

Figure 6-53 Training database custom form design

The screenshot shows a Microsoft Access form titled "Programs" with the following fields and controls:

- Program ID: Text box containing "203".
- Program Type: Text box containing "Young Adult Full (ages 18-25)".
- Monthly Fee: Text box containing "\$45.00".
- Physical Required: Check box, currently unchecked.
- Total Members: Calculated control displaying "6".

Below these fields is a subform titled "frmProgramMemberSubform" which displays a table of member records:

First Name	Last Name	Phone	Expiration Date	Membership Status
Ira	Sorrento	8047511270	08-20-2013	Active
Michelle	Kim	8043230291	05-17-2015	Active
Paul	Novick	8045501164	09-20-2015	Active
Jessica	Picard	8045590909	12-22-2013	Active
Zach	Adgate	8045506119	10-15-2014	Active
Abigail	Turner	8046746007	09-01-2015	On Hold
*				Active

Callouts in the image point to the Monthly Fee field with the text "your value might be aligned differently in the text box" and to the Total Members field with the text "calculated control".

- Selected fields from the tblMember table appear in a subform named **frmProgramMemberSubform**.
 - The calculated control displays the total number of records that appear in the subform. Set the calculated control's ControlTip Text property to **Total number of members in this program**. Set the calculated control's Tab Stop property to No.
 - Apply the Median theme to the form.
 - Save and view the form, and then print both pages for the first record.
- Make a backup copy of the database, compact and repair the database, and then close the database.

Use the skills you learned in the tutorial to create a custom form.

CREATE

Case Problem 3

Data File needed for this Case Problem: Agency.accdb (cont. from Tutorial 5)

Rossi Recycling Group Mary Rossi asks you to create several forms, including a custom form for the Agency database so that she can better track donations for the agency. You'll do so by completing the following steps:

- Open the **Agency** database located in the Access2\Case3 folder provided with your Data Files.
- Use the Documenter to document the tblDonor table. Select all table options; use the Names, Data Types, and Sizes option for fields; and use the Names and Fields option for indexes. Print the report produced by the Documenter.
- Use the Multiple Items tool to create a form based on the qryDonorPhoneList query, change the title to **Donor Phone List**, and then save the form as **frmDonorPhoneListMultipleItems**.