

— Exploring Userforms —



Access Lunchtime
with Maria Barnes
Last Tuesday @ 12 noon CT
25 August 2026

Exploring Userforms

what are they? how-to create, import, and use



Build:

Change CaSe

File extension	Name	Size
.frm	userform_GoToField_s4p.frm	12 KB
.frx	userform_GoToField_s4p.frx	4 KB
.bas	mod_userform_GoToField_Show.bas	1 KB

FRX comes with FRM

Download:

GoToField FindModule

Presented by
Crystal Long (*strive4peace*)

msaccessgurus.com/Articles.htm

produced by crystal (*strive4peace*)

<https://accessusergroups.org/groups/lunchtime/>



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Userforms

defined in Visual Basic

Crystal Long (strive4peace)

MsAccessGurus.com

YouTube/LearnAccessByCrystal

what are Userforms?

- A Userform is an object for interacting with users and is defined in Visual Basic, not in the Access object model.
- A Userform isn't named for managing your application user base.
- A Userform is something that Visual Basic gives us to interact with users.
- A Userform is similar to a Form but not the same

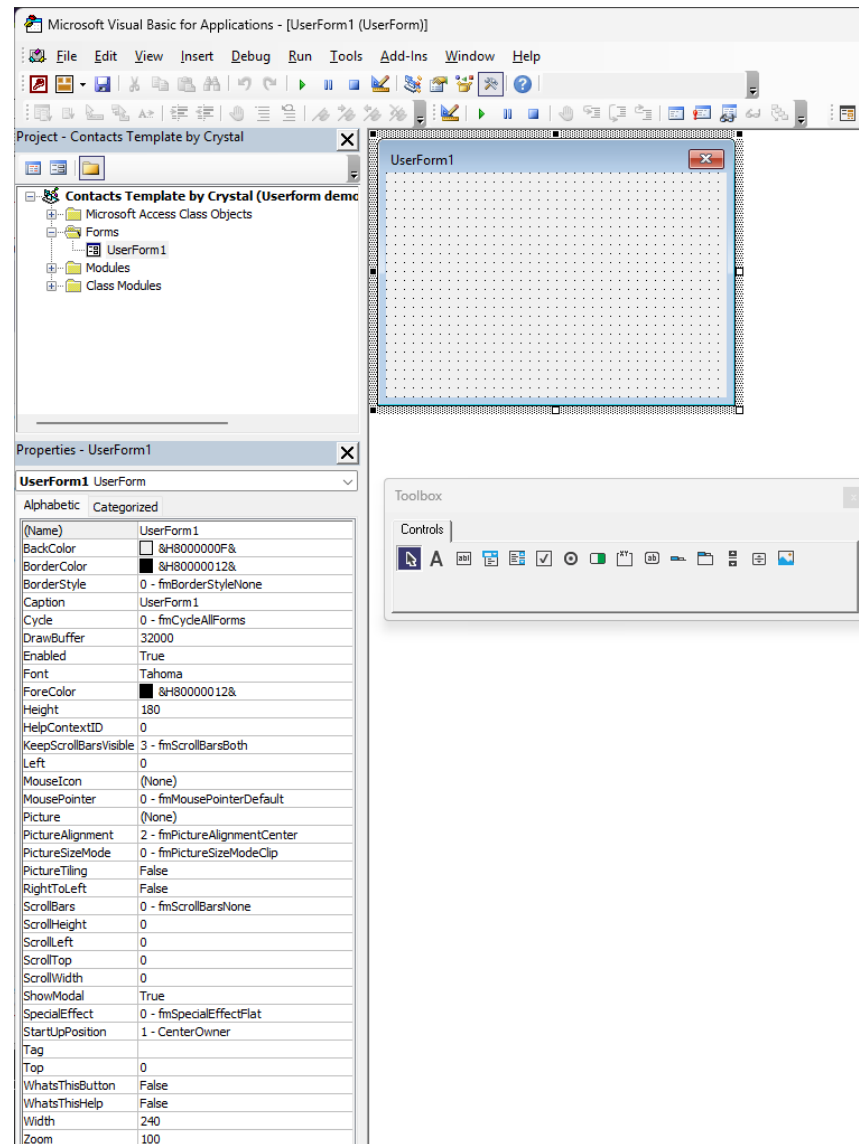
Visual Basic Editor Windows

Project Explorer

Properties

UserForm

Toolbox



Toolbox



Select Objects



Label



TextBox



ComboBox



ListBox



CheckBox



OptionButton



ToggleButton



Frame



CommandButton



TabStrip



MultiPage



ScrollBar



SpinButton



Image

— Examples

FindModule and GoToField

Find Module

FindModule ~ strive4peace, MsAccessGurus.com

Pattern Type **Document**

62 Components of 121 for Document

Form_a_f_ANALYZER_MENU	Document
Form_a_f_DbTests_sub	Document
Form_a_f_Login	Document
Form_a_f_strip	Document
Form_f_COLOR_PICKER	Document
Form_F_Colors_AtAGlance	Document
Form_f_Colors_Edit_A	Document
Form_F_Colors_Edit_B	Document
Form_f_Colors_MyFavorites	Document
Form_f_DataDICTIONARY_DisplayControl	Document
Form_f_SplashScreen	Document
Form_frm_Test	Document
Form_frmEnableWatchdog	Document
Form_frmFilePropertyViewer	Document
Form_frmFindModuleAndProcedure	Document
Form_frmUpdatingExistingTraps	Document
Form_oa_f_FldA	Document
Form_oa_f_Optimize	Document
Form_oa_f_OptTests_sub	Document
Form_oa_f_TblA	Document
Form_TSC_ProgressMeter	Document
Report_a_r_All_DeepAnalysis	Document
Report_a_r_All_FieldList	Document
Report_a_r_All_FieldsMoreThanOneTable	Document
Report_a_r_All_TableSummary	Document

Pattern Type

3 Components of 121 for *help*

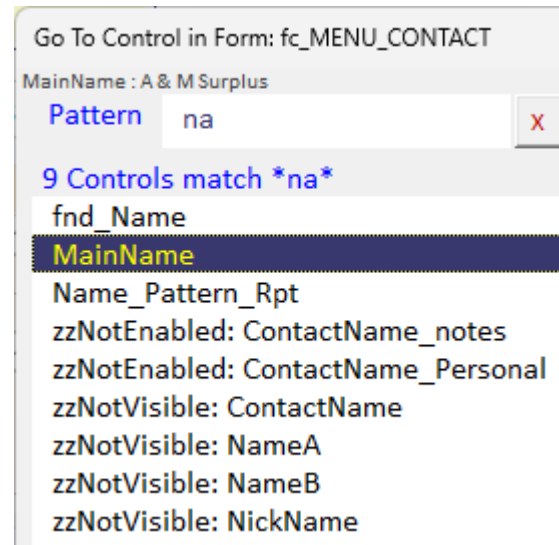
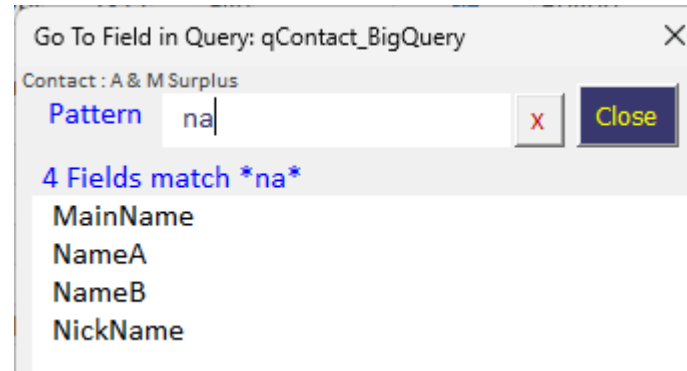
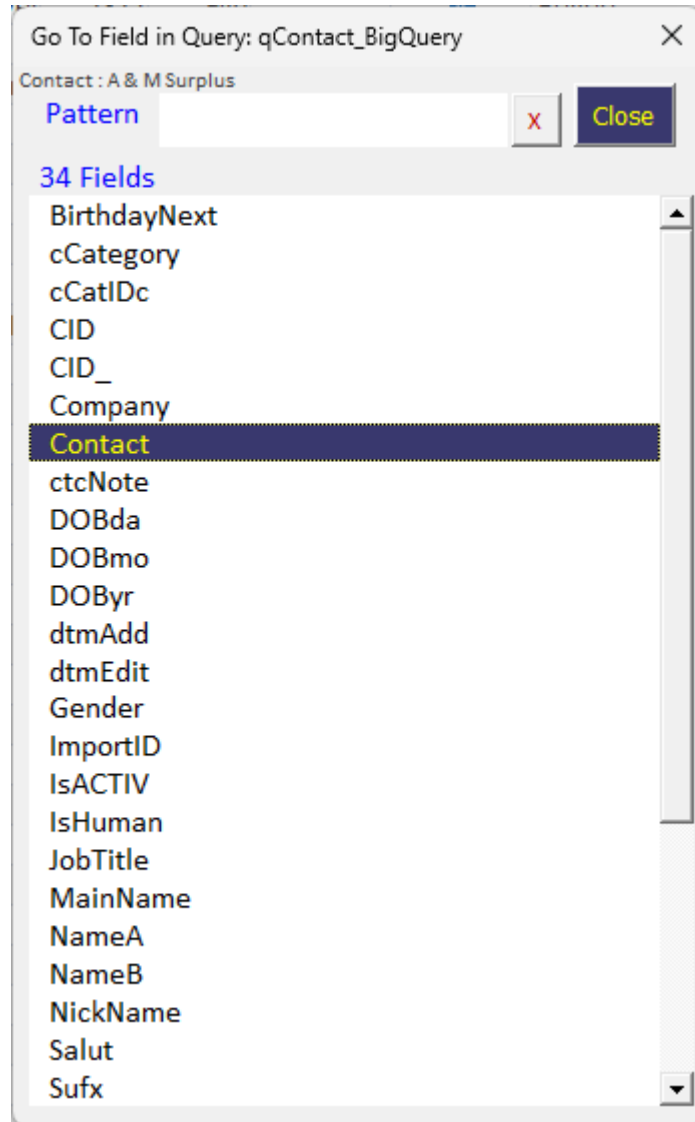
ErrEx_Helper	Class Module
FilePropertyExplorer_Helper	Class Module
mod_Analyzer_Helpers	Standard Module

Pattern Type **Standard Module**

20 Components of 121 for Standard Module AND m*yz*

mod_Analyzer_0_ObjectSummary	Standard Module
mod_Analyzer_100_DataDictionary	Standard Module
mod_Analyzer_101_ValueAnalysis	Standard Module
mod_Analyzer_110_LookupFields	Standard Module
mod_Analyzer_300_Forms_400_Reports	Standard Module
mod_Analyzer_301_Controls	Standard Module
mod_Analyzer_Attachments	Standard Module
mod_Analyzer_Automate2Word	Standard Module
mod_Analyzer_GetDataType	Standard Module

GoToField

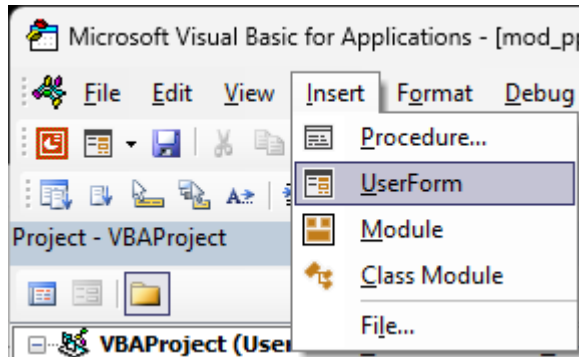


Insert a Userform

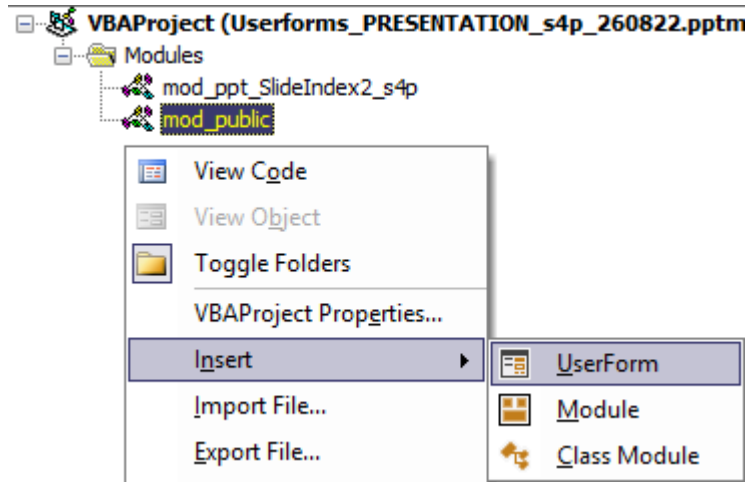
Steps to create here <https://msaccessgurus.com/presentation/UserForms.htm>

Insert a new Userform (*not in Access*)

From the menu, choose: **Insert, UserForm**

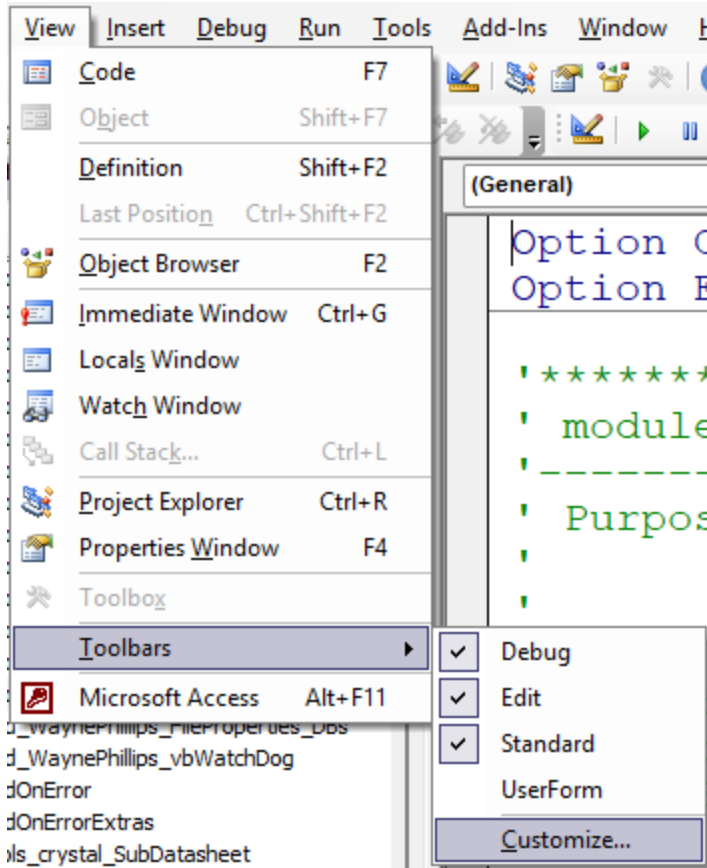


OR Right-click in Project Explorer, choose: **Insert, UserForm**

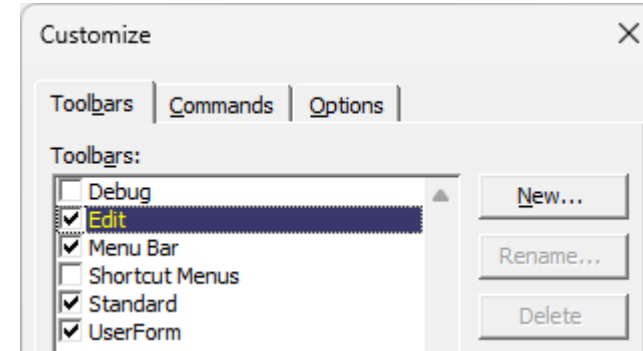


Customize Toolbar (*works everywhere*)

From menu: **View, Toolbars, Customize...**

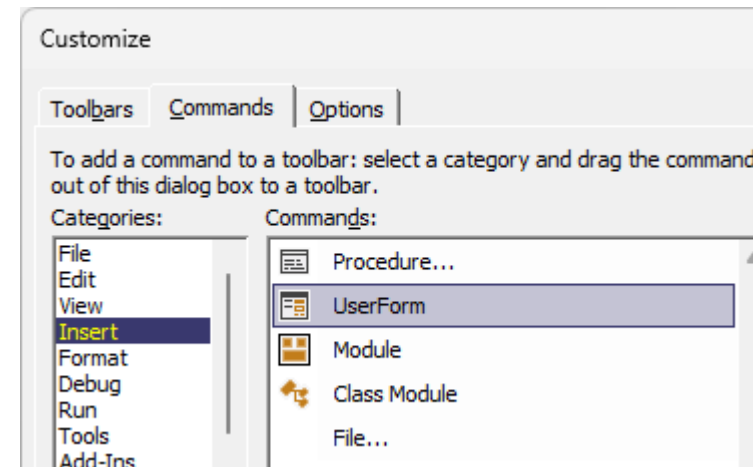


Turn on **UserForm** toolbar



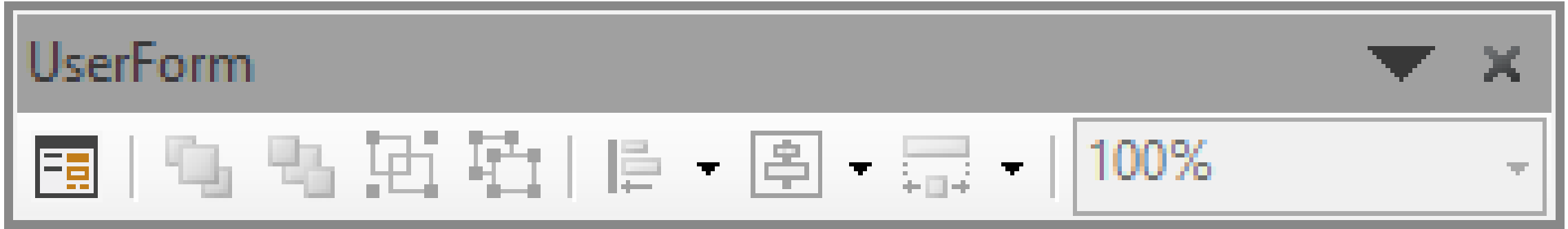
*if you want
to put the
button there*

From the **Commands** tab, drag
Insert, UserForm to any toolbar



Toolbar Gaps

Create a gap before a button by dragging the button halfway to the right (not enough to move it) while the Customize dialog box is open



Delete a button by dragging it off the toolbar while the Customize dialog box is open. Any gap that is before it will also be removed.

Import and Export Userform

Import a UserForm into a database or other document.

From VBE: **File, Import File...** and choose the FRM file. When you import a FRM file, the FRX file comes with it automatically.

GoToField is designed for Access

FindModule runs in any VBA-enabled application. Tested in Access, Excel, Word, and PowerPoint.

ChangeCaSe runs anywhere. Build it yourself following the steps here:

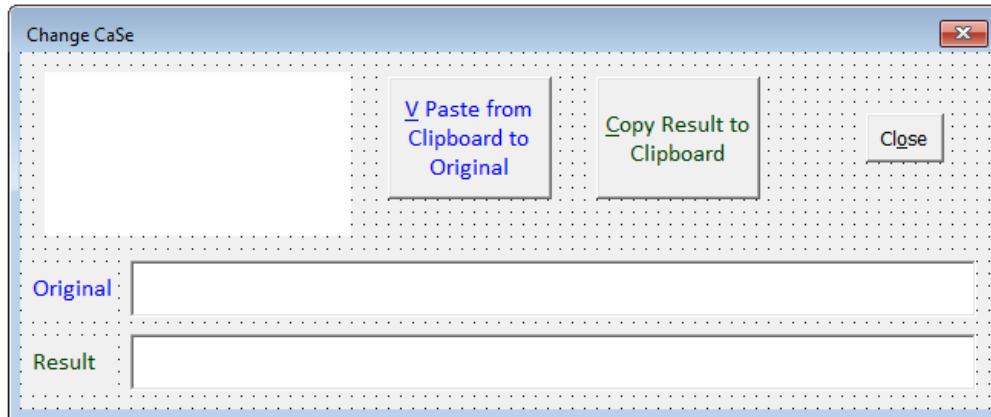
<https://msaccessgurus.com/presentation/UserForms.htm#Steps>

Compile, Save, and Run!

To use in another application, **File, Export File...** your UserForm and import it somewhere else.

Steps to Create a UserForm to Change CaSe

This is what the UserForm will look like in design view after controls have been added



Insert a new UserForm, add controls, set properties, tab order, and save

1. Press Alt-F11 to go to the Visual Basic Editor (VBE)
2. Insert a New UserForm — Insert menu or right-click in Project Explorer. *(Remember the trick if you're in Access: Customize a Toolbar with the Insert UserForm icon).*
3. View menu: Toolbox *(if not showing)*
4. View menu: Project Explorer *(if not showing)*
5. View menu: Properties Window *(if not showing)* — choose Categorized tab

6. Set UserForm Properties

Appearance

Caption Change CaSe

Behavior

(Name) uform_ChangeCase

ShowModal False

Position Make the userform bigger for designing than some

Complete list of steps is here:

<https://msaccessgurus.com/presentation/UserForms.htm#Steps>

Show and Unload a UserForm

To **show** a userform, do this in VBA:

MyUserFormName.Show

There are no quote marks

To **unload** a userform, do this:

Unload MyUserFormName

OR

Unload Me

Some differences between Access Forms and UserForms

- To make an **Alt+Key hotkey** shortcut, Access uses the character following & in the Caption property of a control.

A UserForm uses a separate control Accelerator property, which doesn't always work.

- VBA can assign an array to a UserForm control **List property** directly.

Access doesn't have a separate List property so you have to iterate an array to assign its values (*ie: Value List for a RowSource*)

- Forms are a lot more convenient and quicker to design in Access, generally have more power and flexibility, Undo works in more places, etc.
- Access Forms don't **run** in other applications whereas UserForms can run in any application with VBA.

— Resources

Links

Download this presentation, and follow **steps to create a userform to Change CaSe**

<https://msaccessgurus.com/presentation/UserForms.htm>

FindModule userform

https://msaccessgurus.com/tool/Userform_FindModule.htm

GoToField userform

https://msaccessgurus.com/tool/Userform_GoToField.htm

Excel videos about Userforms

Create an automated data entry form to pop up for editing your spreadsheet data

Create Excel Database and Data Entry Form. Excel Magic Trick 1690 (8:07). by Mike "excelisfun" Girvin

<https://www.youtube.com/watch?v=0dJFkqzxIR4>

Do math on numbers in each selected cell on a worksheet

Excel - Master Excel VBA with Custom Userforms | Scale Numbers Easily - Episode 701 (5:19), by Bill "MeExcel" Jelen

<https://www.youtube.com/watch?v=wqQFFPomMAU>

Next Meeting: Tue, Sept 29, 12 noon Central. **using AI for Microsoft Access development** with Maria Barnes

<https://accessusergroups.org/calendar/lunchtime-2-2026-09-29/>

Access Lunchtime Playlist on YouTube:

https://www.youtube.com/playlist?list=PLwlULo1M2EWvapx3zAhd3jhX_ITigxM6M