

Active Blog
Access Trick

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Combo Boxes Make Search Form Navigation Easier

You can add Combo Boxes to a search form without knowing how to write programs using the Access 2002 or Access 2003's Combo Box wizard.

For example, suppose you need to search for records on the Employee Data Form by last name. When you open the form, can click the drop-down arrow of the combo box and scroll down to select an employee name. Access then finds and displays the record for the selected employee, and this is how we do it:

1. Open your Employee Data Form in Design view.
2. Click the Combo Box button in the Toolbox. (In Access 2002, make sure the Control Wizards button is activated first.)
3. Click and drag to create the combo box within your form.
4. Select the option, Find A Record On My Form Based On The Value I Selected In My Combo Box and click Next.
5. Click Next.
6. Select First Name and Last Name from the available fields. Click Next.
7. Adjust field width as necessary and click Next twice.
8. Enter Find Record and click Finish.
9. Right-click the combo box and select Properties.
10. Under Data, click the Row Source Builder button.
11. Under Last Name, click the Sort cell and choose Ascending.
12. Close the Query window and click Yes.
13. Save the form changes.

If you require additional information or assistance with this item, please give us a call.