

Hi [FirstName],

Simply Access Tips

Issue 3 – 2008

February 24th 2008

Welcome to the third edition of Simply Access Tips for 2008.

Housekeeping, as usual, is at the end of the Newsletter so; if you need to know how to unsubscribe, white-list, etc., then scroll to the bottom.

Julie's ponderings

Hi [FirstName],

Welcome everyone.

A few things have happened since my last Newsletter:

My daughter has moved out (again), back to her unit, which she bought a couple of years ago. She is sharing it with her boyfriend and starts back at University in a couple of weeks. She has also turned 24.

The family (myself, husband and two kids) headed off to New Zealand for our 25th wedding anniversary. My niece house-sat and looked after the dog. Our wedding anniversary was on the 11th February and it was my husband's birthday on the 16th, the day after we got back from NZ. NZ was great. We did a kayaking trip of 16 km, camped on one of the islands, and kayaked back the next day. We stopped halfway to an island where there were three lagoons. I had a well-deserved rest, whilst the kids snorkeled. I will organise some photos to send with my next Newsletter.

For those of you who remember, I sent my kayak away to be repaired some months ago. Well, I have finally got it back. I was a bit concerned I would not fit into it as the fault with the kayak was that it had a crack in the cockpit which gave me a bit of extra space to fit in, as I had put on a bit of weight. But with the crack fixed, the cockpit is a bit smaller. I have consciously lost some weight whilst it was away being repaired (about 10kg) so, with my fingers crossed I tried out my new and repaired boat and surprise, surprise, I do fit in it. A bit tight but I can definitely paddle it. So, no excuses for not getting back into a bit of kayaking. Have I mentioned it is too hot, I am too busy and there is no water in the lake :0) - we can always find excuses can't we!

Julie

Back Issues

Just a reminder, back issues of Simply-Access Tips can be found at:

<http://www.simply-access.com/SimplyAccessTipsNewsletter1.html>

Still behind with loading these up, but what's new.

Questions

Unfortunately, I am unable to answer individual questions, personally, via email. Purely due to the fact that all I would do is answer questions. You do, though, have three other options for me to answer your questions:

- 1) I can include them in an edition of Simply Access Tips (if you do not mind your question being shared). There may be a wait before they are included, depending on how many I have.
- 2) You can go to All Experts and post your question there; I answer one question per day from All Experts (this helps to keep control of the questions):

<http://www.allexperts.com/browse.cgi?catLvl=3&catID=1440>

If I am not available, there are many other experts.

- 3) Or, you can subscribe to my Question Subscription Service, \$23.95 AUD per month, for unlimited questions:

<http://www.simply-access.com/MicrosoftAccessQuestions.html>

Learn VBA

You may have noticed I have used VBA code in some of my answers. If you would like to learn this valuable skill to enable you to expand the flexibility of your Microsoft Access database, then click below to get your first lesson free, or cut and paste into your URL Address bar. You will need to scroll to the bottom of the page and enter your information into the form.

<http://www.simply-access.com/LearnVBA.html>

Tips

NOTE: If you are copying code from the tips and find it is not copying correctly – i.e. the html is also being copied, then copy them into NotePad first (not Microsoft Word, as Word keeps the formatting) then copy from NotePad into Microsoft Access.

Tip 1: Having 'User' input for criteria in a query

Question

How would I create a query that will ask for, and accept, a maximum price from the user with the cue, "Please type in your maximum price".

Answer

In the criteria row of the query, type the question in square brackets, i.e.:

[Please type in your maximum price]

This will cause an input box to appear with the above prompt and a section for the user to enter their response. The query will then be filtered by this.

Tip 2: Using the result of a combo box to complete a text field

Question

I have a combo box and text field in a form. This combo box retrieves the data from a table. Let's say the combo box displays the type of stationery and the text field will display the price of the selected stationery. When the user selects the combo box, the text field will display the price. How can I do this?

Answer

Firstly, make sure the price is in the query for the combo box. To check this, with the form in Design view, double-click on the combo box to open the properties window. Click on the 'Data' tab.

Place your cursor next to 'Row Source' and click on the '...' button that should now appear. This will open the query the combo box is based on. If the price field is not there, double-click on it in the table box to add it to the query design grid. Count the position it is in (i.e. which column).

Close and save the query.

If you added the price field, click on the 'Format' tab and change the 'Column Count' property to 1 more than is there.

Then add ;0 to the end of the Column Widths property = i.e. keep those already there but add a semi-colon and a 0 to the end.

Then, in the price field box, type the following:

```
= Forms!frmName!ComboName.Column(2)
```

Change frmName to the name of your form.

Change ComboName to the name of your combo box.

Change the 2 to the number column you added the price field to (-1), as the column count starts at 0 not at one.

Now when a product is chosen the price field will be updated.

This price will not be stored in the underlying table. If you wish to store it in the underlying table, then; on the after Update event of the combo box:

Right-click on the Combo Box > Properties > Event Tab > After Update > '...' button > Code Builder > OK.

Then, in between the two lines of code:

```
Private Sub City_AfterUpdate()
```

```
End Sub
```

Type the following:

```
Me!Price = Me!ComboName.Column(2)
```

Change 'Price' to the name of your Price field.

Change ComboName to the name of your combo box.

Change the 2 to the number column you added the price field to (-1), as the column count starts at 0, not at one.

This should do the trick.

Tip 3: *Using the result of a text box to complete another text box field*

Question

This question is a variation of Tip 2.

I have one text box on a form for entering a customer # and I want to have it to where on that same form once you enter the customer # and tab out of that field the Customer's name is displayed in another field. How do I do this?

Answer

To do what you ask you will need to write some code.

With the form in Design view; double-click on the customer# text box to open the properties window.

Click on the 'Event' tab and place your cursor next to 'After Update'. Click on the '...' button that should now appear. Choose 'Code Builder' when prompted to do so.

The coding window will open, displaying the following two lines of code:

```
Private Sub Customer#_AfterUpdate()
```

```
End Sub
```

In between these two lines of code type the following:

```
Me!CustomerNameField = Nz(DLookup("CustomerName", "tblCustomer",  
"[Customer #] = " & Me![Customer #]),"No such customer exists")
```

Change CustomerNameField to the name of the text box that will display the customer's name.

Change CustomerName to the name of the field that stores the Customer's Name.

Change tblCustomer to the name of the table that stores the customer information.

Note: The above code is presuming customer code is a number. If it is text, then the code will look like this (note the extra talking marks):

```
Me!CustomerNameField = Nz(DLookup("CustomerName", "tblCustomer",  
"[Customer #] = '" & Me![Customer #] & "'", "No such customer exists")
```

If no customer is found matching, 'No Such customer exists' will be displayed in the CustomerNameField - you can change this message to whatever you want.

Hope this is clear.

Housekeeping

Once again, just a quick reminder: Please ensure the following email address is white-listed with your ISP:

julie@simply-access.com

This will ensure the weekly arrival of this Newsletter.

Unsubscribe