

# Section 2

## Formatting Forms

By the end of this Section you should be able to:

Insert Pictures as Backgrounds

Insert a Chart

Use Page Headers and Footers

Understand Conditional Formatting

Use Date and Time Fields

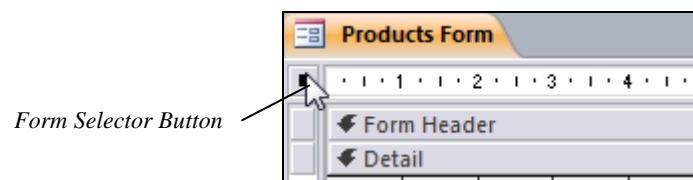
## Exercise 12 - Adding Backgrounds

### Guidelines:

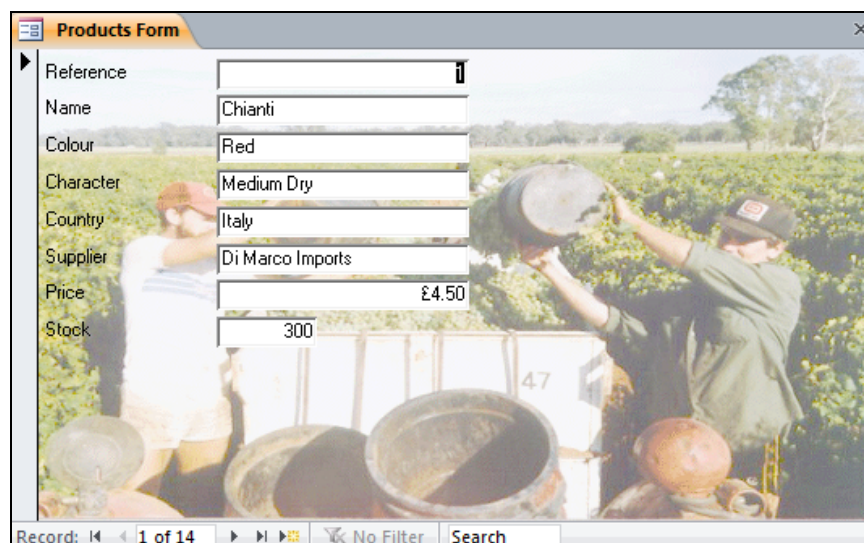
Background images can be added to forms or reports. The background needs to be in a picture format, e.g. .jpg, .bmp, .ico, .dib, .wmf or .emf file, which can be **embedded** or **linked**. An **embedded** background is stored as part of each database object in which it appears. A **linked** background is stored once, so utilising storage space more efficiently. Another advantage of linking is that if the original linked background image is altered, e.g. a corporate logo change, this would automatically be seen in all database objects using this background.

### Actions:

1. Open the **Wine** database and the **Products Form** in **Design View**.
2. Double click the **Form Selector** to open the **Property Sheet** for the form.



3. From the **Format** tab in the **Property Sheet**, scroll down and select the **Picture** property. Click the **Build** button.
4. From the **Insert Picture** dialog box, locate the **Grapepicking** file (this is a .jpg file supplied with the data for this guide). Select the file and click **OK**.
5. From the **Property Sheet**, choose a **Picture Type** of **Embedded** and a **Picture Size Mode** of **Stretch**. Switch to **Form View**.
6. The image fills the available space. Reduce the size of the Access window. The image changes to match the size of the window.



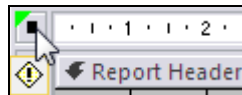
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## Exercise 12 - Continued

- Notice that by default the data labels are transparent (the background can be seen through them) but the data fields are not.

*Note: Sometimes a background image can mask the displayed data and it may be advisable to use only light images for this purpose.*

- Maximise the window and switch back to **Design View**. Change the **Form** properties to **Picture Size Mode = Clip**, **Picture Alignment = Top Left** and **Picture Tiling = Yes**.
- Switch to **Form View** to see the changed effect, then close the form without saving.
- Picture backgrounds can also be added to reports. Open the **Products** report in **Design View** and click on the **Report Selector**. A warning tag may be shown.



- If the tag is shown, click it and select **Remove Extra Report Space**.
- Display the **Property Sheet** and select a **Picture Size Mode** of **Stretch** and a **Picture Type** of **Linked**.
- Click the **Build** button in the **Picture** property, locate the **Champagne** file from the supplied data folder and click **Open**.

*Note: A linked image does not become part of the object, but the original source image file must be always be available.*

- Switch to **Print Preview** to see the effect. Notice the background image is seen on every report page.
- Save the report and close it.
- The background image is linked, so a change to the original picture will be seen in the form. Start the *Windows Paint* application. This can be found by clicking the **Start** button, selecting **All Programs** and opening the **Accessories** folder.

*Note: Any image processing application can be used.*

- Open the **Champagne** image and change the fill colour to pale yellow. Save the image, close it and close *Paint*.
- In the *Access* window open the **Products** report. The background image will show the changed image.
- Close the report without saving but leave the database open.

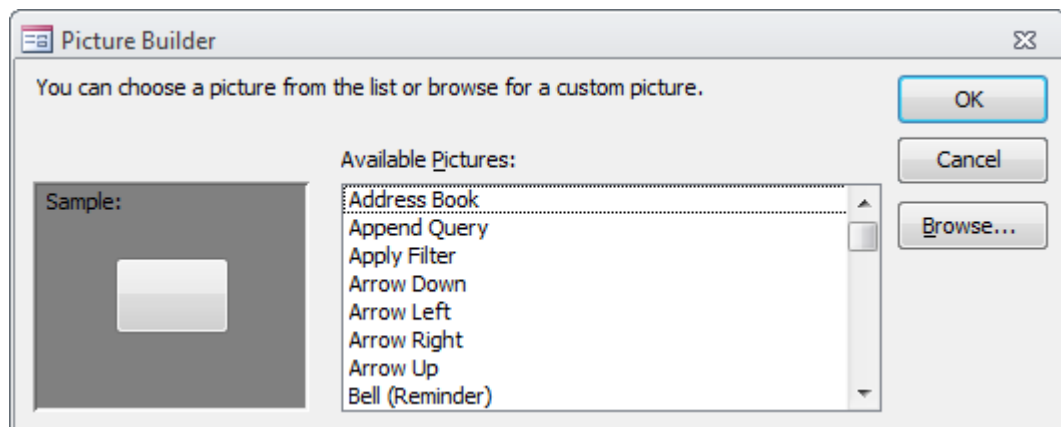
## Exercise 13 - Inserting a Picture

### Guidelines:

Objects such as pictures can also be added to the foreground of forms or reports either embedded or as linked objects. Objects can be pictures, images, media clips, charts or files from other applications, e.g. *Excel*. If an object is embedded, it will not change after insertion. If it is linked, it will change automatically as the source object changes, such as in a chart (covered later in this section).

### Actions:

1. From the **Wine** database, open the **Orders Form** in **Design View**. If the **Security Warning** is displayed, select **Enable content**.
2. Display the **Property Sheet** for the **Add Record** button.
3. From the **Format** tab, click in the **Picture** property and select the **Build** button. The **Picture Builder** dialog box appears.




4. There are a number of icons available with *Access* that can be added to a button. Select some of the available pictures and observe the effect in the **Sample** area.
5. Alternatively, pictures can be selected from any source. Click on **Browse** to display the **Select Picture** dialog box. Locate the folder containing the supplied data files and select the **Carafe** picture.
6. Click **Open**.
7. Click **OK** on the **Picture Builder** dialog box. The image is added to the button. Extend the height of the button to see more of the image.
8. Save the form and switch to **Form View**. The picture does not affect the operation of the button. Click on the button to go to a new record form. Content will have to be enabled for this action to work.

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## Exercise 13 - Continued

9. Close the **Orders Form** and open the **Products Form** in **Design View**.
10. Pictures can be inserted directly on to a form and not just on to a button. Increase the height of the **Detail** area, click **Insert Image** on the **Design** tab then select **Browse**.
11. The **Insert Picture** dialog box is displayed, but by default only shows **Web-Ready Image Files**. Use the drop down arrow to change this to **All Files**. Make sure the contents of the supplied data folder are displayed and select the **Bottle** picture file. Click **OK**.

12. Draw **4cm** square with the picture frame cursor, . The image will be inserted automatically.


*Note: To insert a clip art image, locate the folder containing the clips, e.g. **Program Files | Microsoft Office | ClipArt | PUB60COR**, and select an image from the list.*

13. Make sure the **Property Sheet** for the image is displayed and set the **Size Mode** to **Stretch**.

*Note: If a picture is to be linked and not embedded, the **Picture Type** property would be changed to **Linked**.*

14. Click and drag a corner of the image frame to make it larger.
15. Save the form then switch to **Form View**.

Reference	<input type="text"/>
Name	Chianti
Colour	Red
Character	Medium Dry
Country	Italy
Supplier	Di Marco Imports
Price	£4.50
Stock	300




16. Switch to **Design View**, click on the picture to select it and press **<Delete>**. The picture is removed.
17. Close the form without saving and close the database.

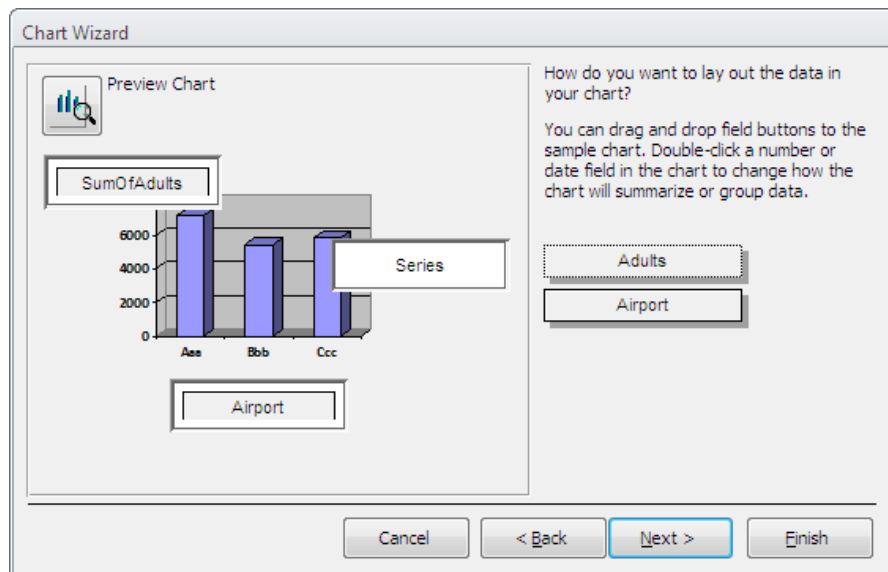
## Exercise 14 - Inserting a Chart

### Guidelines:

Data can be displayed in a chart within a form or report. The chart wizard is usually used to create a chart.

### Actions:

1. Open the **Egypt** database and open the **Summary** form in **Design View**. Make sure the **Design** tab is displayed.
2. In the **Controls** group, make sure the **Use Control Wizards** button is on, then click the **Chart** button from the same group, .
3. Click in the form **Detail** area below the **Adults** field. The **Chart Wizard** appears. In the first screen, select the **Bookings** table and click **Next**.
4. Move the **Adults** and **Airport** fields from the **Available Fields** box into the **Fields for Chart** box. Click **Next**.
5. Click on the **3-D Column Chart** to select it and click **Next**.



*Note: The sample chart may not be displayed.*

6. This screen shows how the data will be used in the report. Click **Next**.
7. This screen allows the chart to be linked to the individual record displayed on the form, but for this exercise delete both field names so that the chart contains data from all records. Click **Next**.
8. Enter a title of **All Data**, click the option **No, don't display a legend**, then click **Finish**. A chart is displayed with sample (not actual) data.

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## Exercise 14 - Continued

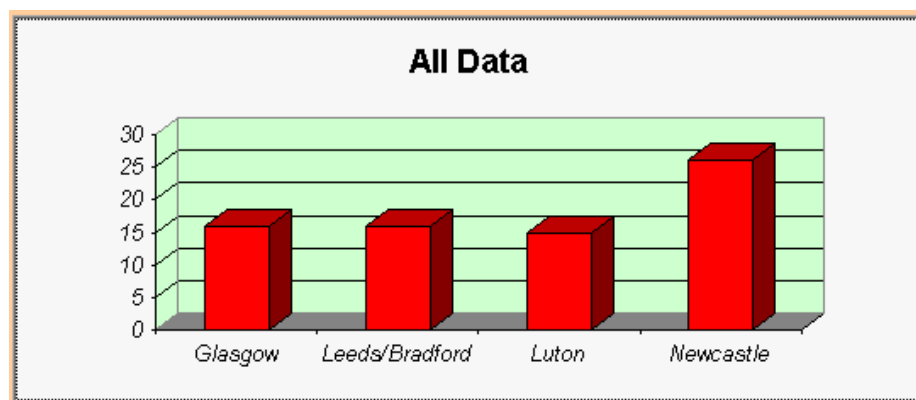
9. Drag the borders of the chart to make it **15cm** wide by **6cm** high. Increase the size of the **Detail** area if necessary.
10. Switch to **Form View**. The sample data will be replaced with the actual data. Switch back to **Design View**.
11. Double click on the chart to open it in edit mode. This mode is indicated by a diagonally shaded border around the chart.

*Note: If the **Datasheet** box appears when you double click, close it.*

12. Right click on a blank (white) area of the chart and select the option **Format Chart Area** from the shortcut menu.

*Note: If **Format Chart Area** is not an option, you have probably clicked in the wrong area. Try again.*

13. The **Format Chart Area** dialog box is displayed. Change the **Font** to **Arial, Italic** and size **10pt**. Click **OK**. All text on the chart is changed.
14. Right click on the chart title and select **Format Chart Title**. Change the font to **Arial, Bold, 14pt** and click **OK**.
15. Right click on the (grey) background to the chart and select **Format Walls**. Apply the palest green colour to the background area.
16. There is another way to format chart features. Double click on one of the data columns to display the **Format Data Series** dialog box.
17. Change the colour to red and click **OK**. All columns for this data series are changed.
18. Click anywhere away from the chart to deselect it then switch to **Form View**. If the chart is not shown, click in the white area where it should be.



19. Use the **Navigation** buttons to scroll through the records on the form. The chart will not change.
20. Close the form, saving the changes, then close the database.

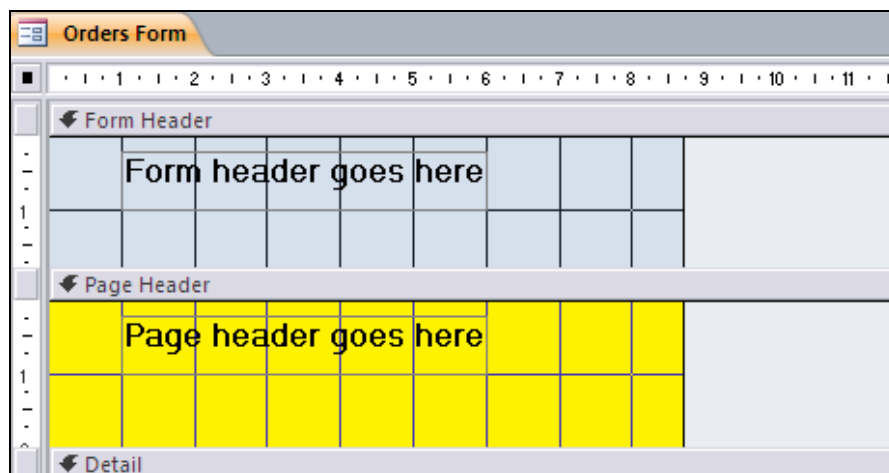
## Exercise 15 - Page Headers and Footers

### Guidelines:

In forms, **Page Headers** and **Footers** are similar to **Form Headers** and **Footers** - they can display titles, dates, etc. on every page, but they only appear when the form is printed. They cannot be seen in **Form View**.

### Actions:

1. From the **Wine** database, open the **Orders Form** in **Design View**. The form has a **Form Header** (empty) and a **Form Footer**.
2. Expand the **Form Header** area, place a **Label** in the centre and enter the text **Form header goes here**. Increase the font size to **12pt**.
3. Right click on the **Form Header** bar and move the cursor over **Fill/Back Color** from the shortcut menu. Select a pale blue colour.
4. Right click on the **Form Header** bar again and select **Page Header/Footer**, from the shortcut menu. The form now has two new areas, a **Page Header** area above the **Detail** and a **Page Footer** area below the **Detail**.
5. Place a **Label** in the **Page Header**, and enter the text **Page header goes here**. Increase the font size to **12pt**.
6. Right click on the **Page Header** bar and move the cursor over **Fill/Back Color** from the shortcut menu. Select a yellow colour.



7. Save the form and switch to **Form View**. Only the blue **Form Header** is shown. Move through the records, the header is on every form.
8. Click the **File** tab, select **Print** and click **Print Preview** from the options. On the first page the blue **Form Header** and yellow **Page Header** are shown. On all other pages, only the yellow **Page Header** is shown.
9. Close **Print Preview** and close the form, but leave the database open.



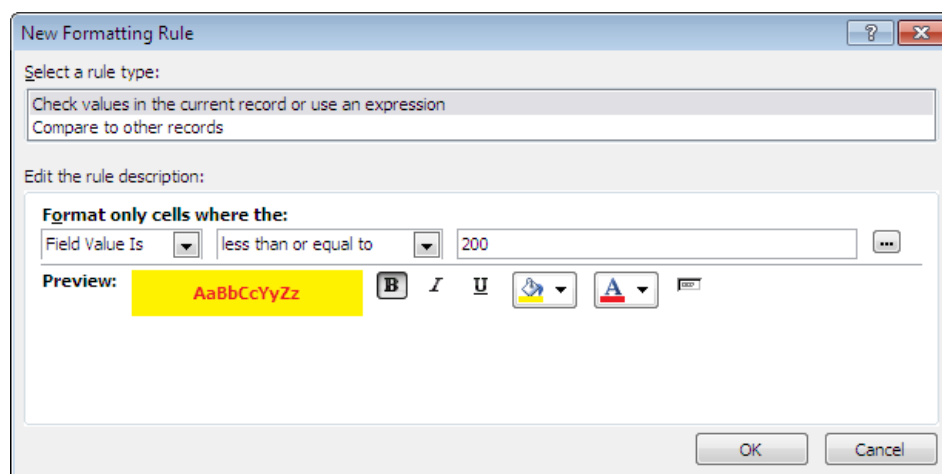
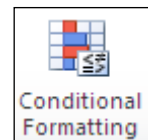
## Exercise 16 - Conditional Formatting

### Guidelines:

If a control (text box, command button, check box) which is placed on a form or report contains a value that needs to be monitored, **Conditional Formatting** can be applied. This will make the value easier to spot if a certain condition applies, e.g. a sales target dropping below a certain figure. Controls can be given different coloured backgrounds, or text can be set up to disable the control when it meets or doesn't meet certain criteria.

### Actions:

1. From the **Wine** database, open **Products Form** in **Design View**. Display the **Form Design Tools - Format** tab.
2. Click on the **Stock** field then select the **Conditional Formatting** button. Click **New Rule** to display the **New Formatting Rule** dialog box.
3. Change the rule description to read **Field Value Is less than or equal to 200**.
4. To define the formatting when the condition is met, click the **Font Color** button and select red, then click the **Background color** button and select yellow. Finally click the **Bold** button. The formatting effect is previewed.




5. Click **OK** then **OK** again. Save the form and switch to **Form View**.
6. Scroll through the records and notice that any stock quantity less than or equal to 200, will be immediately conspicuous.
7. Move to the record **4** for **Soave**. Increase the quantity to **300**. Click in a different field. The conditional formatting no longer applies.
8. Leave the form open for the next exercise.

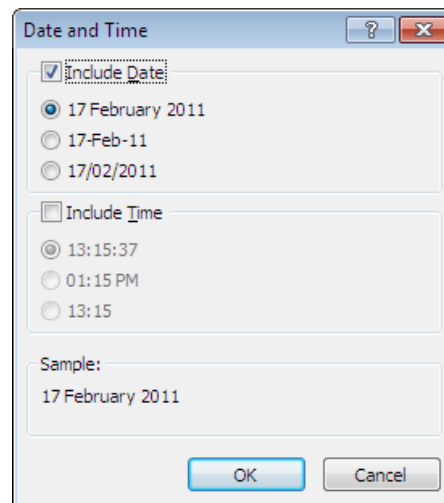
## Exercise 17 - Insert Date and Time

### Guidelines:

The current date and time can be placed on a form or report as a text box. By default, Access will place the text box into the header section but it can then be moved or entered manually. The format of the date and time can be varied.

### Actions:

1. The **Products Form** should be open. Switch to **Design View**.
2. Click the **Date and Time** button, , in the **Header/Footer** group of the **Design** tab. The **Date and Time** dialog box appears.
3. Click on the first date format option and uncheck the **Include Time** box to deselect the time option.



4. Click **OK**. The date field appears in the **Form Header**.
5. Use the **Text Box** button to add a text box to the right of the image in the **Detail** area (widen the area if necessary). Enter a field value of **=Date()** and a label of **Current Date**. Display the **Property Sheet** and set the **Format** to **Long Date**.
6. Add a field below this with a value of **=Time()** a label of **Current Time**. On the **Property Sheet** set the **Format** to **Long Time**. Save the form and switch to **Form View**. The time and date will appear for every record.

Current Date:	01 March 2011
Current Time:	11:24:54

7. Use the navigation buttons to move through the records. Note that each time the form is redisplayed, the time is updated.
8. Close the form without saving but leave the database open.

## Exercise 18 - Revision: Formatting Forms

1. Use the **Wine** database.
2. Add an **Embedded** background to the **Orders Form**, using the **Champagne** picture supplied on the data disk.
3. Apply a **Picture Size Mode** of **Stretch**.
4. Add a **Page Footer** area to the form and insert a label with the text **Orders**.
5. Save the form, then print preview it.
6. Apply **Conditional Formatting** to the **Quantity** field, so that if **24** or more items are ordered, the field background becomes **blue**.
7. Insert the **Date and Time** and move them to the bottom of the **Page Footer** on the form.
8. View the form in **Form View**, checking the **Quantity** field conditional formatting works.
9. Are the **Date** and **Time** fields visible in **Form View**?
10. **Print Preview** the form. Are the **Date** and **Time** fields visible now?
11. Explain the difference in views.
12. Save and close the form, then close the database.

*Note: The answers to this exercise can be found in the **Answers Section** at the end of the guide.*