KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
ACCT & MIS Department
MIS105 – Introduction to Computer Applications
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Lab Practice – Week#14
Use of Advanced VBA Controls

Lab Objectives:
After completing the lab, students should be able to:
Make use of a combo box control for easier data entry for child tables (in a one-to-many relationship)

0. Creating form for data entry into one-to-many tables

1. For child tables create small forms.
2. Create a form for main table and attach the child forms on the main table form.

Hands On: 14.0
Create a form on the table, named Teams. Attach two child forms each for the table Players and Coaches.

1. Creating Switchboard with Switchboard Manager

What is a *switchboard*?
A ***user interface form (or switchboard)*** ties the objects in a database together, so that the database is easy to use.
A switchboard can either be created manually or through switchboard manager.
The switchboard displays a menu, often a series of menus (multi-level switchboards), which enables a non-technical person to move easily from one Access object to another.

What is *Switchboard Manager*?
- A Wizard program in Microsoft Access which creates the application switchboard automatically
- A Switchboard items table that stores information about each command.
- Prompts developer for information about each menu item
- Access creates a switchboard form that is displayed to the user

2. Use of Combo Box Control

a. Use of Combo box for helping Data Entry:

i) Use of Lookup tab in table definition.

Hands On: 14.1
In the child tables, named Players , convert the foreign key field named TeamID to a combo box. Create forms on Players to check whether the combo box automatically comes or not.

Steps:

- While defining child table fields, the foreign key field should be defined as a Lookup field.
- The box will be populated either from table/ query or a fixed list of values.

ii) Use of combo box as a bound control on the form

Hands On: 14.2
Create a form on the table Coaches. Convert the foreign key field named TeamID to a combo box. Configure different properties to connect the box to the field TeamID.

Steps:

a. Decide whether combo box can be used or not?
b. Select the source (table/ query or a fixed list of values) for populating values in the drop down list.
c. Select how many columns to show?
d. Select the column whose value will be taken by the combo box.
e. Bound combo box with a field in the table.
f. Limit to List or not?

b. Combo box for Record Searching (only on PK field):

1. Instead of navigating records (first, next, previous etc.), it is possible to jump on a specific record by using the field value.
2. Wizard code can be used.

Hands On: 14.3
Make use of a combo box object on the form, named Players to search for records on the basis of the "Player's ID". Use wizard code.

Steps Involved:

1. Select the object from the toolbox.
2. Select the option, 'Find the record on my form based……'

Note: Because of the Format property, a type mismatch error may come. In such a case, remove the format property string of the relevant field in the underlying table.

c. Combo box for Record Filtering (on any field):

Combo box will be used to select a field value for which filtering is required.

Hands On: 14.4
Make use of a combo box object on the form, named Players to filter records for the field 'Ratings'. This filtering will allow the user to see players in different rating categories like A, B etc.

Steps Involved:

1. AfterUpdate event of comboBox object is selected to write the following code.

2. A fitlerString variable is defined and initialized as follows.

```
Dim filterString as String;
filterString = "FieldName = 'ComboBox.Value' ";
```

Note: In case the field value is of numeric type **Str(*Value*)** function can be used to convert the type to string.

3. The form property, named Me.Filter is set to a filter string.

```
Me.Filter = filterString;
```

4. The form property, named Me.FilterOn is set to TRUE, in order to apply the filter.

```
Me.FilterOn = TRUE;
```

5. The filter can be removed by using a command button 'On Click' procedure.

```
Me.FilterOn = FALSE;
```

3. Use of Check Box Control

Why Check Box?

A check box is used with the fields having yes/no type.

4. Use of Group Control

Why Group Control?

- For the fields having a fixed number of values, users can be provided with a option group control (a list of radio buttons).
- The selection results in a numeric value. Thus in the database table numeric code for different values should be saved.

For example, saving the field, named 'State' in the table **Coaches**.

- If an option group is used, we have to save numeric codes for each state like 1 for Florida, 2 for NewYork, 3 for Michigun and so on.