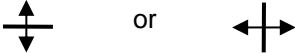


Appendix A: Changing and formatting Access forms and reports

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.

Formatting options for forms and reports:

Changes that can be made	Steps that must be followed
Display a control with a special effect	In Design View <ul style="list-style-type: none"> ➤ Right-click on the control. ➤ Select <i>Special Effect</i>. ➤ Any one of the special effects shown can be selected.
Change the background colour of a control or section	In Design View <ul style="list-style-type: none"> ➤ 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.) ➤ Select the option <i>Fill/Back Color</i> and select a colour. In Layout View <ul style="list-style-type: none"> ➤ Click on the control or in the section (outside any of the controls in that section). ➤ Use <i>Background Color</i> in the <i>Font</i> group on the <i>Format</i> tab.
Add or remove a border, to or from a control	In Design View and in Layout View <ul style="list-style-type: none"> ➤ Right-click on the control. ➤ Choose Properties. ➤ Open the Format tab. ➤ Change the Border Style to <i>Transparent</i> (if you do not want a border), or to any other style that you want.
Move a control to another position	In Design View <ul style="list-style-type: none"> ➤ Click on the border of the control, ensuring that the pointer changes to a cross with 4 arrows. ➤ Drag the control to a new position. <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>
Change the size of a control	In Design View and in Layout View <ul style="list-style-type: none"> ➤ Click on the control so it is surrounded by an orange frame. ➤ 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. ➤ Keep the mouse button down and drag the control to the desired size. <p><i>Tips:</i> To make fine adjustments to the size of the control, press <Shift> and the appropriate arrow key.</p> <p>It may be easier to change the size of a control in Layout View, because you can see the effect of the change immediately.</p>

Changes that can be made	Steps that must be followed
	In Design View, you can change two or more controls to be the same width or height. First select the controls by using <Shift>, then right-click and choose <i>Size</i> .
Change the size of a section (In reports, also change the row height of records, and open up the Report Footer.)	<p>In Design View</p> <ul style="list-style-type: none"> ➤ 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: <div style="text-align: center;">  </div> <ul style="list-style-type: none"> ➤ Keep the mouse button down and drag the section to the required size. <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 down.</p>
Change the text in a label	<p>In Design View and in Layout View</p> <ul style="list-style-type: none"> ➤ Double-click on the label.
Change the formatting of a label or text box	<p>In Design View and in Layout View</p> <ul style="list-style-type: none"> ➤ Click on the label or text box. ➤ Click on the relevant command in the <i>Font</i> group on the <i>Format</i> tab.
Change the format of currencies, Boolean values, real numbers and other types such as dates	<p>In Design View and in Layout View</p> <ul style="list-style-type: none"> ➤ Right-click on the control which holds the value (in the Detail section). ➤ Click on <i>Properties</i> in the drop-down menu, or on <i>Property Sheet</i> in the <i>Tools</i> group on the <i>Design</i> tab. ➤ Click on the <i>Format</i> tab in the Property Sheet. ➤ Click in the white block next to the <i>Format</i> option. A drop-down arrow will appear. Click on the arrow. The desired format can then be selected.
Apply conditional formatting	<p>In Design View and in Layout View</p> <ul style="list-style-type: none"> ➤ Click on any value of a field that you wish to format. ➤ Click on the <i>Conditional Formatting</i> command in the <i>Control Formatting</i> group on the <i>Format</i> tab. ➤ Click on <i>New Rule</i>. ➤ Set the values in the dialogue box which appears.
Remove a label or text box	<p>In Design View and in Layout View</p> <ul style="list-style-type: none"> ➤ Select the control and press <Delete> on the keyboard.
Add a control	<p>In Design View</p> <ul style="list-style-type: none"> ➤ Click (in the <i>Controls</i> group on the <i>Design</i> tab) on the command for the control you want to add.

Changes that can be made	Steps that must be followed
	<p>Controls which you must be able to use are: Text Box, Label, Rectangle, Image and Line.</p> <p>➤ Click on the place where you want to add the control.</p>
Add a control that updates automatically (in the Header or Footer)	<p>In Design View and in Layout View</p> <p>➤ Click where the automatic control should appear in the section.</p> <p>➤ Click on the relevant command in the <i>Header / Footer</i> group on the <i>Design</i> tab.</p> <p>The available controls are: Page Numbers (only for reports), Logo (image), Title, Date and Time.</p>

Formatting options available only for reports:

Changes that can be made	Steps that must be followed
Change the alternate row colour	<p>In Design View and in Layout View</p> <p>➤ Click in an open space (i.e. not in a control) in the Detail section.</p> <p>➤ 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 will now have that colour as a background.</p>
Display in portrait or in landscape orientation	<p>In Design View and in Layout View</p> <p>➤ Click on the <i>Page Setup</i> tab.</p> <p>➤ Select the preferred page orientation in the <i>Page Layout</i> group.</p>
Change the margins	<p>In Design View and in Layout View</p> <p>➤ Click on the <i>Page Setup</i> tab.</p> <p>➤ Click on the <i>Margins</i> command in the <i>Page Size</i> group. Select one of the three default options for margins.</p> <p style="text-align: center;">OR</p> <p>Click on the <i>Page Setup</i> command in the <i>Page Layout</i> group. Then click on the <i>Print Options</i> tab in the dialog box that appears. Fill in the values for the margins which you prefer.</p>