

## Changing and formatting Access forms and reports

The tables below contain a summary of the more common types of formatting changes that can be made to forms and reports, in Design View and/or in Layout View, and the steps that must be followed.

*Note:* If a form is created using the *Form* command, all the controls are part of a table. You can not change the size or position of a just a single control – all the controls are handled as a unit. You can however ‘separate’ the controls from one other as follows:



- Click on any of the controls in Design View.
- Click on the layout selector (at the upper left corner of the layout):
- Click on the *Arrange* tab in *Form Design Tools*.
- Click on *Remove Layout* in the *Table* group.



The controls can now be moved and formatted, as if the form had been created using the *Form Wizard* command.

### Formatting options for forms and reports:

Changes that can be made	Steps that must be followed
Display a control with a special effect	<b>In Design View</b> <ul style="list-style-type: none"> <li>➤ Right-click on the control.</li> <li>➤ Select <i>Special Effect</i>.</li> <li>➤ Any one of the special effects shown can be selected.</li> </ul>
Change the background colour of a control or section	<b>In Design View</b> <ul style="list-style-type: none"> <li>➤ Right-click on the control or in the section. (To change the background colour of a section, right-click on the white section <i>outside</i> any of the controls in that section.)</li> <li>➤ Select the option <i>Fill/Back Color</i> and select a colour.</li> </ul> <b>In Layout View</b> <ul style="list-style-type: none"> <li>➤ Click on the control or in the section (<i>outside</i> any of the controls in that section).</li> <li>➤ Use <i>Shape Fill</i> in the <i>Control Formatting</i> group on the <i>Format</i> tab.</li> </ul>
Add or remove a border, to or from a control	<b>In Design View and in Layout View</b> <ul style="list-style-type: none"> <li>➤ Right-click on the control and choose <i>Properties</i>.</li> <li>➤ Change the Border Style to <i>Transparent</i> (if you do not want a border), or to any other style that you want.</li> </ul>
Move a control to another position	<b>In Design View</b> <ul style="list-style-type: none"> <li>➤ Click on the border of the control, ensuring that the pointer changes to a cross with 4 arrows.</li> <li>➤ Drag the control to a new position or use the arrow keys.</li> </ul> <p><i>Tip:</i> Two or more controls can be aligned precisely in relation to one another, by selecting the controls, right-clicking and choosing <i>Align</i>.</p>



Changes that can be made	Steps that must be followed
Change the size of a control	<p><b>In Design View and in Layout View</b></p> <ul style="list-style-type: none"> <li>➤ Click on the control so it is surrounded by an orange frame.</li> <li>➤ Move the cursor to any of the sides of the control. The cursor will change to a small line with an arrow at each end.</li> <li>➤ Keep the mouse button down and drag the control to the desired size.</li> </ul> <p><i>Tips:</i></p> <ul style="list-style-type: none"> <li>• To make fine adjustments to the size of the control, press &lt;Shift&gt; and the appropriate arrow key.</li> <li>• In Design View, you can change two or more controls to be the same width or height. First select the controls by using &lt;Shift&gt;, then right-click and choose <i>Size</i>.</li> </ul>
Change the size of a section (In reports, also change the row height of records, and open up the Report Footer.)	<p><b>In Design View</b></p> <ul style="list-style-type: none"> <li>➤ Move the cursor to the boundary of the section (bottom or right side of the section). The cursor changes into one of the following symbols:</li> </ul> <div style="text-align: center;">              or     </div> <ul style="list-style-type: none"> <li>➤ Keep the mouse button down and drag the section to the required size.</li> </ul> <p><i>Tips:</i> Use this method to change the row height of records in the Detail section of a report.</p> <p>The Report Footer (which by default is not visible) can also be opened up in this way: click on the lower boundary of the Report Footer section, and drag the double-headed arrow downwards.</p>
Apply conditional formatting	<p><b>In Design View and in Layout View</b></p> <ul style="list-style-type: none"> <li>➤ Click on the field that you wish to format conditionally.</li> <li>➤ Click on the <i>Conditional Formatting</i> command in the <i>Control Formatting</i> group on the <i>Format</i> tab.</li> <li>➤ Click on <i>New Rule</i>.</li> <li>➤ Set the required values in the dialogue box which appears.</li> </ul>
Add a control (Controls which you must be able to use are: Text Box, Label, Rectangle, Image and Line.)	<p><b>In Design View</b></p> <ul style="list-style-type: none"> <li>➤ Click (in the <i>Controls</i> group on the <i>Design</i> tab) on the control you want to add.</li> <li>➤ Click on the place where you want to add the control, and immediately drag the control to the approximate size that it should be.</li> </ul>
Add a control that updates automatically (in the Header or Footer)	<p><b>In Design View and in Layout View</b></p> <ul style="list-style-type: none"> <li>➤ Click on the control you want to add in the <i>Header / Footer</i> group on the <i>Design</i> tab.</li> <li>➤ The available controls are: Page Numbers (only for reports), Date and Time.</li> </ul>

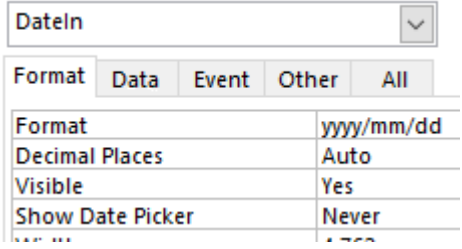
Changes that can be made	Steps that must be followed
	A Logo and a Title control are available in the same group. A Logo is similar to an Image, and a Title is similar to a Label, but these controls will automatically be placed in the Header section.
Display the Header / Footer only at certain times	<b>In Design View and in Layout View</b> <ul style="list-style-type: none"> <li>➤ Click on the Header / Footer section.</li> <li>➤ Right-click and select Properties.</li> <li>➤ Click in the <i>Display When</i> box on the <i>Format</i> tab.</li> <li>➤ Make a selection (<i>Always / Print Only / Screen Only</i>)</li> </ul>
Use an image as background.	<b>In Design View and in Layout View</b> <ul style="list-style-type: none"> <li>➤ Click on the <i>Format</i> tab.</li> <li>➤ Click on the <i>Background Image</i> command.</li> <li>➤ Choose an image.</li> </ul>

### Formatting options available only for reports:

Changes that can be made	Steps that must be followed
Change the alternate row colour	<b>In Design View and in Layout View</b> <ul style="list-style-type: none"> <li>➤ Click in an open space (i.e. not in a control) in the Detail section.</li> <li>➤ Click on the <i>Alternate Row Color</i> command in the <i>Background</i> group on the <i>Format</i> tab and choose a colour. Every second row (record) will now have that colour as a background.</li> </ul>
Change the margins	<b>In Design View and in Layout View</b> <ul style="list-style-type: none"> <li>➤ Click on the <i>Page Setup</i> tab.</li> <li>➤ Click on the <i>Margins</i> command in the <i>Page Size</i> group.</li> <li>➤ Select one of the three default options for margins.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>➤ Click on the <i>Page Setup</i> command in the <i>Page Layout</i> group.</li> <li>➤ Fill in the required values for the margins in the <i>Page Setup</i> dialog box.</li> </ul>

## Formatting options available only for forms

Changes that can be made	Steps that must be followed
Add a hyperlink to a form	<p><b>In Design View and in Layout View</b></p> <ul style="list-style-type: none"> <li>➤ Click in the section where you want to add the hyperlink.</li> <li>➤ Click on the <i>Design</i> tab.</li> <li>➤ Click on the <i>Hyperlink</i> command in the <i>Controls</i> group. </li> <li>➤ Choose the object for the hyperlink.</li> </ul>
Change a control from a Text Box to a Combo Box or List Box	<p><b>In Design View and in Layout View</b></p> <ul style="list-style-type: none"> <li>➤ Right-click on the control you want to change to a Combo Box or a List Box.</li> <li>➤ Click on <i>Change To</i> and then choose <i>Combo Box</i> or <i>List Box</i>.</li> <li>➤ Display the Property Sheet.</li> <li>➤ Click on the <i>Data</i> tab.</li> <li>➤ Click on the arrow next to the <i>Row Source Type</i> box, and choose <i>Value List</i>.</li> <li>➤ Click in the <i>Row Source</i> box, then on the ellipsis ...</li> <li>➤ The <i>Edit List Items</i> dialog box will appear. You can now type in the list of values that you want to display in the Combo Box or List Box.</li> </ul> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• A List Box created in a table will display on the form as a List Box (i.e. with all the items visible), but a List Box created in a form will not display as a List Box in the corresponding table (in the table it will remain as a Text Box).</li> </ul>
Add a navigation button to a form	<p><b>In Design View</b></p> <ul style="list-style-type: none"> <li>➤ Click on the <i>Design</i> tab.</li> <li>➤ Click on the <i>Button</i> command in the <i>Controls</i> group. </li> <li>➤ Press and hold down the left mouse button, and draw a rectangle at the position on the form where you want to place the button. When you release the mouse button, the Command Button Wizard appears.</li> <li>➤ Select the appropriate category under <i>Categories</i> (e.g. <i>Record Navigation</i>), and the appropriate action under <i>Actions</i> (e.g. <i>Go To Next Record</i>), then click on <i>Next</i>.</li> <li>➤ Enter the appropriate text you want to have displayed on the button, or choose to have a picture (an arrow) displayed.</li> <li>➤ Click on <i>Finish</i>.</li> </ul>

Changes that can be made	Steps that must be followed										
Display or hide the <i>Date Picker</i> for a date field	<p><b>In Design View and in Layout View</b></p> <ul style="list-style-type: none"> <li>➤ Right-click on the date field and select Properties.</li> <li>➤ Select the option (<i>Never</i> or <i>For dates</i>) at <i>Show Date Picker</i>.</li> </ul>  <table border="1" data-bbox="635 353 1098 600"> <thead> <tr> <th colspan="2">DateIn</th> </tr> </thead> <tbody> <tr> <td>Format</td> <td>yyyy/mm/dd</td> </tr> <tr> <td>Decimal Places</td> <td>Auto</td> </tr> <tr> <td>Visible</td> <td>Yes</td> </tr> <tr> <td>Show Date Picker</td> <td>Never</td> </tr> </tbody> </table>	DateIn		Format	yyyy/mm/dd	Decimal Places	Auto	Visible	Yes	Show Date Picker	Never
DateIn											
Format	yyyy/mm/dd										
Decimal Places	Auto										
Visible	Yes										
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