

# Creating User-Friendly Databases

Databases are often created by a small number of people then used by a larger number of others. Often these people do not know how to use all the features of a database so it is advantageous to create databases that are easy to use through the use of buttons. Buttons are simply graphics placed on the screen to perform commands and allow users to navigate around forms, print reports or run macros. All the user has to do is click on the button for the command to be run.

In this chapter you will add buttons to a simplified database for a real estate agency which allows users access to a series of forms and reports.

## Opening the Sample File

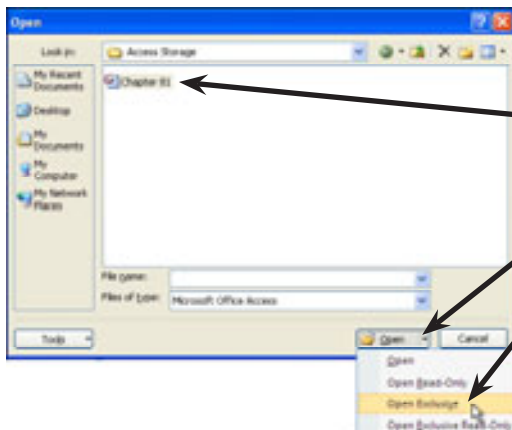
A database has been prepared for you and it will need to be opened from the ACCESS 2007 SUPPORT FILES

- 1 Load Microsoft Access and click on the OPEN icon in the OFFICE BUTTON, or close the current file and click on the OPEN icon in the OFFICE BUTTON.
- 2 Access the CHAPTER 8 folder of the ACCESS 2007 SUPPORT FILES and open the CHAPTER 8 file as an OPEN READ-ONLY file.
- 3 Click on the OFFICE BUTTON, highlight SAVE AS and select ACCESS 2007 DATABASE.
- 4 Access your ACCESS STORAGE folder and save the file as CHAPTER 81.

## Opening the File as an Exclusive file

The file will be opened as an EXCLUSIVE file so that a password can added to it.

- 1 Close the CHAPTER 81 file and select OPEN from the OFFICE BUTTON.



2 Select the CHAPTER 81 file then click on the arrow next to the OPEN button and select OPEN EXCLUSIVE.

## The Sections of the Database

The database consists of the following sections. Look at each in turn.

### A Tables

- Owner Details:* Records the property's owner details.
- Property Details:* Records specific details about the property, such as its location, type, description, sale type (sale, auction or rent), and price.

The tables are linked by the OWNER ID primary key field.

### B Queries

- All Details:* Combines details from both tables. This query is used by the DATA ENTRY form.
- Properties for Auction:* Filters the properties available for auction, sorted into SURNAME then FIRST NAME order.
- Properties for Rent:* Filters the properties available for rent, sorted in WEEKLY RENT then SURNAME order.
- Properties for Sale:* Filters the properties for sale, sorted into SALE PRICE order.

### C Forms

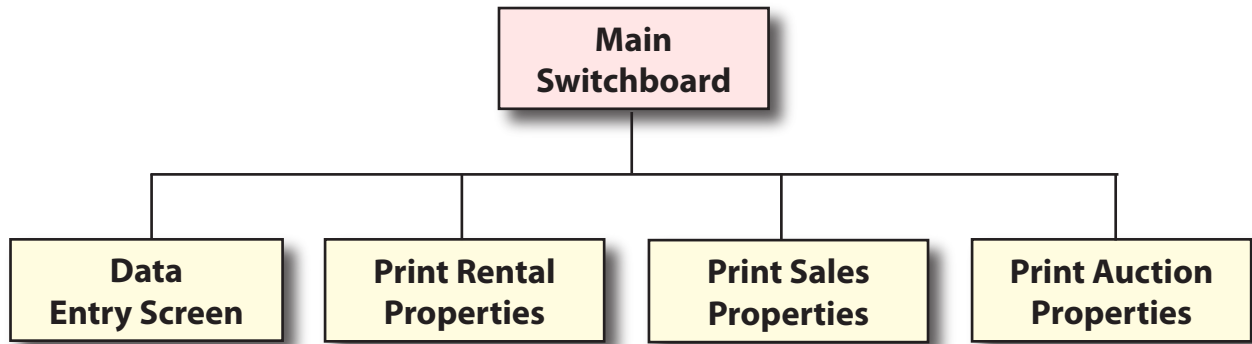
- Data Entry:* Displays all the fields from the two tables.

### D Reports

- Auction Properties:* Prints the Properties for Auction Query details.
- Rental Properties:* Prints the Properties for Rent Query details.
- Sale Properties:* Prints the Properties for Sale Query details.

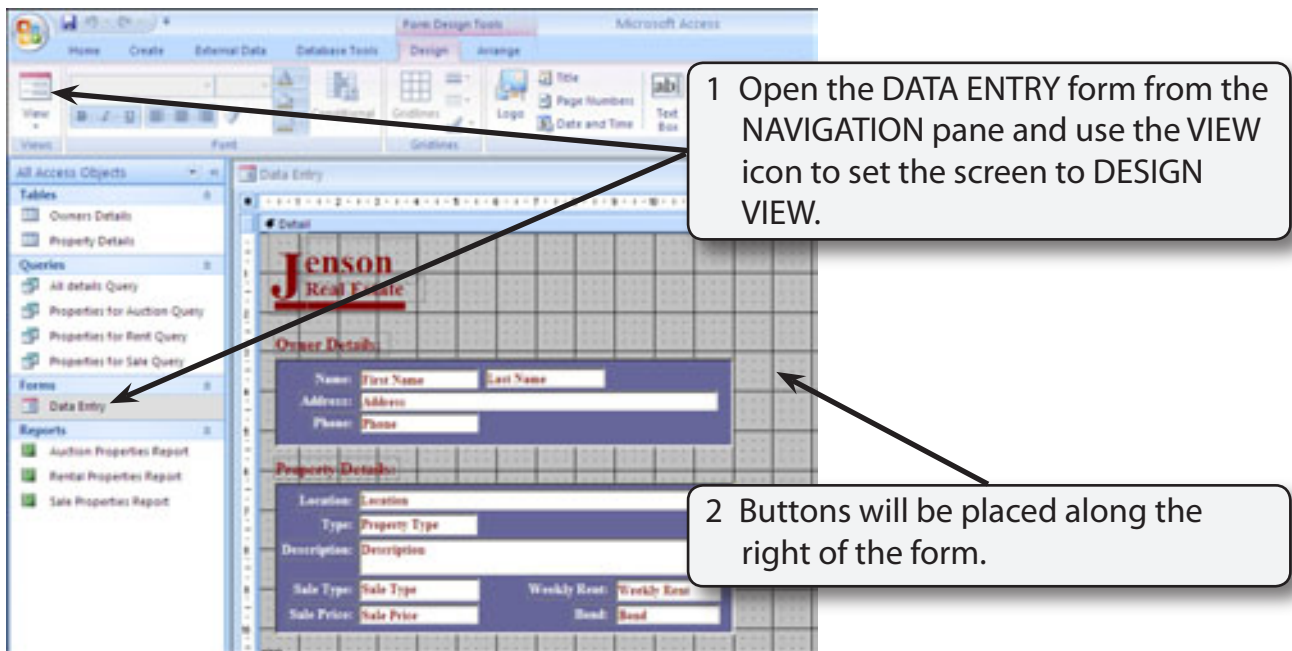
## The Structure of the Database

You will be required to add buttons to a DATA ENTRY form and to create a MAIN SWITCHBOARD form to control the use of the database. The structure of the database system that you will create is summarised in the following diagram.



## Completing the Data Entry Form

Buttons are needed in the DATA ENTRY form to allow the users of the database to carry out the general maintenance procedures such as adding new records, finding records and deleting records.

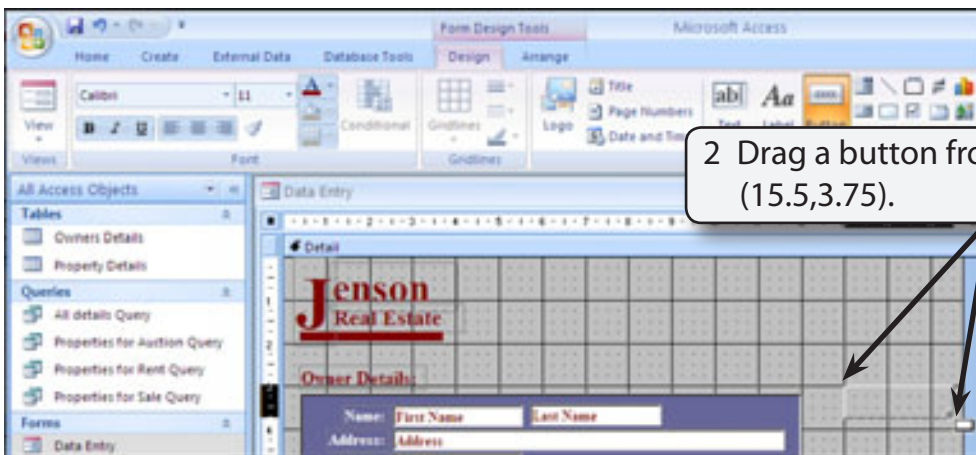


## A Inserting a New Record Button

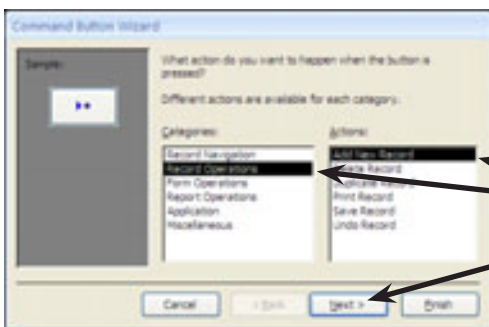
We will use a wizard to help use create the button.



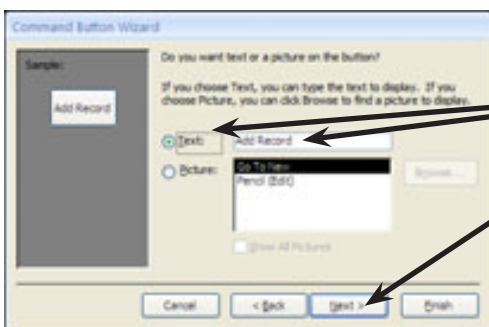
1 In the DESIGN tab of the RIBBON check that the USE CONTROL WIZARD is turned on then click on the BUTTON icon.



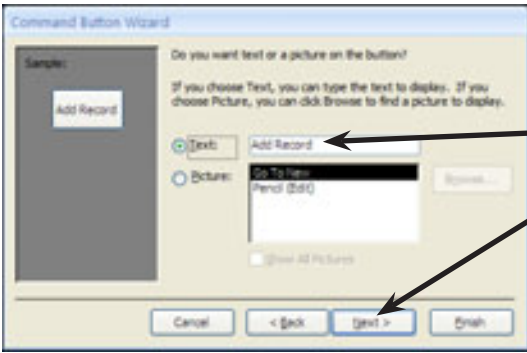
2 Drag a button from (13,3) to (15.5,3.75).



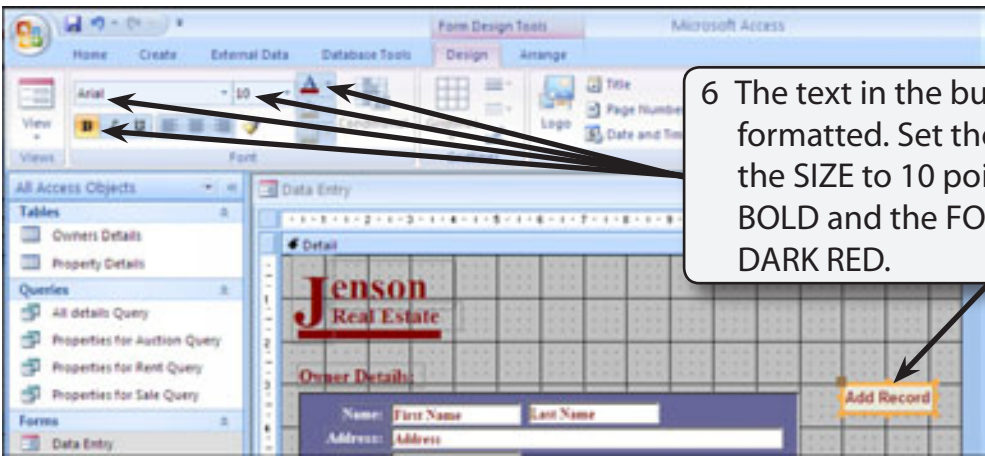
3 In the COMMAND BUTTON WIZARD dialogue box set the CATEGORIES frame to RECORD OPERATIONS, leave the ACTIONS frame as ADD NEW RECORD and click on NEXT.



4 Click on the TEXT radio button, leave the text box as Add Record and click on NEXT.



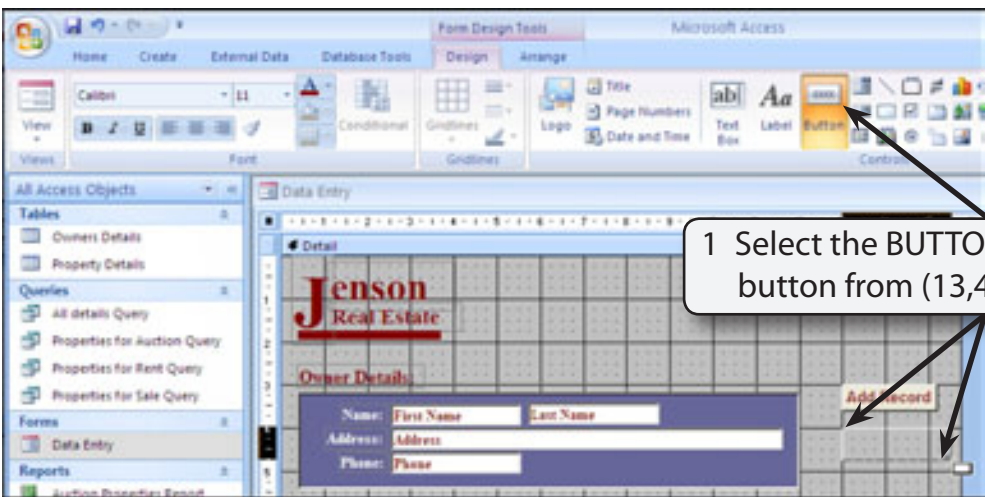
5 Name the button:  
Add New Record  
and click on the FINISH button to complete the button.



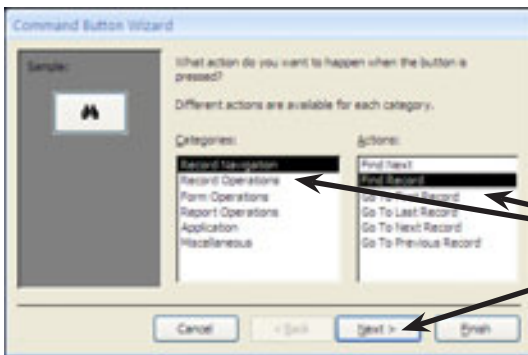
6 The text in the button can be formatted. Set the FONT to ARIAL, the SIZE to 10 point, the STYLE to BOLD and the FONT COLOUR to DARK RED.

## B Inserting a Find Record Button

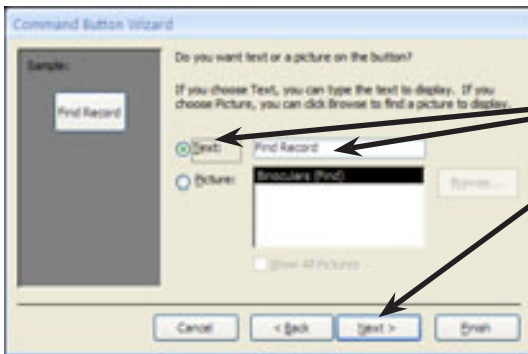
A FIND RECORD button can be inserted to allow the user to quickly find a record rather than needing to use the record navigation buttons.



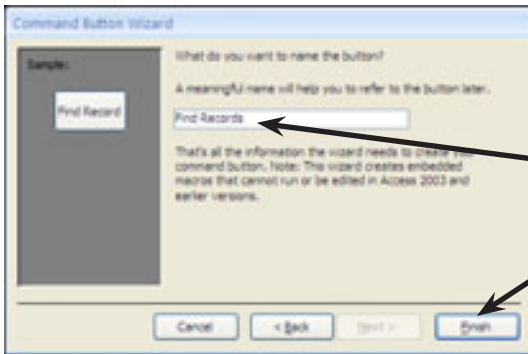
1 Select the BUTTON icon and drag a button from (13,4) to (15.5,4.75).



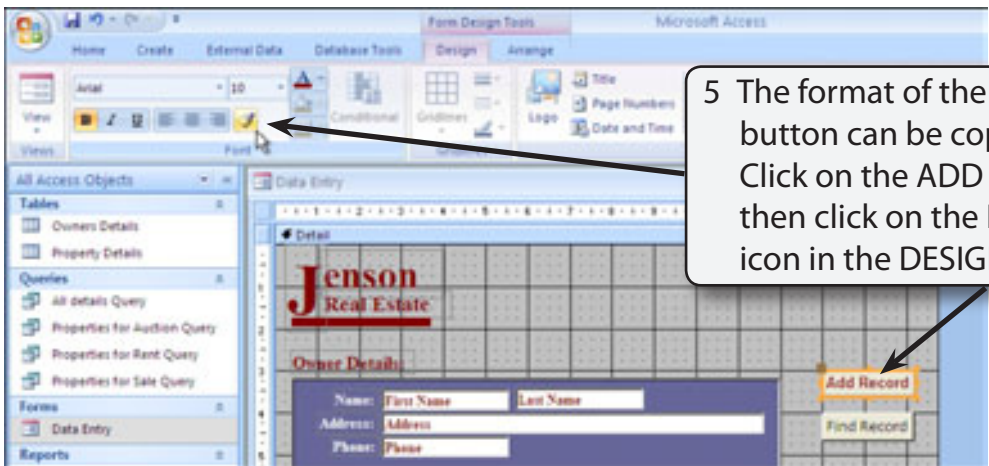
2 In the COMMAND BUTTON WIZARD dialogue box leave the CATEGORIES frame at RECORD NAVIGATION, set the ACTIONS frame to FIND RECORD and click on NEXT.



3 Click on the TEXT radio button, leave the text box next to it as FIND RECORD and click on NEXT.



4 Name the button FIND RECORD and click on the FINISH button to complete the button.



5 The format of the text in the first button can be copied to the second. Click on the ADD RECORD button then click on the FORMAT PAINTER icon in the DESIGN tab.