Find a Record using a Combo Box

INLS 523
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1. Create a form for department.

Click Form
2. Open the new Form in design view.

• Then select all the fields on the form by clicking the first one, holding the shift, clicking the next, until all have been selected. Then move all the fields down slightly (approximately .25”) to make room for the combo box.
3. Add Combo Box

- Locate the Control Wizards icon on the Toolbox and click it to turn it ‘on’ if necessary. This icon will allow the Combo Box control wizard to launch when selected. When the button is in the off position, the Combo Box wizard will not launch.
3. Add Combo Box

• Click the combo box, and draw a combo box on your form. Choose the ‘Find a record’ option when the ‘Combo Box Wizard’ asks, ‘How do you want your combo box to get its values?’ Then Click Next.
3. Add Combo Box

• Under this case, select Dname, because it is the field I want like to search. But you can select the other fields if you want. Then click “next”.

![Screenshot of Combo Box Wizard]

Which fields of Department contain the values you want included in your combo box? The fields you select become columns in your combo box.

Available Fields:
- Dnumber
- Mgr_SSNN
- Mgr_Start_Date

Selected Fields:
- Dname
3. Add Combo Box

• The next prompt shows all the value stored in the combo box, it also allows for the width of the columns to be modified. The first column, Dname, is hidden because you don’t want to show this field to the user. Click “next”. Then give your box a name. Finally, click “finish”.

![Combo Box Wizard](image)
4. Customize your layout

- It is my layout. You can do a better one for sure.
5. The finished Combo Box

- Click the View icon and select Form View to view the Department form and see the results. And don’t forget to save your hard work.