

ADD COMMAND BUTTONS TO A FORM

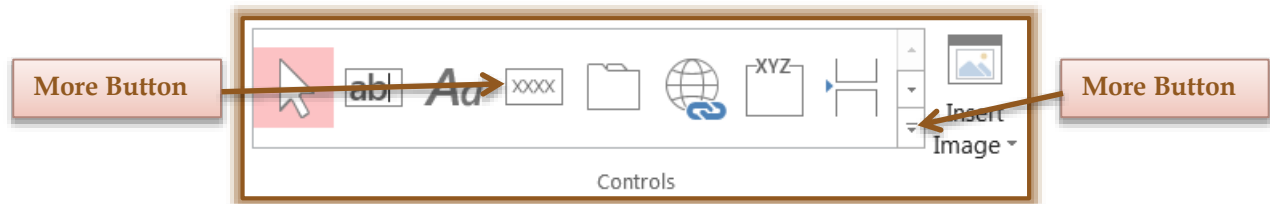
For this exercise, you will be using **Access Training-Database1**.

Command buttons are used to perform actions within the form such as moving to a new page in a multipage form, saving the form, printing the form, and deleting the current record. A list of the different operations that can be performed with a command button are described in the table below.

Function	Description
Record Navigation	Command buttons can be added to the form that move users to the next, previous, first, or last record.
Record Operations	It is possible to delete, duplicate, print, save, or undo an operation using a command button.
Form Operations	Command buttons can be used to print a form, open a page in multipage forms, close the form, plus other operations.
Report Operations	Command buttons can be used to print a report, send a report to a file, mail a report, or preview a report.
Application	Command buttons can be used to quit Access or run some other application.
Miscellaneous	Command buttons can be used to print a table, run a macro, run a query, or use the Auto Dialer.

To add a command button to a form, complete the steps below. An illustration of each of the steps in the Wizard is provided on the next page.

- ☐ Display the **Representatives Form** in **Design View**.
- ☐ Click the bottom edge of the **header** and drag it down to the 1 ¼ inch mark on the vertical ruler.
- ☐ Click the **Form Design Tools Design** tab.
- ☐ Click the **More Button** in the bottom right side of the **Controls** gallery (see illustration below).
- ☐ Make sure the **Use Control Wizards** option is selected. The button on the left should be orange.



- ☐ Click the **Command Button** icon in the **Controls Group** (see illustration above).
- ☐ Move to the **Top Right** side of the **Header** area and **six and a half inches (6.5)** on the horizontal ruler.
- ☐ Release the mouse button to place the **Command Button** at that point.
- ☐ The **Command Button Wizard** will display.
- ☐ Under the **Categories** list, choose **Form Operations**.
- ☐ In the **Actions** list, select **Open Form**.
- ☐ Click **Next** to continue to another step in the wizard.
- ☐ In this step, choose the **Invoices** form.
- ☐ Click **Next**.
- ☐ In this step, accept the option to **Open the form and show all the records**.
- ☐ Click **Next**.
- ☐ Click the **Text** option button.

- 📁 In the **Text** box, input **Open Invoice Form**.
- 📁 Click **Next** to continue.
- 📁 Input **Open Invoice Form** in the text box. This will provide the name for the button.
- 📁 Click **Next** to move to the last step in the Wizard.
- 📁 Input **Open Form** in the **Name** box.
- 📁 Click **Finish** to exit the dialog box and insert the **Command Button** into the form.
- 📁 Click on the **Command Button** and drag it to the bottom, right side of the form.
- 📁 Save the **Form** by clicking the **Save** button on the toolbar.
- 📁 Click the **View** button and try out the **Command Button**.

