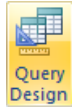## Creating an AutoFill Query

1. Identify the linked tables to use.
2. Select the **Create** tab.
3. Click the **Query Design** button in the Other group.
4. Select the tables you wish to use.
5. Select all fields from the **Many-Side** table.
6. Select the fields from the **One-Side** table you wish to display for the linked ID field.
7. Run the query.
8. Test the operation by selecting a value from the ID field.
9. Save and Close the query.
10. Create a new form based on the query. The default form created by Access 2007 automatically binds the form and places the query name in the Record Source property.
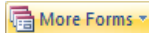
Understanding Field Properties

Every object has a series of properties that affect the way it looks acts and reacts to the user. Everything in Access 2007 is an object, therefore everything has Properties. There are two Property categories:

- **Table Based** - the property will always affect the data element whenever that data element is accessed.
- **Object Based** - Some properties exist on multiple objects for the same data element. These properties can have different values in each object and cannot be maintained in one central location.

Some of the most commonly used object properties are explained below. It is always important to verify that all properties are set as program operation may depend on them.

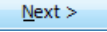| Property	Use
Name	Define the unique name for the object. This name will be used throughout the form or report
Control Source	What field or calculation controls the value shown in the object
Format	This property will change the format of an object. For example, if the field is a numeric type, you can change the format to be currency, fixed, or percent
Decimal Places	Determine how many decimal places will be allowed in the object
Status Bar Text	When the cursor is in the object, the text entered in this property will be placed in the status bar.
Visible	Determines whether the object will be visible or not
Enabled	Determines whether the object can be used
Locked	When set to Yes, the object will not allow any changes to be made
Tab Stop	Determines whether the **[Tab]** key can be used to enter the object

Creating Modal Dialog Box Foundation

1. Select the **Create** tab.
2. Click **More Forms** in the Forms group.
3. Select **Modal Dialog** in the drop-down list.
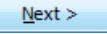4. Access creates the dialog box foundation with the **OK** and **Cancel** buttons.
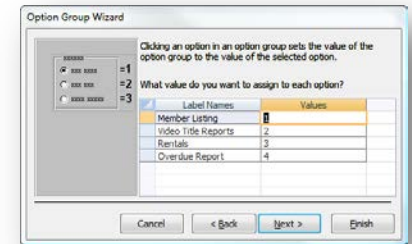
Adding an Option Group

1. View the form in Design View.
2. Ensure **Use Control Wizards** is activated - tells Access to automatically open the wizard when a control is added to the form.
3. Select the Option Group button.
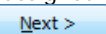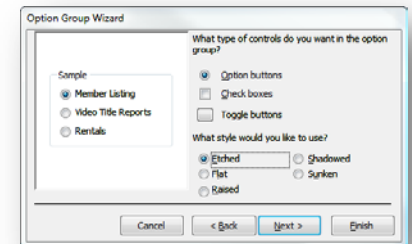4. Click the location for the control. Access opens the Option Group Wizard.

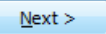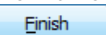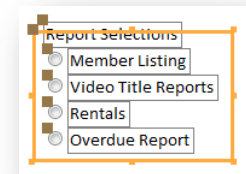5. Enter the values for each Option.
6. Click **Next >**.

7. If you wish to have a default option, select it in the drop-down list.
8. Click **Next >**. Next step allows you to override the default values assigned to each option.
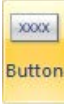
9. Enter new values or use the default values assigned by Access 2007.
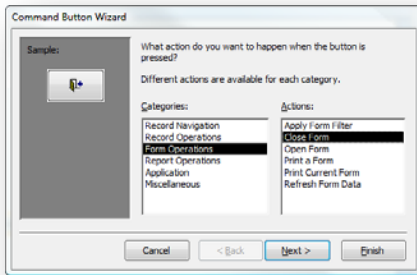10. Click **Next >**. The next step allows you to select the Option Group style.

11. Select the style for the options.
12. Click **Next >**.
13. The final step allows you to enter the caption for the Option Group.
14. Enter the Frame Caption.
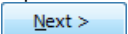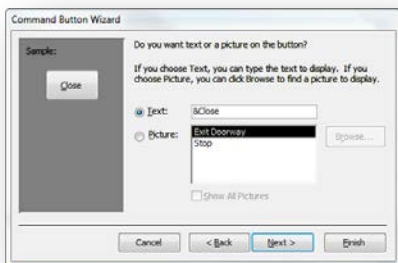15. Click **Finish** to post the new control on the form.

Adding a Button Control to a Form

1. View the Form in Design View.
2. Ensure **Use Control Wizards** is activated - tells Access to automatically open the wizard when a control is added to the form.
3. Select the **Button** button in the Controls group.
4. Click the location for the control - the Command Button Wizard opens.

The first task gives you six categories followed by the Actions assigned to each of them.
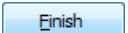
5. Select the Category and Action you wish to perform.
6. Click **Next >**.
7. Select the Text or Picture for the button.

8. Click **Next >**.

9. Enter a meaningful name for the control.
10. Click the **Finish** button to post the control on the form.
11. Size the control as desired.

Attaching Macros to Events

Macros are usually associated with an event on a form or control. When the event is triggered, the macro assigned to the event will automatically fire. You will find all of the control events in one of two places:
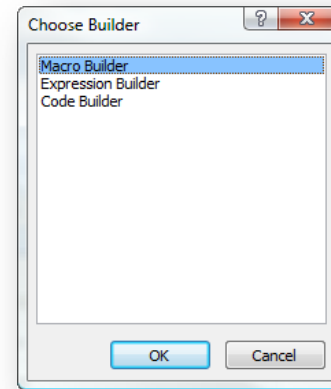- At the bottom of the **All** tab, or
- Selecting the Event tab in the Property Sheet.

You can attach a macro or VBA module to an event using one of two methods:

1. Select an existing macro or module:
   - Access 2007 knows the names of each macro and module you create.
   - When you wish to assign one to an event, simply click the located at the right edge of the Event name
   - Then, select the proper macro or module.

2. Create on the fly:
   - Clicking the button in the Event designator allows you to automatically create and assign a new macro to an Event.
   - When you click this button, Access opens a dialog that allows you to select which builder you want to use.
   - After you select the builder, Access 2007 opens that development environment automatically.

Programming Tips:

Data First: One common pitfall is to worry about the program first. The DATA is the most important part of a system. If you have poorly data design, your system will be destined to fail. Always plan the data first. Ensure you are storing everything needed for reports and management questions.

Table Properties: Access 2007 includes many tools in the table design to assist in application development. Use as many of them as possible. Try to avoid using the **Required** property too much. This greatly reduces your ability to debug the system later.

Form Design: Do not try to place everything on one screen. If you have a very limited number of fields, you can accomplish this; however, many systems contain many fields. Try creating multiple pages on your form. Use navigation buttons to toggle between these pages.

Follow Windows: Whenever possible, try to use the same features that are found in Windows. Microsoft has worked very hard to create standards for the user. These standards make using Windows predictable.

Close Buttons: Whenever possible, try not to associate any specialized code with the Close button. The Close button should be used for closing the form and nothing else.

Simple is Best: Many developers try to put as many 'Bells and Whistles' in their programs as possible. Remember, that simplicity is the best rule. Simple systems are easy to maintain and function faster.

Access 2007 Specifications

Attributes	Maximum
Access database (.accdb) file size	2 gigabytes, minus space needed for system objects
Number of objects in a database	32,768
Number of modules (including forms and reports that have the HasModule property set to True)	1,000
Number of characters in an object name	64
Number of characters in a password	20
Number of characters in a user name or group name	20
Number of concurrent users	255