

FastCourse

Access 2007: Level 2



Lesson 3: Customizing Input Forms

[Return to the FastCourse Access 2007 Level 2 book page](#)

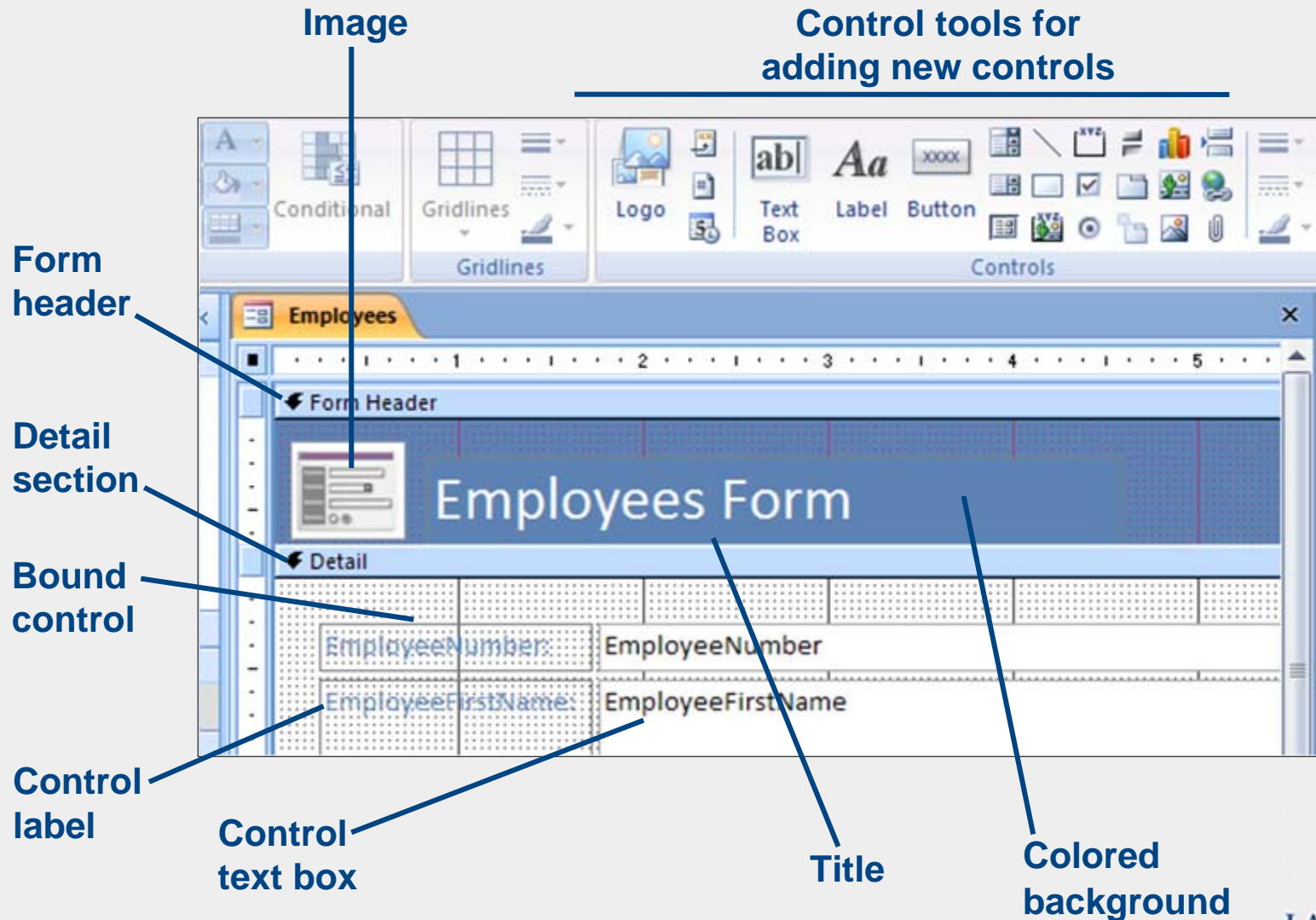


LABYRINTH
LEARNING®

Lesson Objectives

- After studying this lesson, you will be able to:
 - ▲ Use Form Design View and Layout View
 - ▲ Add, delete, format, and modify form controls
 - ▲ Apply AutoFormats to forms
 - ▲ Set form tab order
 - ▲ Create a multiple item form
 - ▲ Print forms

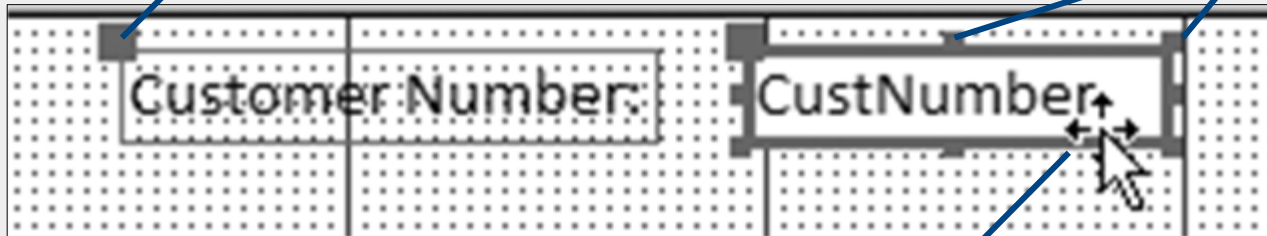
Customizing Forms in Design View



Using Control Handles

Use large handles to move the individual parts of the control (label or text box) separately

Sizing handles

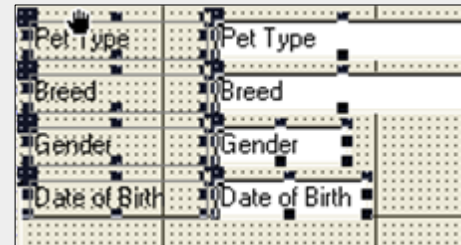


The mouse appears as a white arrow with a four-headed black arrow to move

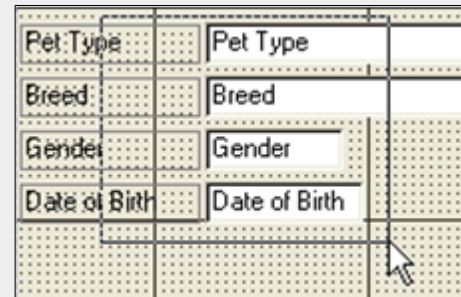
Working with Controls

■ Select controls with:

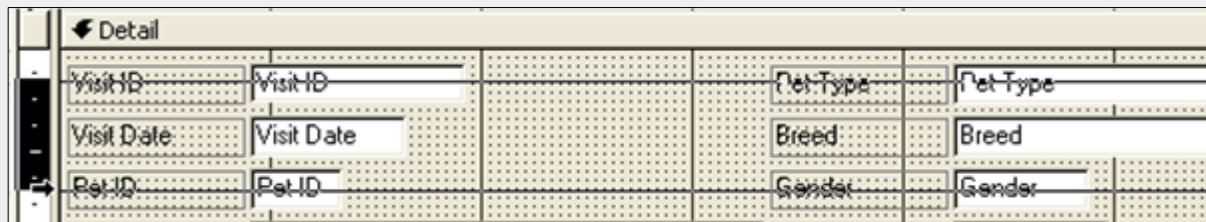
- ▲ (Shift) + click
- ▲ Selection box
- ▲ Ruler



Pet Type	Pet Type
Breed	Breed
Gender	Gender
Date of Birth	Date of Birth



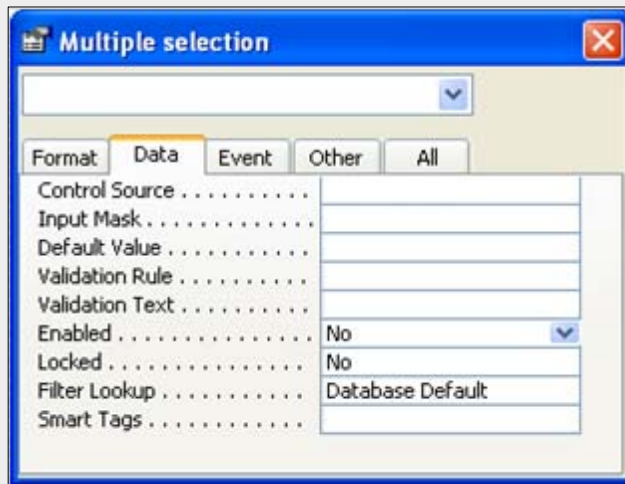
Pet Type	Pet Type
Breed	Breed
Gender	Gender
Date of Birth	Date of Birth



Detail			
Visit ID	Visit ID	Pet Type	Pet Type
Visit Date	Visit Date	Breed	Breed
Pet ID	Pet ID	Gender	Gender

Customizing Forms in Design View

- Restrict data entry in forms to ensure data integrity
 - ▲ Use Properties dialog box
 - ▲ Enabled controls receive focus (you can click in them) and data (you can type in them)
 - ▲ Locked controls cannot receive focus and cannot receive data



Applying Conditional Formatting

Format for values
less than \$500

Format for values
more than \$1,000

Conditional Formatting

Default Formatting
This format will be used if no conditions are met:
AaBbCcYyZz

Condition 1
Field Value Is greater than 1000
Preview of format to use when condition is true:
AaBbCcYyZz

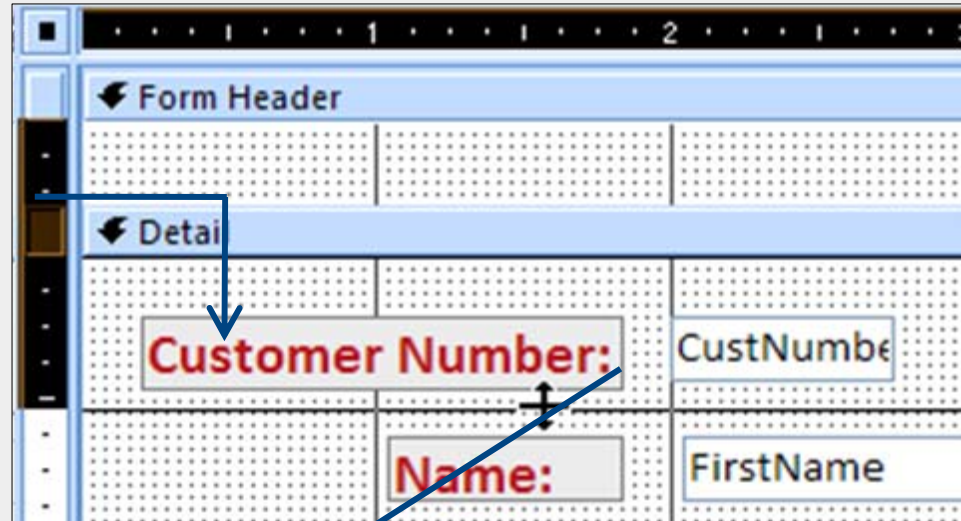
Condition 2
Field Value Is between 500 and 1000
Preview of format to use when condition is true:
AaBbCcYyZz

Add >> Delete... OK Cancel

Format for values
between \$500 and \$1,000

Sizing Form Sections

Drag the section bar below the section (Detail bar, in this case) down to make the Form Header section larger



The mouse pointer appears as a two-headed arrow

Setting a Form Tab Order

- Enables you to arrange controls on a form in an appropriate order, then change the default order
Access moves from one to the next when you press Tab

Tab Order

Section:

- Form Header
- Detail**
- Form Footer

Custom Order:

CustNumber
FirstName
LastName
Street
City
State
ZIP
Telephone
Comments

Field names in
order you want to
access them
using Tab

FastCourse

Access 2007: Level 2



Lesson 3: Customizing Input Forms

[Return to the FastCourse Access 2007 Level 2 book page](#)