the variable when it is sure that the textbox is not empty. In case any textbox empty check is true, exit the procedure immediately by using the statement **Exit Sub**.

Syntax: if-then-else

```
If <condition> Then
  <statements for condition true>
Else
  <statements for condition false>
End If
```

Use of Select Case: Assume that the users allowed to use the system with their passwords are as follows:

SNo	User Name	Password
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Syntax: Select Case

```
Select Case <var to check>
  Case <value1>
    Statement(s)
  Case <value1>
    Statement(s)
  Case Else
    Statement(s)
End Select
```

the and the password

Problem Statement 3(b): Altering properties of objects using VBA code

Make use of a check box control to toggle the appearance of a copyright notice on the window. Access some form properties (for the unbound form) with the code as well.