

# MICROSOFT ACCESS



Formatting Forms

# Contents

- Introduction
- Formatting Forms
  - To add a command button to a form
- Modifying Form Layout
  - To resize form components
  - To move form components
- More Formatting Options
  - Modifying the colors and fonts of form components
- Practice

# Introduction

- After creating a form, you might want to modify its appearance. **Formatting** your forms can help make your database look consistent and professional. Some formatting changes can even make your forms easier to use. With the formatting tools in Access, you can customize your forms to look exactly the way you want.
- In this lesson, you will learn how to **add command buttons, modify form layouts, add logos and other images, and change form colors and fonts.**

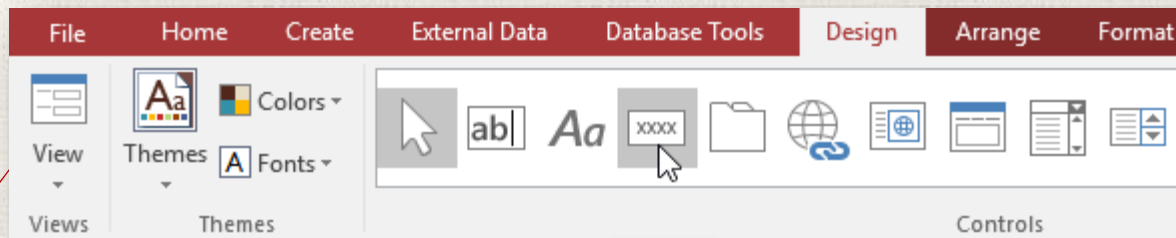
# Command buttons

- If you want to create a way for users of your form to quickly perform specific actions and tasks, consider adding **command buttons**. When you create a command button, you specify an action for it to carry out when clicked. By including commands for common tasks right in your form, you're making the form easier to use.
- Access offers many different types of command buttons, but they can be divided into a few main categories:
  - ❖ **Record Navigation** command buttons, which allow users to move among the records in your database
  - ❖ **Record Operation** command buttons, which let users do things like save and print a record
  - ❖ **Form Operation** command buttons, which allow users to quickly open or close a form, print the current form, and perform other actions
  - ❖ **Report Operation** command buttons, which offer users a quick way to do things like preview or mail a report from the current record

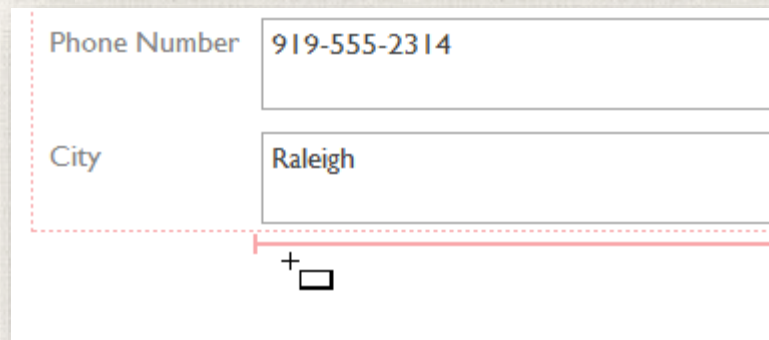
5

# Add a command button to a form

1. In **Form Layout** view, select the **Design** tab, then locate the **Controls** group.
2. Click the **Button** command.

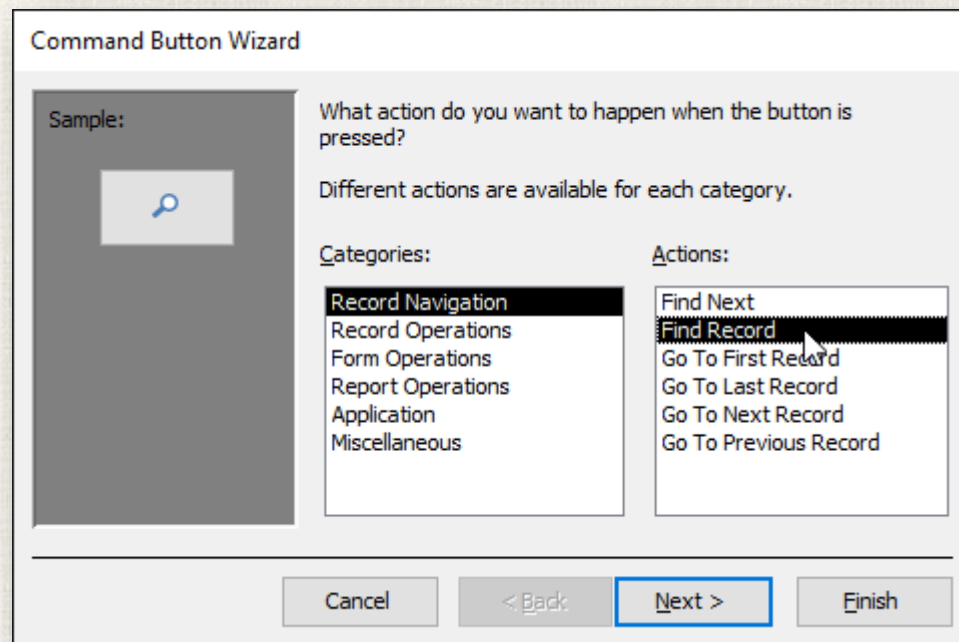


3. Choose the desired location for the command button, then click the mouse.

A screenshot of a form in Microsoft Access. The form has two text boxes: 'Phone Number' with the value '919-555-2314' and 'City' with the value 'Raleigh'. Below the 'City' text box, a new button is being added. The button is represented by a small grey rectangle with a plus sign and a square icon next to it. A red dashed line indicates the boundary of the form, and a red arrow points from the 'Button' icon in the ribbon to this new button.

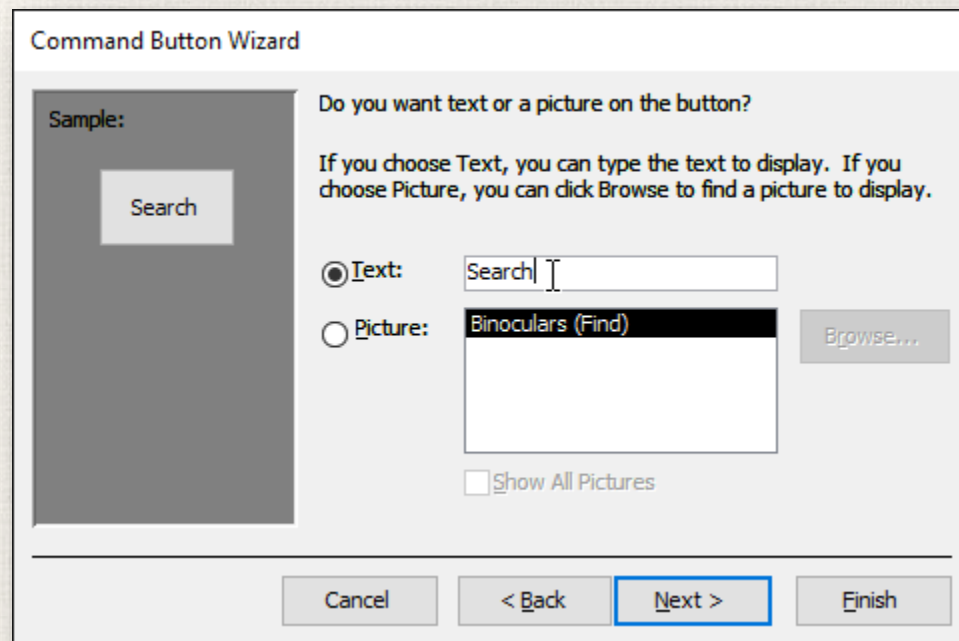
# Add a command button to a form

4. The **Command Button Wizard** will appear. In the **Categories** pane, select the category of button you want to add. We want to find a way to move more quickly to specific records, so we'll choose the **Record Navigation** category.
5. The list in the **Actions** pane will update to reflect your chosen category. Select the action you want the button to perform, then click **Next**. In our example, we'll choose **Find Record**.



# Add a command button to a form

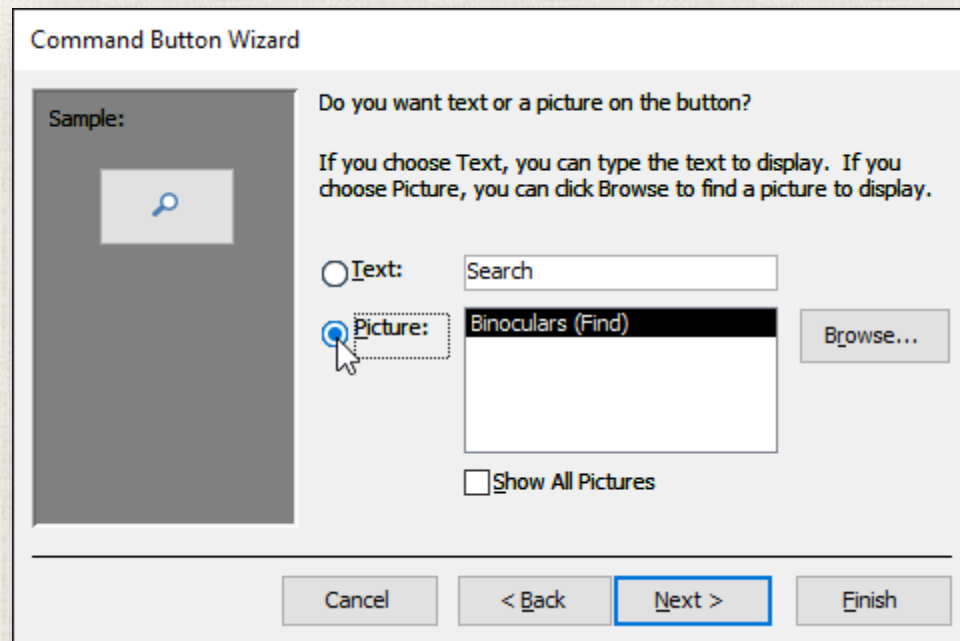
6. You can now decide whether you want your button to include **text** or a **picture**. A live preview of your button appears on the left.
7. To include **text**, select the **Text** option, then type the desired word or phrase into the text box.



The screenshot shows the "Command Button Wizard" dialog box. On the left, a "Sample:" area displays a button with the text "Search". The main area asks, "Do you want text or a picture on the button?" and provides instructions: "If you choose Text, you can type the text to display. If you choose Picture, you can click Browse to find a picture to display." There are two radio buttons: "Text:" (selected) and "Picture:". The "Text:" option has a text box containing "Search". The "Picture:" option has a list box containing "Binoculars (Find)" and a "Browse..." button. Below the list box is a checkbox labeled "Show All Pictures" which is unchecked. At the bottom, there are four buttons: "Cancel", "< Back", "Next >" (highlighted with a blue border), and "Finish".

# Add a command button to a form

8. To include a **picture**, select the **Picture** option. You can decide to keep the default picture for that command button or select another picture. Click **Show All Pictures** to choose from another command button icon or **Browse** to choose a picture from your computer.



The screenshot shows the "Command Button Wizard" dialog box. On the left, a "Sample:" area displays a button with a magnifying glass icon. The main area asks, "Do you want text or a picture on the button?" and provides instructions: "If you choose Text, you can type the text to display. If you choose Picture, you can click Browse to find a picture to display." There are two radio buttons: "Text:" (unselected) and "Picture:" (selected). The "Text:" option has a text box containing "Search". The "Picture:" option has a list box containing "Binoculars (Find)" and a "Browse..." button. Below the list box is a checkbox labeled "Show All Pictures" which is currently unchecked. At the bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Finish". The "Next >" button is highlighted with a blue border.

# Add a command button to a form

9. When you are satisfied with the appearance of your command button, click **Next**.
10. Type a **name** for the button. This name won't appear on the button, but knowing the name will help you quickly identify the button if you ever want to **modify** it with the **Property Sheet**. After adding the button name, click **Finish**.

Command Button Wizard

Sample:

What do you want to name the button?

A meaningful name will help you to refer to the button later.

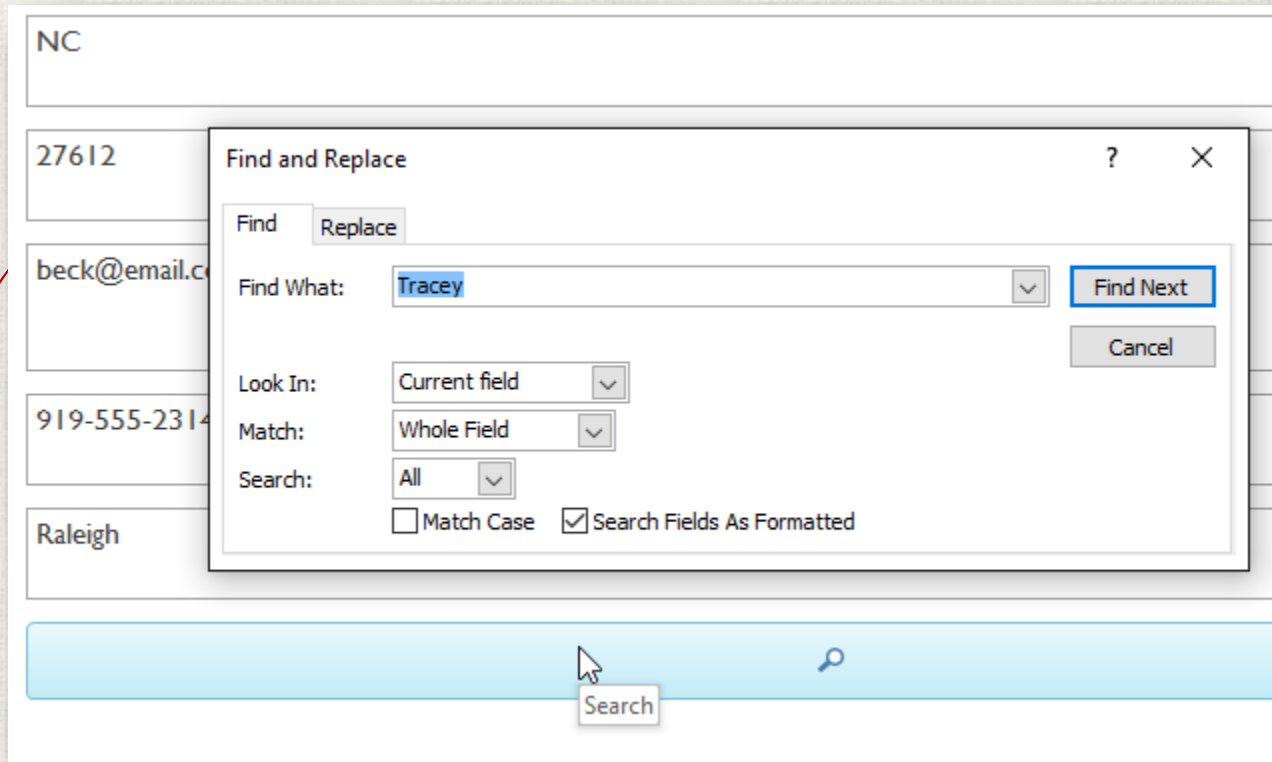
Search |

That's all the information the wizard needs to create your command button. Note: This wizard creates embedded macros that cannot run or be edited in Access 2003 and earlier versions.

Cancel < Back Next > Finish

# Add a command button to a form

1. Switch to **Form** view to test the new button. Our **Search** button opens the **Find and Replace** dialog box.



# 11 Modifying form layout

When you create a form, Access arranges the form components in a default layout where the fields are neatly stacked on top of each other, all exactly the same width. While this layout is functional, you might find that it doesn't best fit your information. For instance, in the form below, most of the fields are almost completely empty because the data stored there doesn't take up much room.

Customers

|                |                   |
|----------------|-------------------|
| First Name     | Tracey            |
| Last Name      | Beckham           |
| Street Address | 7 East Walker Dr. |
| State          | NC                |
| Zip Code       | 27612             |
| Email          | beck@email.com    |
| Phone Number   | 919-555-2314      |
| City           | Raleigh           |

🔍

# Modifying form layout

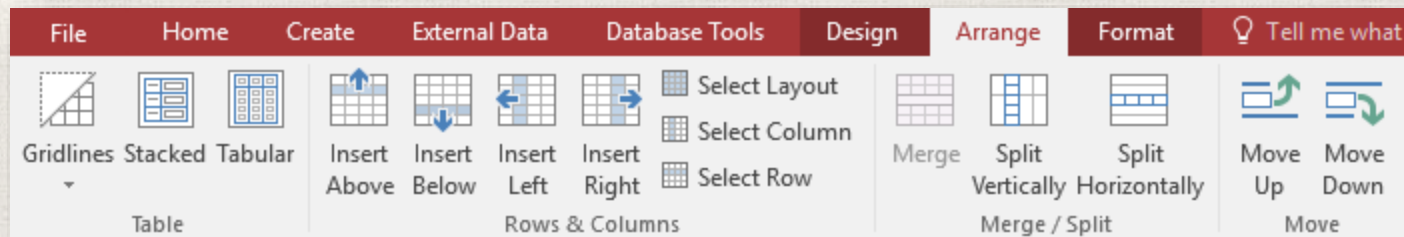
- The form would fit the data better if we made the fields and command buttons smaller and even put some of them side by side. However, with the default layout, you won't be able to put two fields next to each other or resize one field or button without resizing all of them. This is because Access lines up form components in rows and columns. When you resize a field, you're really resizing the column that contains it.

Customers

|                |                   |
|----------------|-------------------|
| First Name     | Tracey            |
| Last Name      | Beckham           |
| Street Address | 7 East Walker Dr. |
| State          | NC                |
| Zip Code       | 27612             |
| Email          | beck@email.com    |
| Phone Number   | 919-555-2314      |
| City           | Raleigh           |
|                |                   |

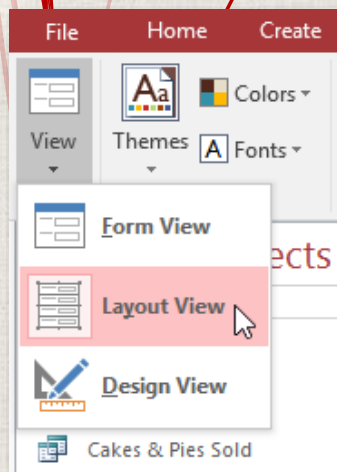
# Modifying form layout

- To resize and rearrange our fields the way we want, we'll have to **modify the form layout**. For instance, because the default layout for our form contains only two columns—one for the **field labels** and another for the **fields**—we would have to **create a new column** to put two fields side by side.
- We can do this using the command on the **Arrange** tab, which contains all of the tools we'll need to customize a form's layout. If you've ever built and modified **tables** in Microsoft Word, you already know how to use most of these tools.



# Resize form components

1. Switch to **Layout view**.
2. Select the field or button you want to resize, then **hover your mouse** over the edge. Your cursor will become a double-sided arrow.
3. Click and drag the mouse to resize the selected object.
4. The field or button will be resized, as well as every other item aligned with it.

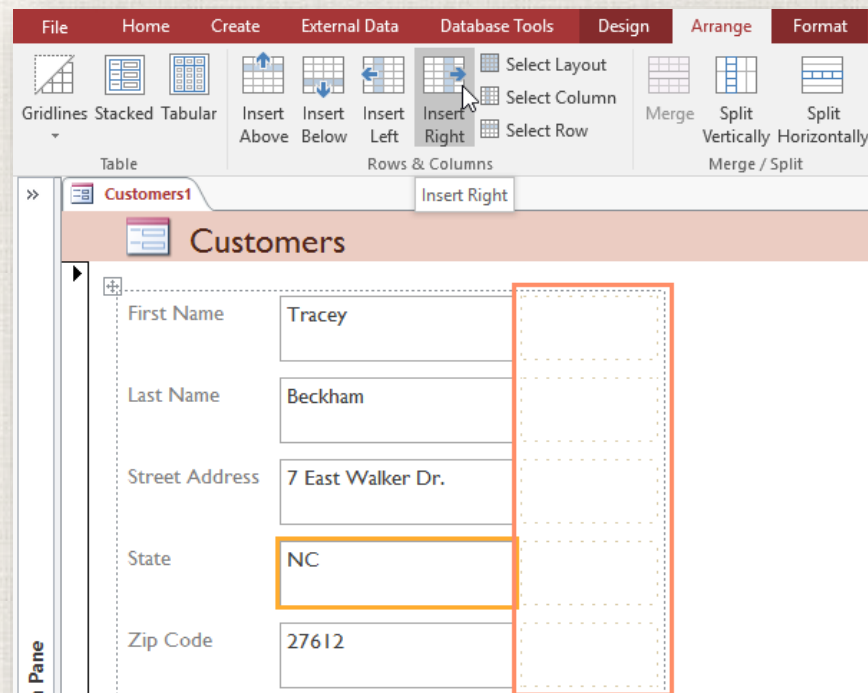


|                |                   |
|----------------|-------------------|
| Last Name      | Beckham           |
| Street Address | 7 East Walker Dr. |
| State          | NC                |
| Zip Code       | 27612             |

|                |                   |
|----------------|-------------------|
| Last Name      | Beckham           |
| Street Address | 7 East Walker Dr. |
| State          | NC                |
| Zip Code       | 27612             |

# Move form components

1. If necessary, **add columns or rows** to make room for the field or button you want to move by using the **Insert** commands in the **Rows & Columns** group. In our example, we want to move the **Last Name** field to the right of the **First Name** field, so we'll have to create two new columns to the right: one for the field label, and one for the field itself. To do this, we'll click the **Insert Right** command twice.



# 16 Move form components

2. Click and drag the field or button to its new location. If you're moving a field, make sure to move the **field label** as well.
3. Repeat the steps above for any other fields or buttons you want to move.

Customers1

Customers

|                |                   |  |  |
|----------------|-------------------|--|--|
| First Name     | Tracey            |  |  |
| Last Name      | Beckham           |  |  |
| Street Address | 7 East Walker Dr. |  |  |
| State          | NC                |  |  |
| Zip Code       | 27612             |  |  |

A red rectangular highlight is placed over the 'Last Name' field and its label. A mouse cursor is positioned over the highlight, indicating a drag operation.

Customers1

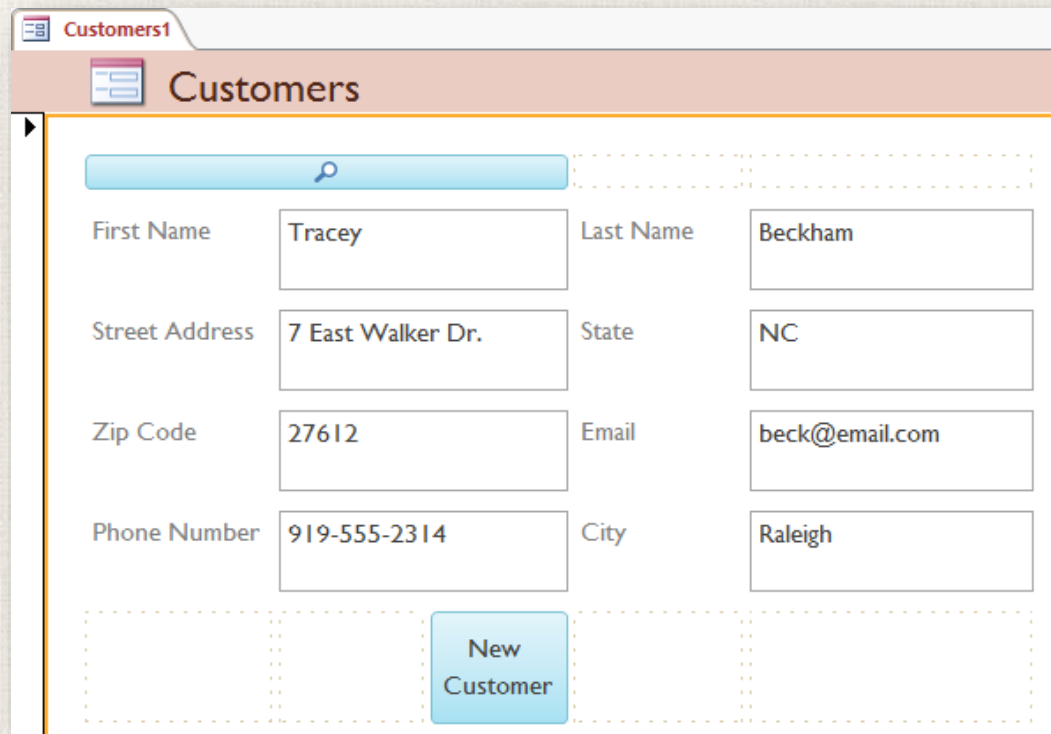
Customers

|                |                   |           |                |
|----------------|-------------------|-----------|----------------|
| First Name     | Tracey            | Last Name | Beckham        |
| Street Address | 7 East Walker Dr. | State     | NC             |
| Zip Code       | 27612             | Email     | beck@email.com |
| Phone Number   | 919-555-2314      | City      | Raleigh        |
|                |                   |           |                |

The form is now fully rearranged. The labels and fields are in their new positions: First Name (Tracey), Last Name (Beckham), Street Address (7 East Walker Dr.), State (NC), Zip Code (27612), Phone Number (919-555-2314), Email (beck@email.com), and City (Raleigh). A blue button with a magnifying glass icon is located at the bottom of the form.

# Move form components

- ❖ If you want to make a field take up **more** or **less** space than one column, you can use the **Merge** and **Split** commands.
- ❖ The Merge command **combines** two or more cells, while the **Split** command **divides** a cell. In our example below, the **search** command at the top of the form is in a **merged cell**, and the **New Customer** command at the bottom of the form is in a **split cell**.

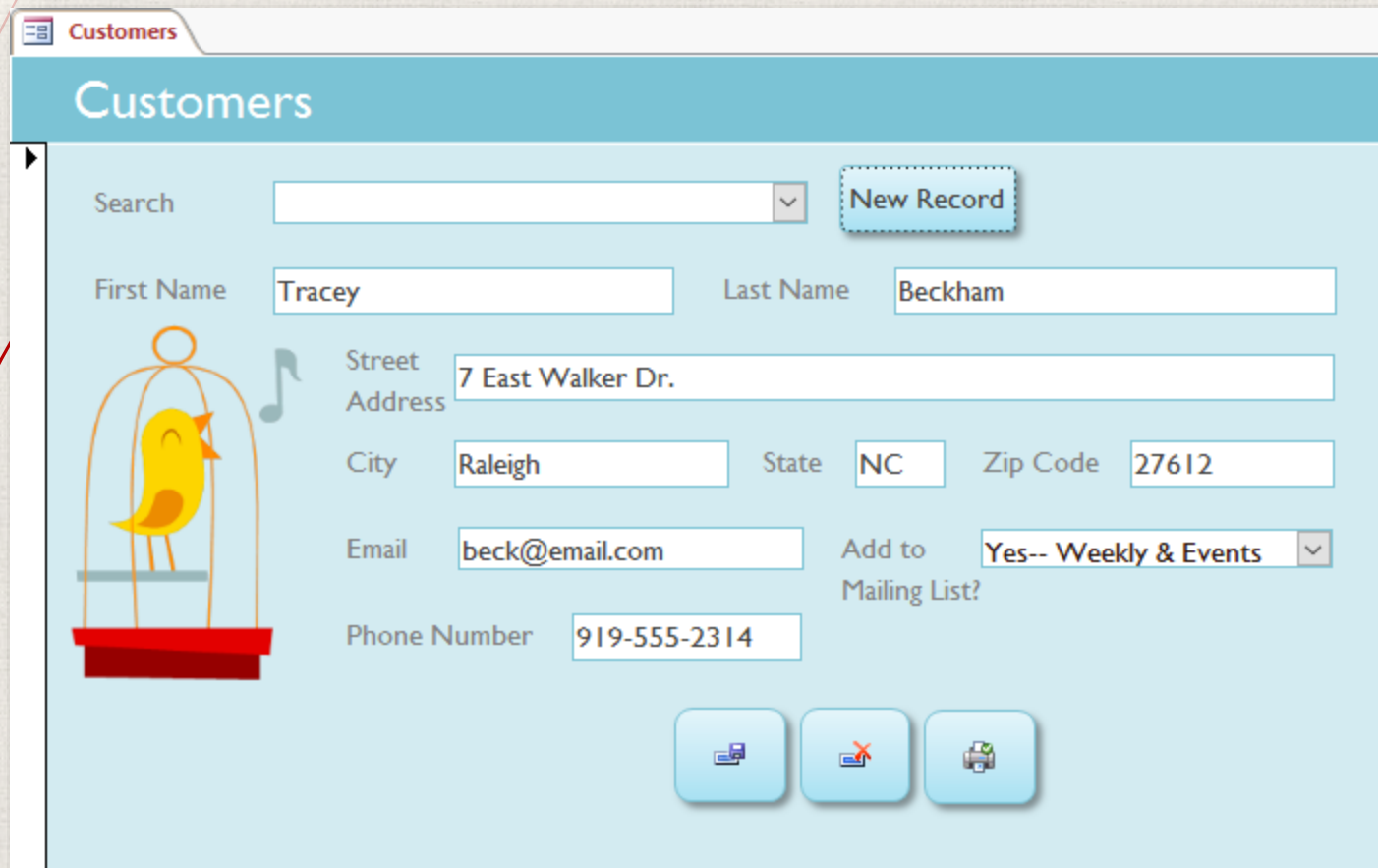


The screenshot shows a web form titled "Customers" with a search bar at the top. Below the search bar are several input fields for customer information. At the bottom of the form, there is a "New Customer" button. The form is divided into two columns by a vertical dashed line. The search bar spans both columns. The "New Customer" button is located in the bottom-left cell of a grid at the bottom of the form.

| Customers                                   |  |           |   |
|---|--|-----------|---|
| <input type="text"/>                        |  |           |   |
| First Name                                  | <input type="text" value="Tracey"/>            | Last Name | <input type="text" value="Beckham"/>        |
| Street Address                              | <input type="text" value="7 East Walker Dr."/> | State     | <input type="text" value="NC"/>             |
| Zip Code                                    | <input type="text" value="27612"/>             | Email     | <input type="text" value="beck@email.com"/> |
| Phone Number                                | <input type="text" value="919-555-2314"/>      | City      | <input type="text" value="Raleigh"/>        |
| <input type="button" value="New Customer"/> |  |           |   |

# More formatting options

- Adding **logos** and other images to your forms can greatly improve their appearance, as can applying **theme colors** and **fonts**.



The screenshot shows a web form titled 'Customers' with a light blue header. The form contains several input fields and a dropdown menu. A yellow bird logo is positioned on the left side of the form. The form fields are as follows:

| Field                | Value                 |
|----------------------|-----------------------|
| Search               | [Empty]               |
| First Name           | Tracey                |
| Last Name            | Beckham               |
| Street Address       | 7 East Walker Dr.     |
| City                 | Raleigh               |
| State                | NC                    |
| Zip Code             | 27612                 |
| Email                | beck@email.com        |
| Phone Number         | 919-555-2314          |
| Add to Mailing List? | Yes-- Weekly & Events |

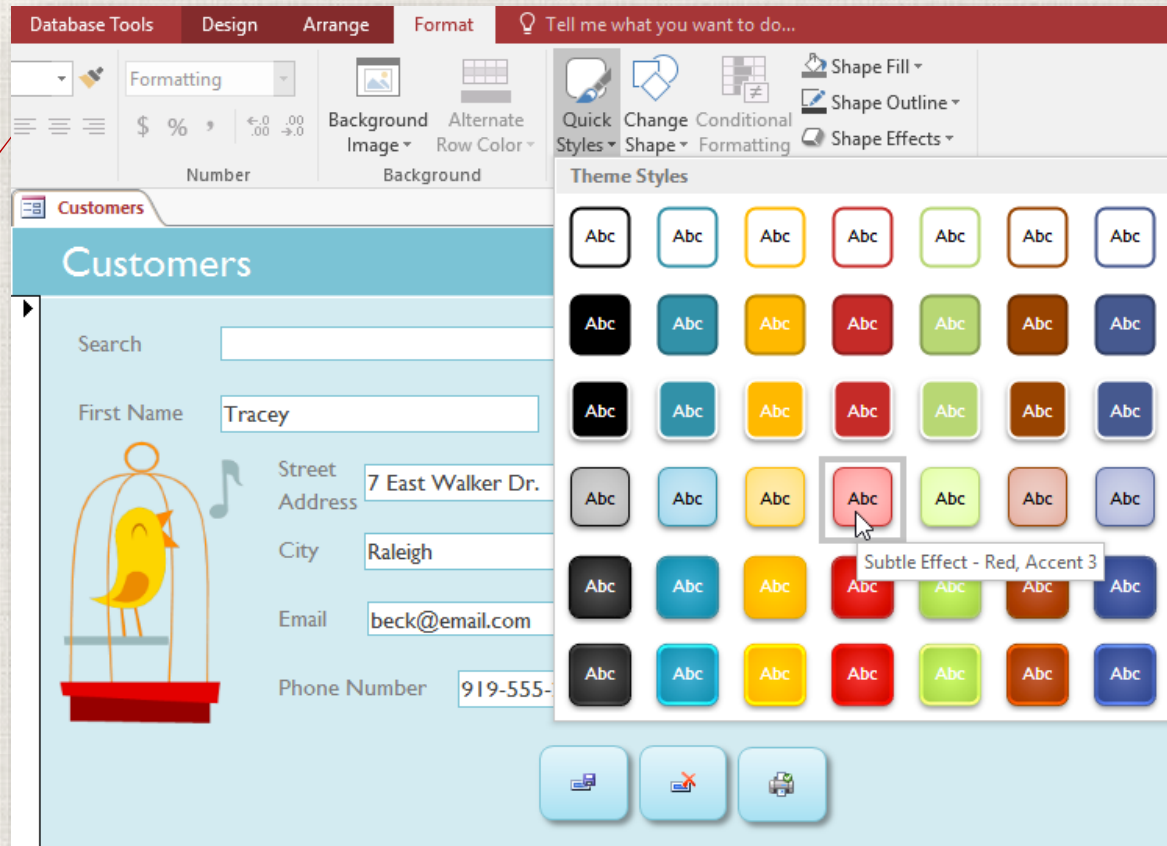
At the bottom of the form, there are three buttons: a blue button with a computer icon, a blue button with a red 'X' icon, and a blue button with a printer icon.

# Modifying the colors and fonts

- To further customize the appearance of your forms, you can apply different **colors** and **fonts** to individual fields, buttons, labels, and other form components. Modifying form appearance this way is useful if you want to use a certain color or font scheme in a form but don't want these design elements to apply to your entire database.

# Modifying the colors and fonts

- For instance, in the form below we modified the **font** of our form **title**. We also applied a new **fill** and **border color** to the form **fields** and are doing the same with the **command buttons**.



# Modifying the colors and fonts

You can make these changes using formatting techniques and tools similar to the ones you would use to modify shapes in Word and other Office programs. Simply select the object you want to modify while in **Layout** or **Design** view and use the formatting options on the **Format** tab to customize its appearance.



# Practice

- Open **practice database**.
- Open the **Order Items** form.
- Change to **Layout view**.
- Add a **command button** that creates a new record.
- **Format** the newly added command button with the colors and style of your choosing.
- Change the **theme colors** and **theme fonts**.



**THE END**

THE END