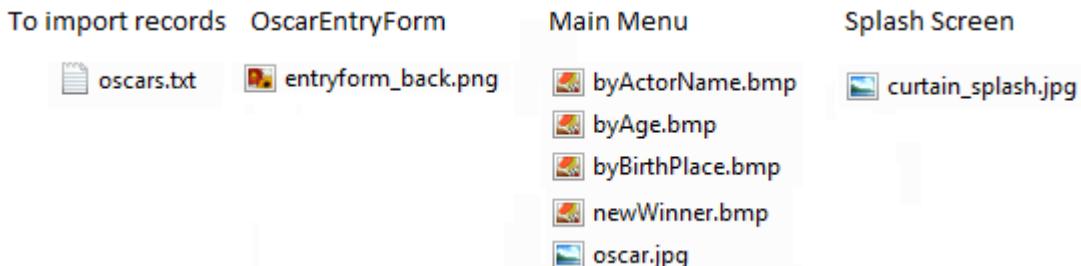


Oscars

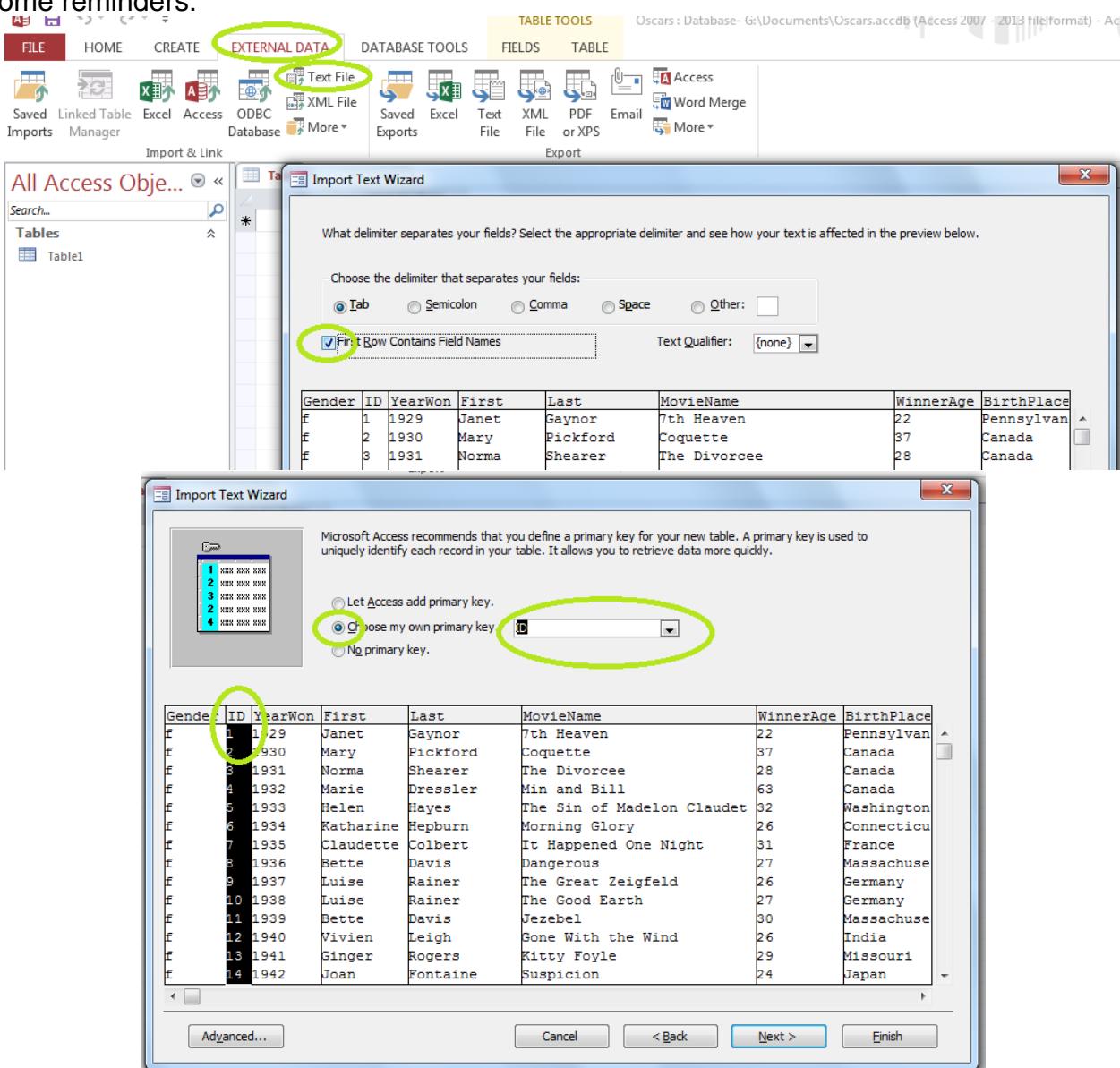
Advanced Formatting

1. You will need these files:



A. Make database

2. Open a new database
3. Import the information from Oscars.txt (the instructions for this are in 2_library)
4. Some reminders:



5. It gave me some error messages, but still imported flawlessly.
6. The table has 156 records.

B. Queries

7. Make this query, save it as **QueryAgeGroups**:

```
SELECT ageofwinner, count(*) as count
FROM winner
GROUP BY ageofwinner
ORDER BY ageofwinner
```

Note this part: `SELECT ageofwinner, count(*) as count`
That renames the column so it isn't an ugly "Exp1000".

8. Make this query, save it as **QueryBirthPlace**

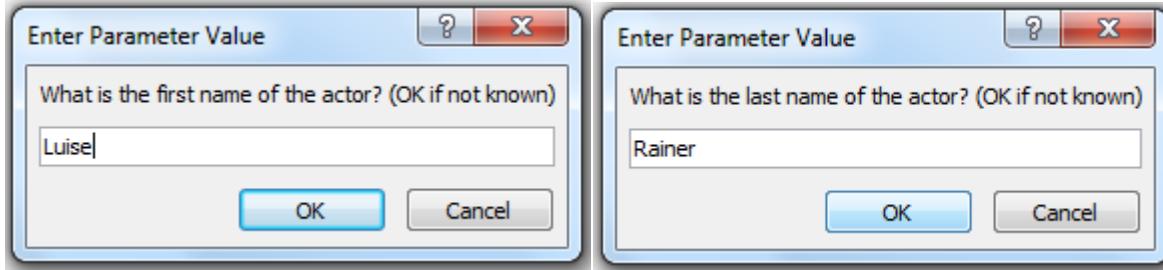
```
SELECT BirthPlace, count(*) AS [count]
FROM Oscars
GROUP BY BirthPlace
ORDER BY BirthPlace;
```

9. Make this query, save it as **QueryNameSearch**

```
SELECT First, Last, MovieName, YearWon
from Oscars
where First = [What is the first name of the actor? (OK if not known)] OR
      Last = [What is the last name of the actor? (OK if not known)]
```

This Makes two dialog boxes to type in.

The user's answer makes up the query. These answers...



Produce...

| First | Last | MovieName | YearWon |
|-------|--------|-----------------|---------|
| Luise | Rainer | The Great Zeigt | 1937 |
| Luise | Rainer | The Good Earth | 1938 |
| * | | | |

C. Add Records Form

10. We are going to make this form, which will allow the user to enter new records.

11. Select the Oscars table and create a form.

12. Switch to design view.

13. Highlight all of the fields, but not their labels in front. Then, drag all of the fields so that they are smaller.

The image shows two side-by-side screenshots of a Microsoft Access form titled 'Oscars'. The left screenshot shows the original layout of the form with labels and fields. The right screenshot shows the labels and fields highlighted with orange boxes, and the fields have been moved to the right side of the form.

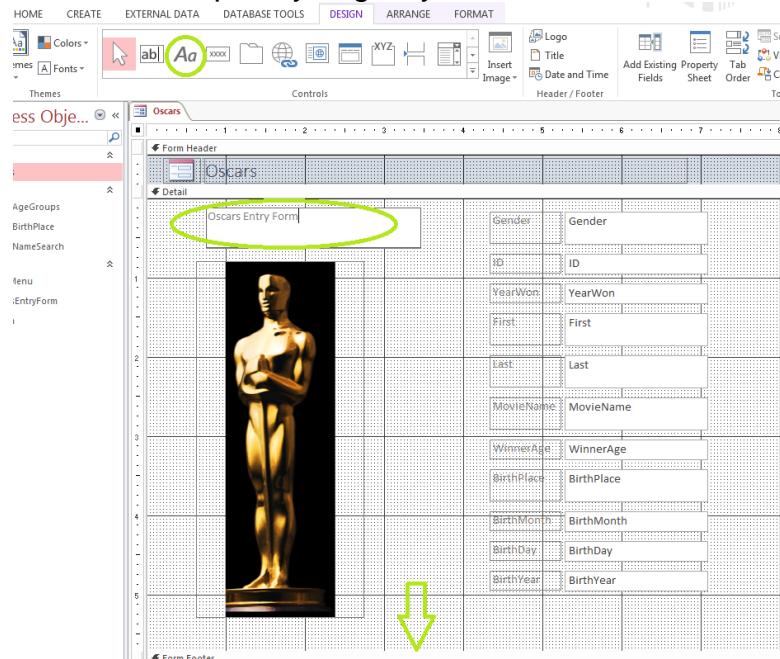
14. Highlight the fields and their labels. Move them all over to the right.

The image shows a screenshot of the Microsoft Access 'Oscars' form design. The labels and fields have been moved to the right side of the form, as instructed in step 14.

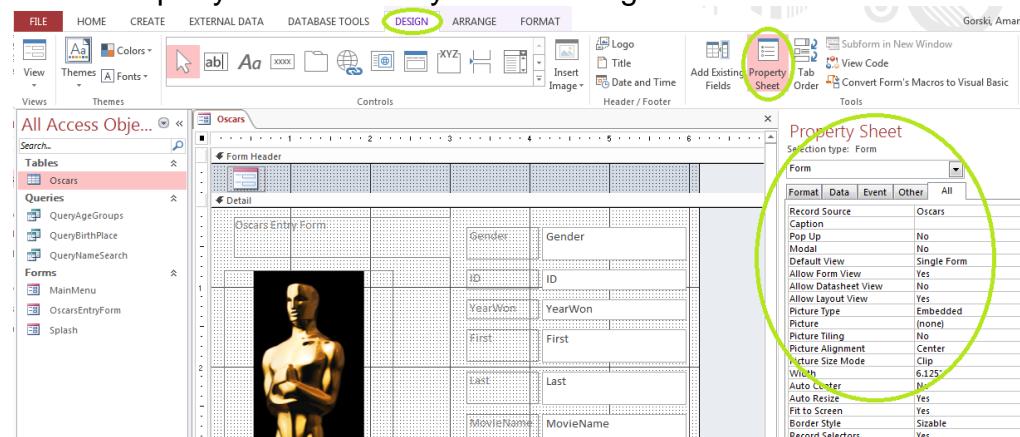
15. In the Design Menu, choose to insert image. Choose the entryForm_Back.png. Drag on the screen to place it.

The image shows a screenshot of the Microsoft Access 'Oscars' form design. An Oscar statuette image has been inserted and highlighted with a green oval. The 'DESIGN' tab is selected in the ribbon.

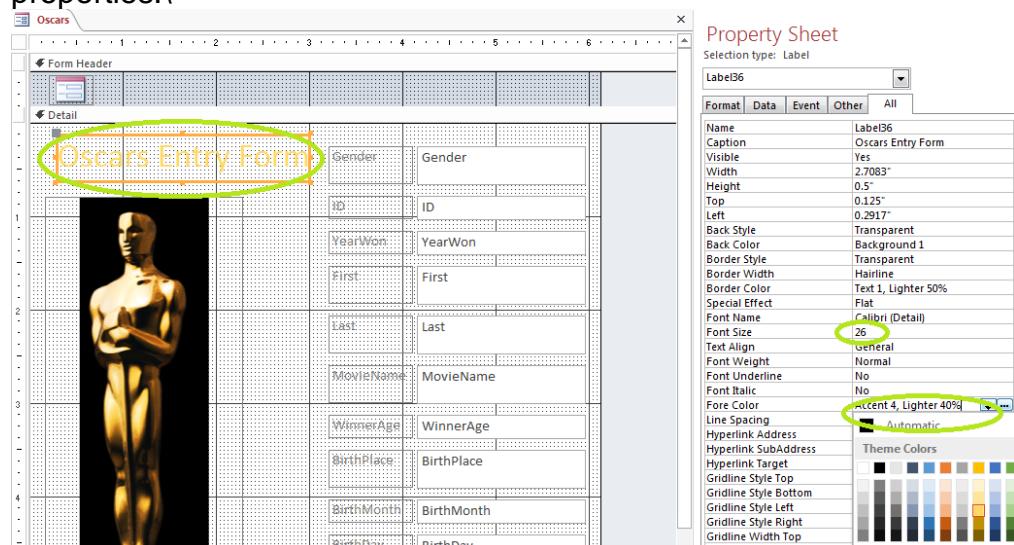
16. Resize the form space you give you move room. Add the title using a label.



17. Show the Property sheet so that you can change the colours of various widgets.



18. Select the label. Then, by selecting things at the side (ForeColour, FontSize) change its properties.\



19. Fiddle with the properties until it looks like this.

Oscars Entry Form

| | |
|------------|------------|
| Gender | Gender |
| ID | ID |
| YearWon | YearWon |
| First | First |
| Last | Last |
| MovieName | MovieName |
| WinnerAge | WinnerAge |
| BirthPlace | BirthPlace |
| BirthMonth | BirthMonth |
| BirthDay | BirthDay |
| BirthYear | BirthYear |

20. Add some buttons. Click on the command button, place it on the screen and the dialog will appear.

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS DESIGN ARRANGE FORMAT

View Colors Themes Fonts Views Themes

Insert Image Logo Title Date and Time Add Existing Fields Property Sheet Tab Order Con Tool

All Access Obj... <> <> Oscars

Tables Queries Forms

Oscars QueryAgeGroups QueryBirthPlace QueryNameSearch MainMenu OscarsEntryForm Splash

Command Button Wizard

Sample: < Back Next > Finish

What action do you want to happen when the button is pressed?

Different actions are available for each category.

Categories: Record Navigation Record Operations Form Operations Report Operations Application Miscellaneous

Actions: Find Next Find Record Go To First Record Go To Last Record Go To Next Record Go To Previous Record

Property Selection type: C

Format Data

Name Caption Picture Caption Visible Cursor On Hover Picture Type Picture Width Height Top Left Back Style Transparent Use Theme Back Color Border Style Border Width Border Color Hover Color Pressed Color Hover Fore Color Pressed Fore Col Font Name Font Size Alignment Font Weight Font Underline Font Italic Fore Color Hyperlink Addre Hyperlink SubAc Hyperlink Target Gridline Style To Gridline Style Bo Gridline Style Lef Gridline Style Rgt Gridline Width T Gridline Width E Gridline Width L

Com mand

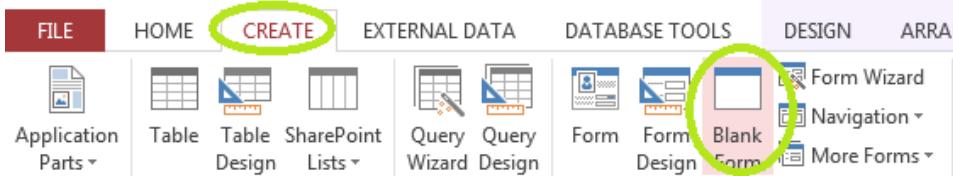
21. You need 4 buttons

| | | |
|---|-------------------|-----------------------|
| 1 | Record Navigation | Go To Previous Record |
| 2 | Record Navigation | Go To Next Record |
| 3 | Record Operations | Add New Record |
| 4 | Record Operations | Delete Record |

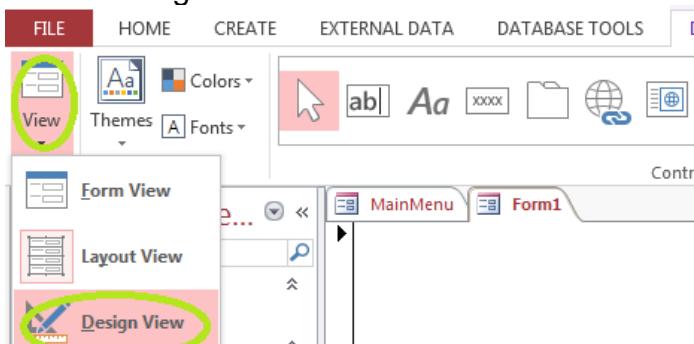
22. When done, the Entry Form look like this. Save it as OscarsEntryForm.

D. Main Menu

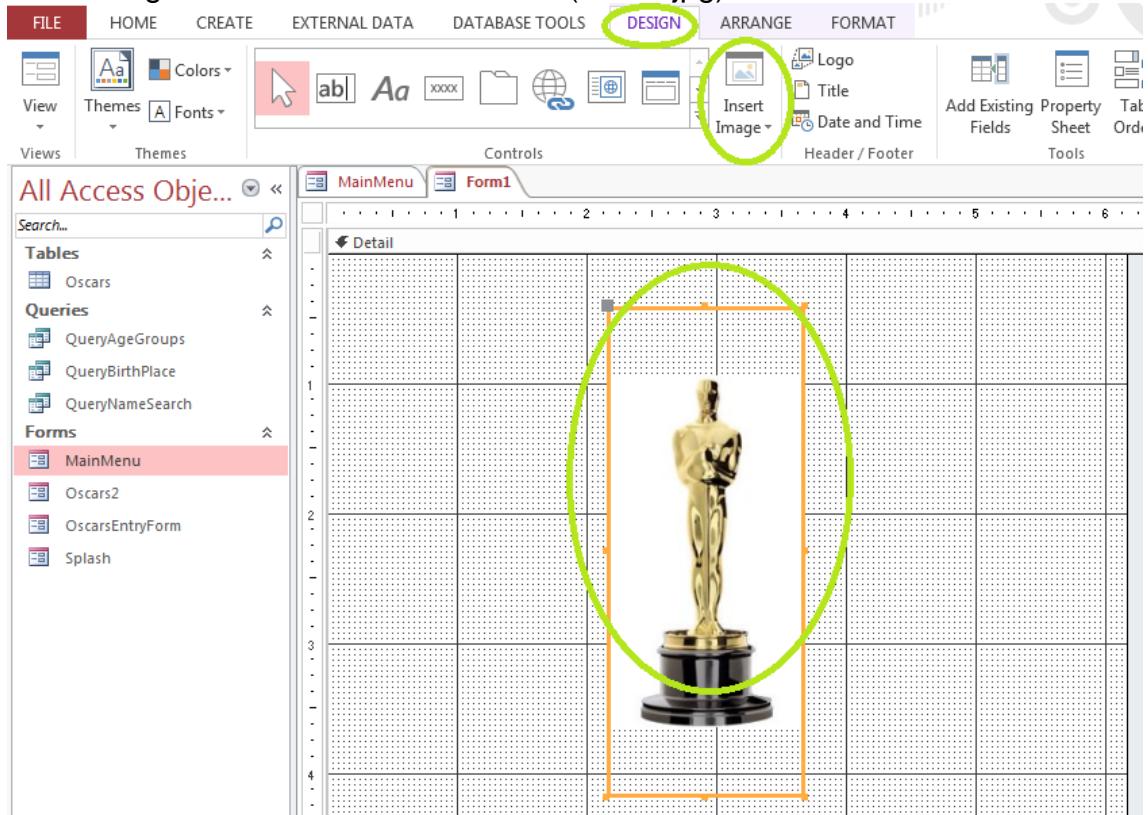
23. Create a blank form.



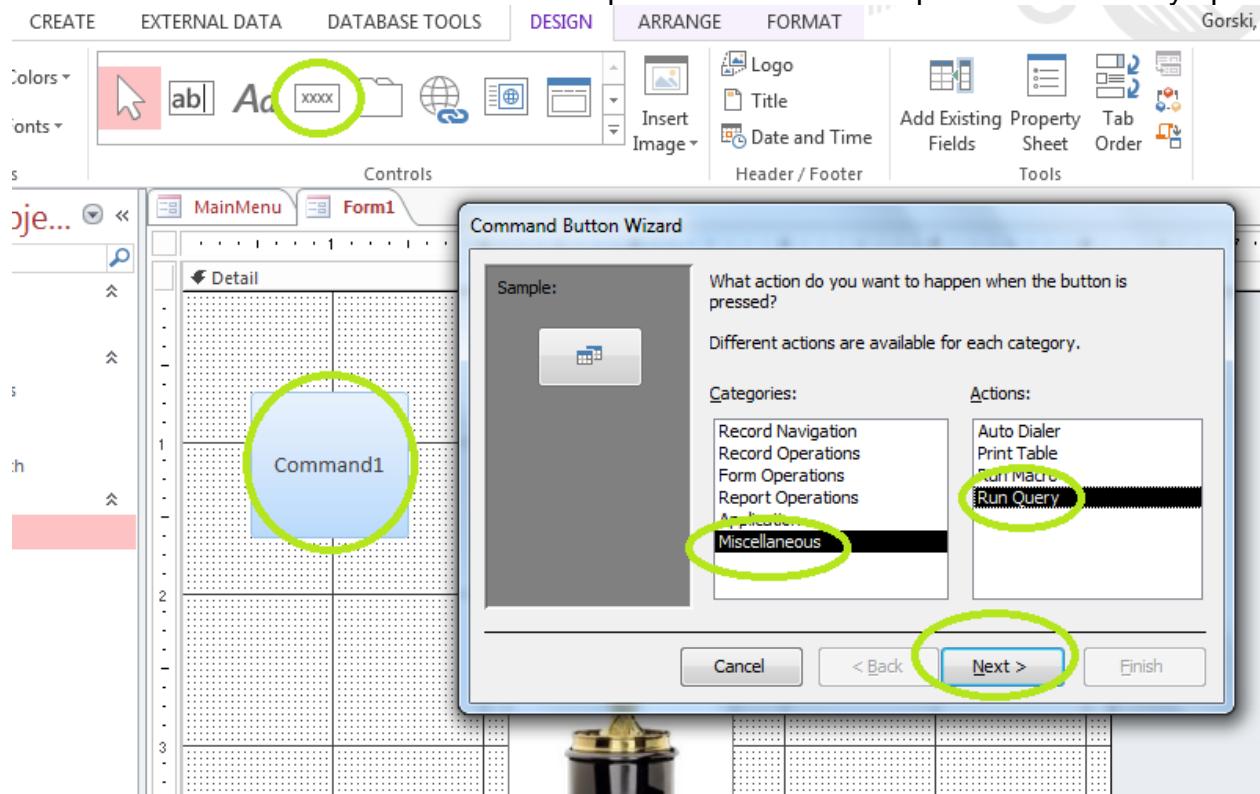
24. Switch the design view.

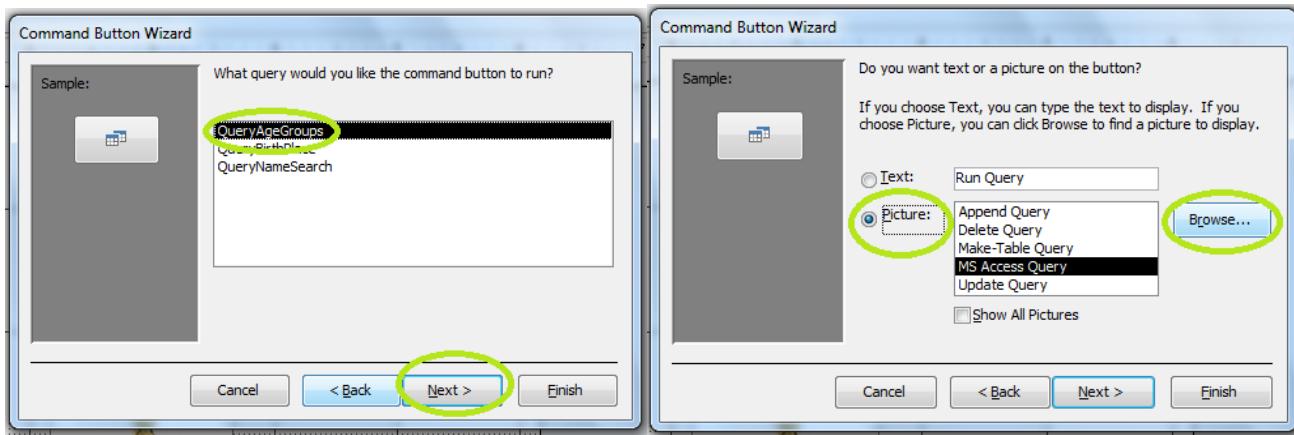


25. Insert an image into the middle of the form (Oscar.jpg)



26. Add the buttons around the outside of the picture. Link them to queries so that they open them.

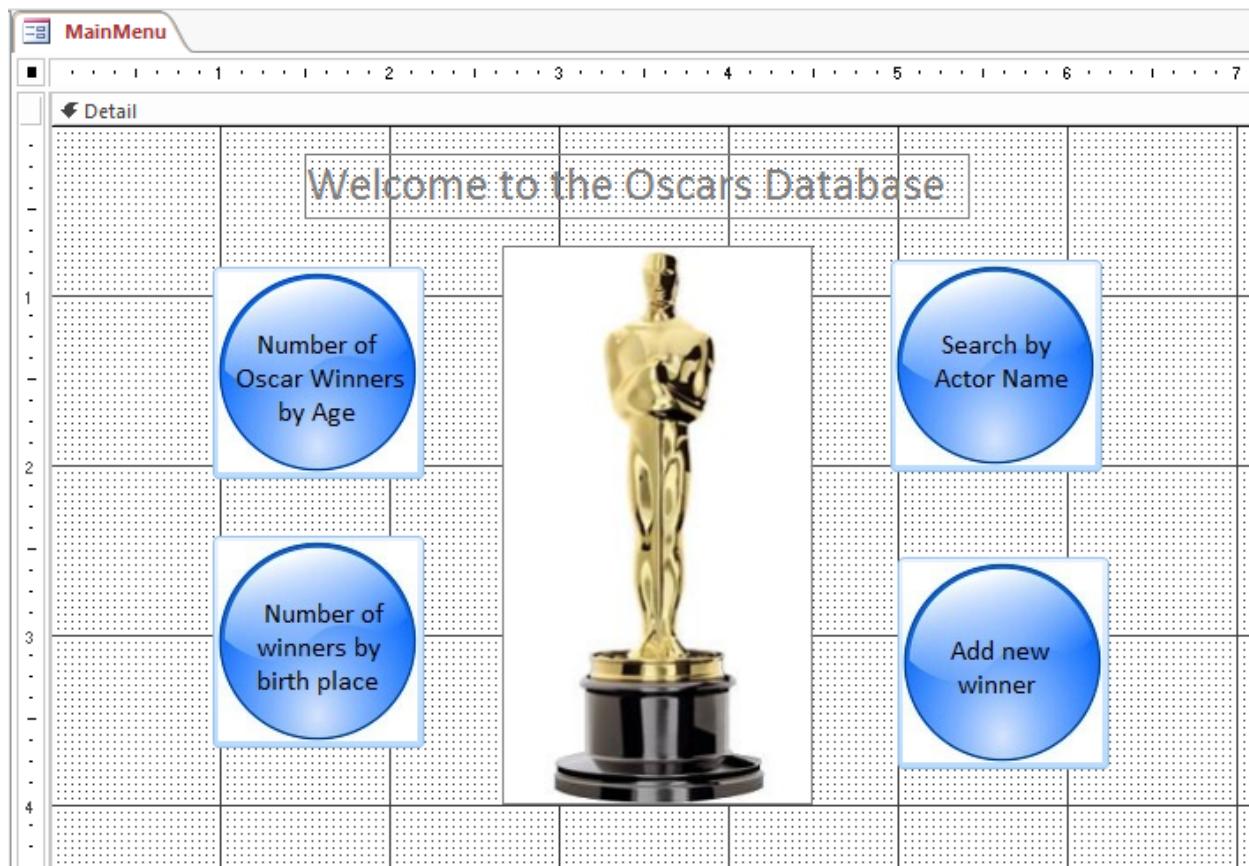




The four buttons and their information:

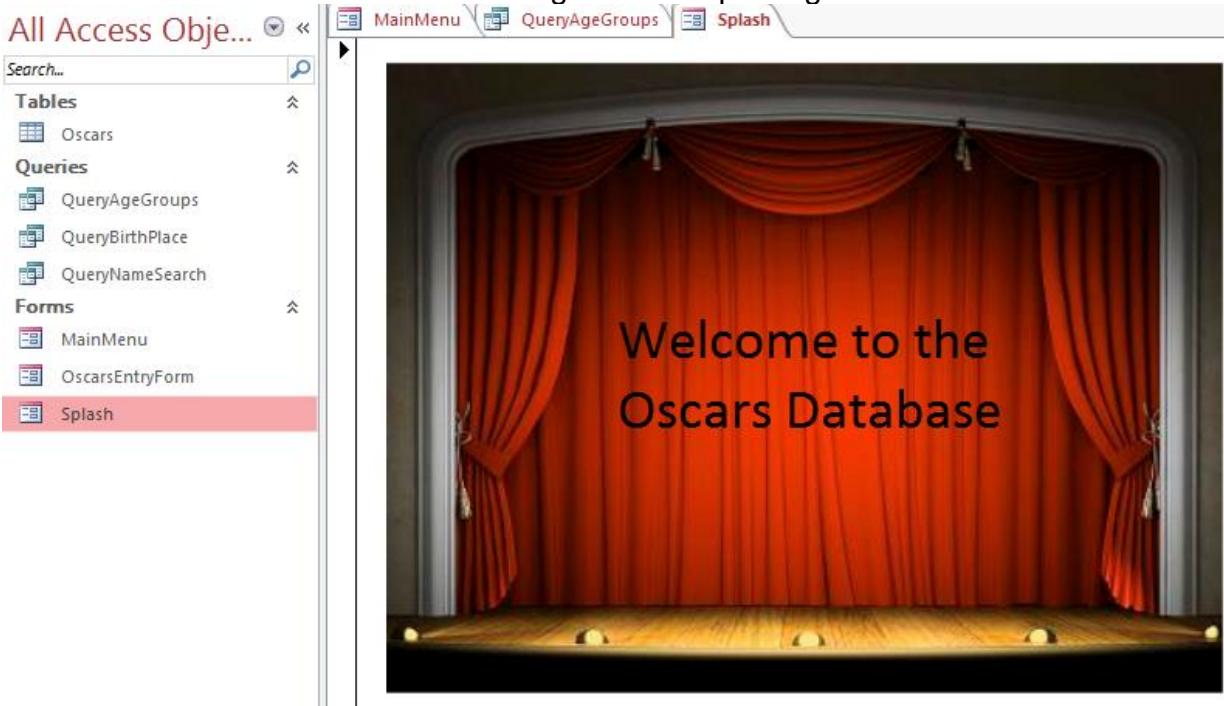
| Category | Action | Query | Picture |
|-----------------|-------------|-----------------|------------------|
| Miscellaneous | Run Query | QueryAgeGroups | byAge.bmp |
| Miscellaneous | Run Query | QueryBirthPlace | byBirthPlace.bmp |
| Miscellaneous | Run Query | QueryNameSearch | byActorName.bmp |
| Form Operations | Open a Form | OscarsEntryForm | newWinner.bmp |

This is created. Save it as MainMenu.



E. Splash Screen

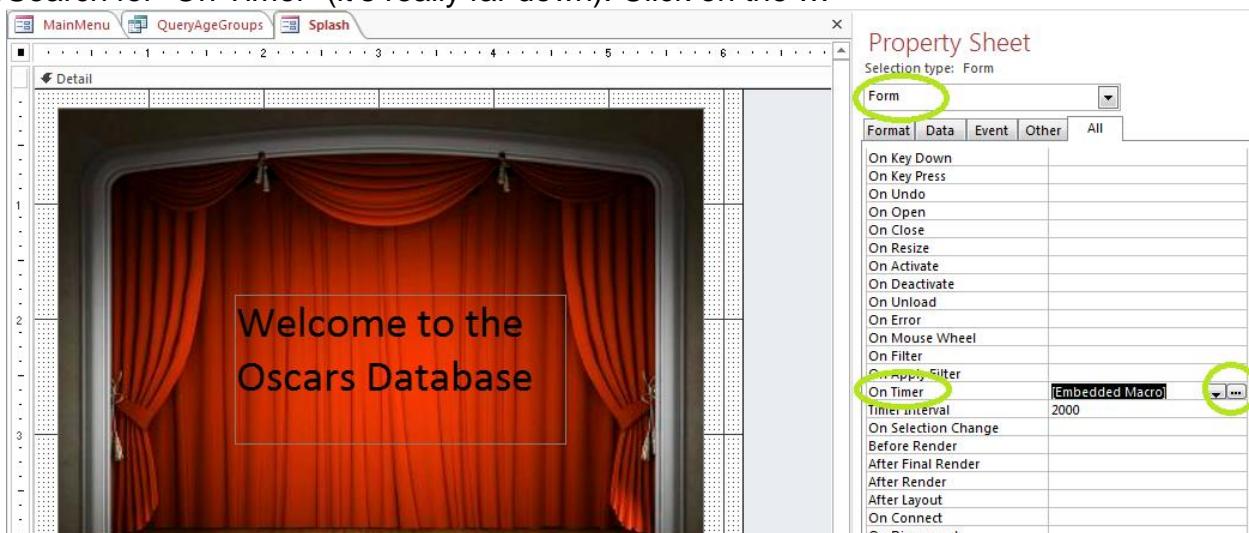
27. As with the Main Menu, create a blank form. Add the image curtain_splash.jpg to it. Put the welcome message on the top using a label.



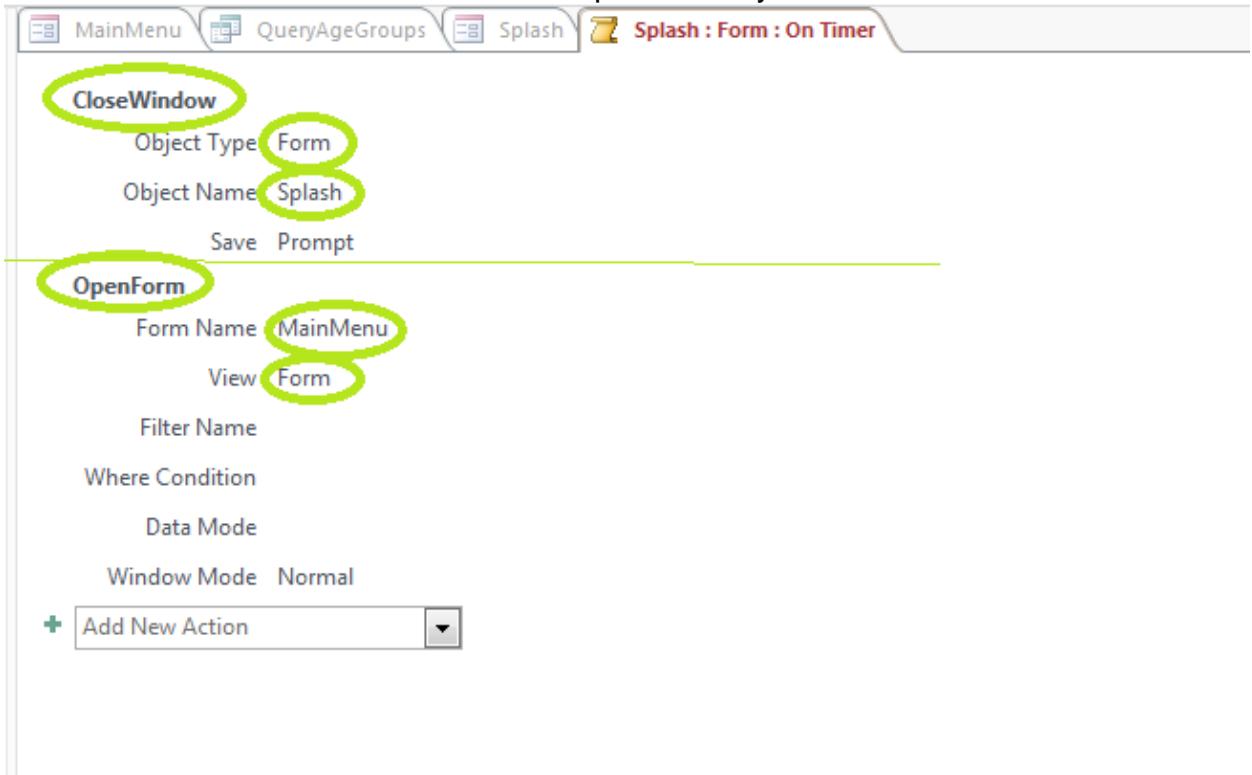
28. Save. You should have the above objects.

29. Switch to design view. Show the property sheet.

30. Search for "On Timer" (it's really far down). Click on the ...

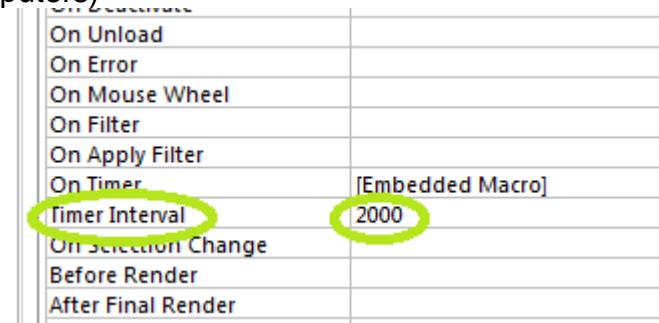


31. You are in Access' version of a macro builder. It is called a scripting environment. Click on add new action twice. Then choose from the options until you have this.

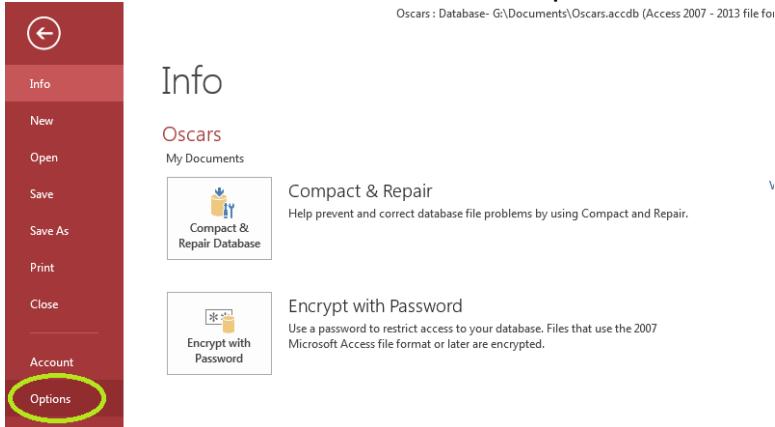


32. Click on the close button.

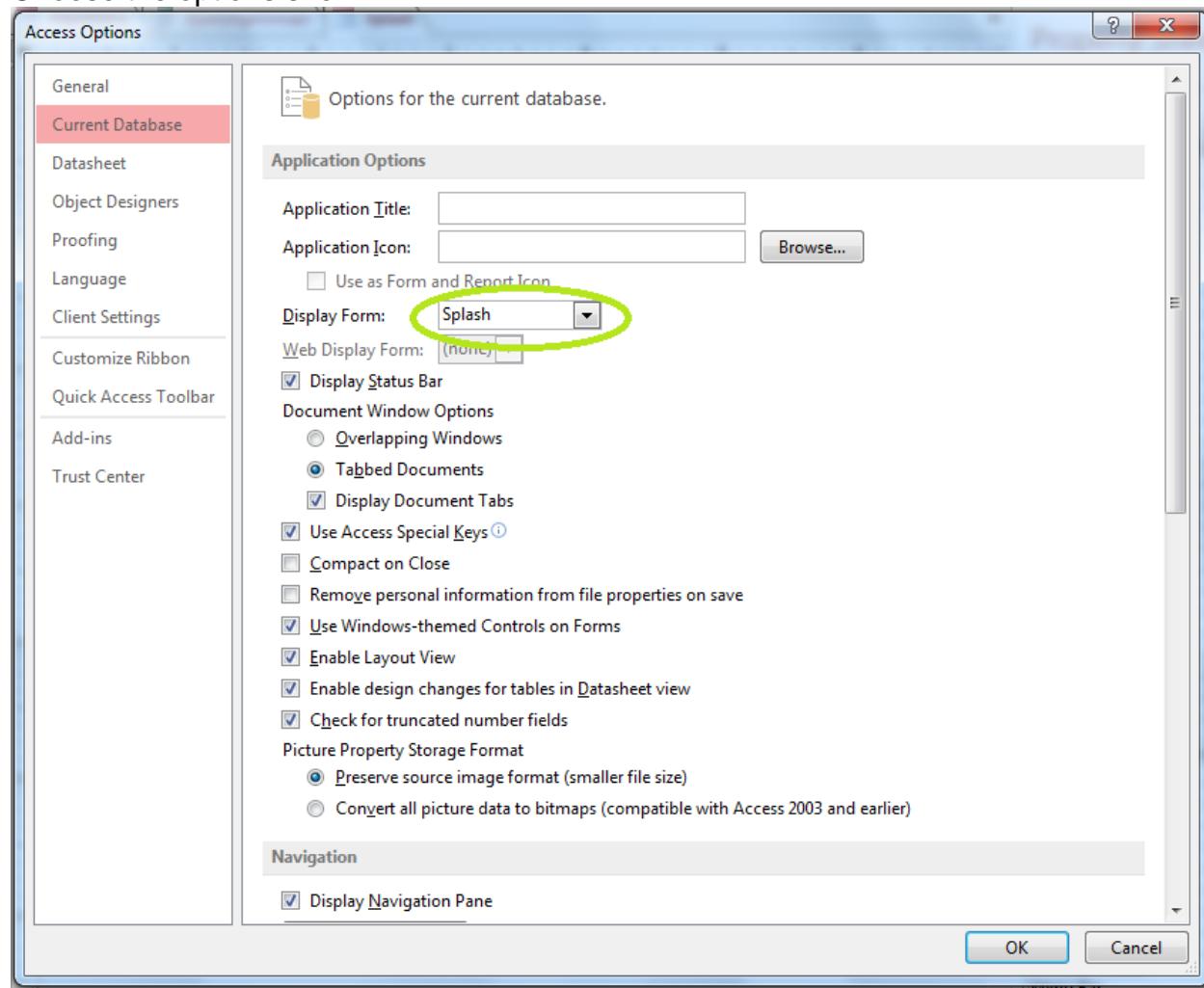
33. Back on properties, change the timer interval to about 2000. (This time works on the school computers)



34. Now, we want to set this screen to show up first. Choose File ... Options



35. Choose the options shown.



36. Note, if it doesn't work – and the timer settings are wrong, right-click on the Splash Object and choose design view.

37. Testing. See if your database works.

- Open the splash screen. It should disappear and open the main menu.
- On the main menu, test each button
- On the entry form, move forward and back using your buttons.