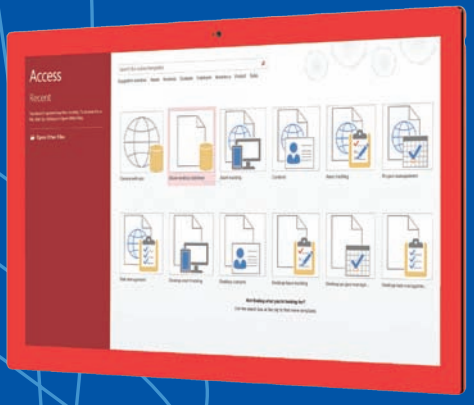
Microsoft

Step by Step



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Microsoft® Access® 2013

Joyce Cox and Joan Lambert

Practice files plus ebook

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Introduction

Over the years, Microsoft has put a lot of effort into making Access not only one of the most powerful consumer database programs available, but also one of the easiest to learn and use. Because Access is part of Microsoft Office 2013, you can use many of the techniques you use with Microsoft Word and Microsoft Excel. For example, you can use familiar commands, buttons, and keyboard shortcuts to open and edit the information in Access tables. And you can easily share information between Access and Word, Excel, or other Office programs. *Microsoft Access 2013 Step by Step* offers a comprehensive look at the features of Access that most people will use most frequently.

Who this book is for

Microsoft Access 2013 Step by Step and other books in the *Step by Step* series are designed for beginning-level to intermediate-level computer users. If part of your job involves entering data in or producing reports from a database designed by someone else, this book will help you understand the behind-the-scenes functionality of the database. If you are tasked with the maintenance of an existing database, you will learn important techniques for ensuring data integrity. Although we don't cover the macro and VBA functionality that enables experienced developers to create full-featured database applications, we do touch on more advanced topics such as controlling access and preventing problems.

Examples shown in the book generally pertain to small and medium businesses but teach skills that can be used in organizations of any size. The databases you create and work with are desktop databases, designed to be used in Access 2013 on a local computer. Access 2013 has powerful new capabilities to enable more advanced users to create applications, called *Access web apps*, that are stored as SQL databases on a Microsoft SharePoint 2013 site and can be viewed and manipulated through a web browser. Because of the behind-the-scenes requirements of these databases, we briefly describe them but don't cover them in depth.

Whether you are already comfortable working in Access and want to learn about new features in Access 2013 or are new to Access, this book provides invaluable hands-on experience so that you can confidently create and work with many types of desktop databases

How this book is organized

This book is divided into three parts. Part 1 explains how to get data into a database, either directly by entering it into tables or indirectly by using forms; and how to get information out of a database, either by displaying it on the screen or by printing it in reports. Part 2 discusses ways to ensure that the data in related tables is accurate, how to use queries to extract data from related tables, and how to create forms and reports that use related tables. Part 3 covers more advanced Access techniques, including securing the database and customizing the program to fit the way you work. With this three-part structure, readers who are new to the program can acquire basic skills and then build on them, whereas readers who are comfortable with Access 2013 basics can focus on material that is of the most interest to them.

Chapter 1 contains introductory information that will primarily be of interest to readers who are new to Access or are upgrading from Access 2003 or an earlier version. If you have worked with a more recent version of Access, you might want to skip directly to Chapter 2.

This book has been designed to lead you step by step through all the tasks a beginning-level or intermediate-level user is most likely to want to perform with Access 2013. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create simple databases and work with more complex databases created by experts. However, each chapter is self-contained, so you can jump in anywhere to acquire exactly the skills you need.

Download the practice files

Before you can complete the exercises in this book, you need to download the book's practice files to your computer. These practice files can be downloaded from the following page:

http://aka.ms/Access2013sbs/files

IMPORTANT The Access 2013 program is not available from this website. You should purchase and install that program before using this book.

The following table lists the practice files for this book.

Chapter	File
Chapter 1: Explore Microsoft Access 2013	GardenCompany01.accdb
Chapter 2: Create databases and simple tables	None
Chapter 3: Create simple forms	GardenCompany03.accdb Logo.png
Chapter 4: Display data	GardenCompany04.accdb
Chapter 5: Create simple reports	GardenCompany05.accdb
Chapter 6: Maintain data integrity	GardenCompany06.accdb
Chapter 7: Create queries	GardenCompany07.accdb
Chapter 8: Create custom forms	GardenCompany08.accdb Hydrangeas.jpg
Chapter 9: Create custom reports	GardenCompany09.accdb
Chapter 10: Import and export data	Customers.xlsx Employees.txt GardenCompany10.accdb ProductsAndSuppliers.accdb Shippers.xlsx
Chapter 11: Make databases user friendly	GardenCompany11.accdb Icon.ico Logo.png
Chapter 12: Protect databases	GardenCompany12.accdb
Chapter 13: Work in Access more efficiently	GardenCompany13.accdb

If you would like to be able to refer to the completed versions of practice files at a later time, save the modified practice files at the end of each exercise. If you might want to repeat the exercises, save the modified practice files with a different name or in a different folder.

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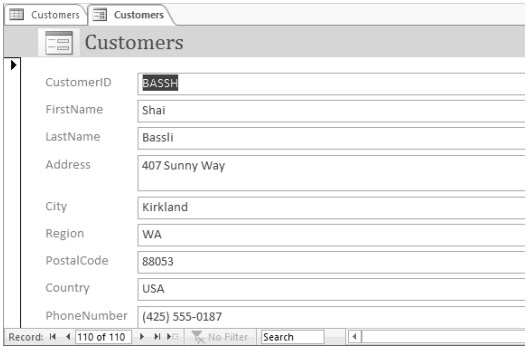

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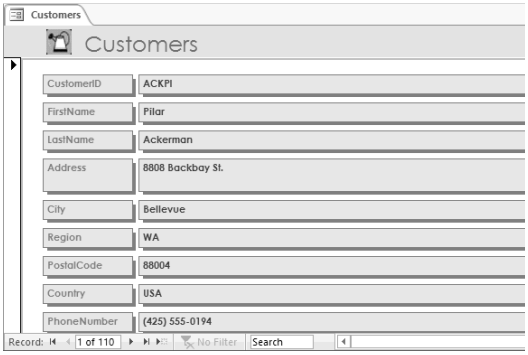

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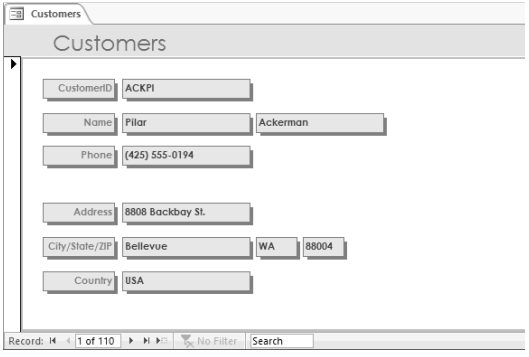


Create simple forms

3

IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Create forms by using the Form tool.
- Format forms.
- Arrange the layout of forms.

A database that contains the day-to-day records of an active company is useful only if it is kept current and if the information stored in it can be found quickly. Entering, editing, and retrieving information from tables in Datasheet view is fairly easy for someone who is familiar with Access. But for occasional users or people who are not familiar with Access, these tasks might be tedious and inefficient and leave far too much room for error, especially if details of complex transactions have to be entered into several related tables. The solution to this problem is to create and use forms.

A form is an organized and formatted view of some or all of the fields from one or more tables. Forms work interactively with the tables in a database. You use controls in the form to enter new information, to edit or remove existing information, or to locate information. The controls you will use most frequently in an Access form are as follows:

- **Text box controls** You can view or enter information in these controls. Think of a text box control as a little window through which you can insert data into the corresponding field of the related table or view information that is already in that field.
- **Label controls** You can tell what type of information you are looking at in the corresponding text box control, or what you are expected to enter in the text box control by using these controls.

TIP An Access form can also include a variety of other controls that transform the form into something very much like a Windows dialog box or wizard page. For information, see "Allowing only values in lists" in Chapter 6, "Maintain data integrity."

In this chapter, you'll discover how easy it is to create forms to view and enter information. You'll also modify forms to suit your needs by changing their appearance and the arrangement of their controls.

PRACTICE FILES To complete the exercises in this chapter, you need the practice files contained in the Chapter03 practice file folder. For more information, see "Download the practice files" in this book's Introduction.

Creating forms by using the Form tool

Before you begin creating a form for a desktop database, you need to know the following:

- Which table the form should be based on
- How the form will be used

After making these decisions, you can create a form in the following ways:

- Click the table you want in the **Navigation** pane, and then click the **Form** button in the **Forms** group on the **Create** tab. This method creates a simple form that uses all the fields in the table.
- Use a wizard. This method enables you to choose which of the table's fields you want to use in the form.

  SEE ALSO For information about using wizards to create forms, see "Modifying forms created by using a wizard" in Chapter 8, "Create custom forms."

- Switch to **Layout** view, where you can create the form manually while viewing the underlying data, or switch to **Design** view, where you have more control over form elements.

  SEE ALSO For information about manipulating forms in Layout view, see the other two topics in this chapter. For information about manually creating forms in Design view, see "Adding controls" in Chapter 8, "Create custom forms."

  TIP When you create an Access web app, you can view the data in tables in List view, which includes a mechanism for adding, deleting, and editing records in a pane that is much like a form.

You will usually want to start the process of creating forms that are based on tables by using the Form tool or a wizard—not because the manual process is especially difficult, but because it is simply more efficient to have the tool or a wizard create the basic form for you and then refine that form manually.

In this exercise, you'll use the Form tool to create a form based on a table. You will then enter a couple of records by using the new form and refresh the table to reflect the new entries.

SET UP **You need the GardenCompany03 database located in the Chapter03 practice file folder to complete this exercise. The practice file for this exercise contains tables that look similar to those in the practice file for Chapter 1. However, to simplify the steps, we have removed the relationships between the tables. Be sure to use the practice database for this chapter rather than continuing on with the database from an earlier chapter. Open the database, and if you want, save your own version to avoid overwriting the original. Then follow the steps.**

1 With **All Access Objects** displayed in the **Navigation** pane, in the **Tables** group, double-click **Customers** to open the **Customers** table in **Datasheet** view.

Customers

CustomerID	FirstName	LastName	Address	City	Region	PostalCode	Count
ACKPI	Pilar	Ackerman	8808 Backbay S	Bellevue	WA	88004	USA
ADATE	Terry	Adams	1932 52nd Ave.	Vancouver	BC	V4T 1Y9	Canada
ALLMI	Michael	Allen	130 17th St.	Vancouver	BC	V4T 1Y9	Canada
BANMA	Martin	Bankov	78 Riverside Dr	Woodinville	WA	88072	USA
BENPA	Paula	Bento	6778 Cypress P	Oak Harbor	WA	88277	USA
BERKA	Karen	Berg	PO Box 69	Yakima	WA	88902	USA
BOSRA	Randall	Boseman	55 Grizzly Peak	Butte	MT	49707	USA
BRETE	Ted	Bremer	311 87th Pl.	Beaverton	OR	87008	USA
BROKE	Kevin F.	Browne	666 Fords Land	Seattle	WA	88121	USA
CAMDA	David	Campbell	22 Market St.	San Francisco	CA	84112	USA
CANCH	Chris	Cannon	89 W. Hilltop D	Palo Alto	CA	84306	USA
CHANE	Neil	Charney	1842 10th Aven	Sidney	BC	V7L 1L3	Canada
CLAMO	Molly	Clark	785 Beale St.	Sidney	BC	V7L 5A6	Canada
COLPA	Pat	Coleman	876 Western A	Seattle	WA	88119	USA
CORCE	Cecilia	Cornejo	778 Ancient Rd	Bellevue	WA	88007	USA
COXBR	Brian	Cox	14 S. Elm Dr.	Moscow	ID	73844	USA
CULSC	Scott	Culp	14 E. University	Seattle	WA	88115	USA
DANMI	Mike	Danseglio	55 Newton	Seattle	WA	88102	USA

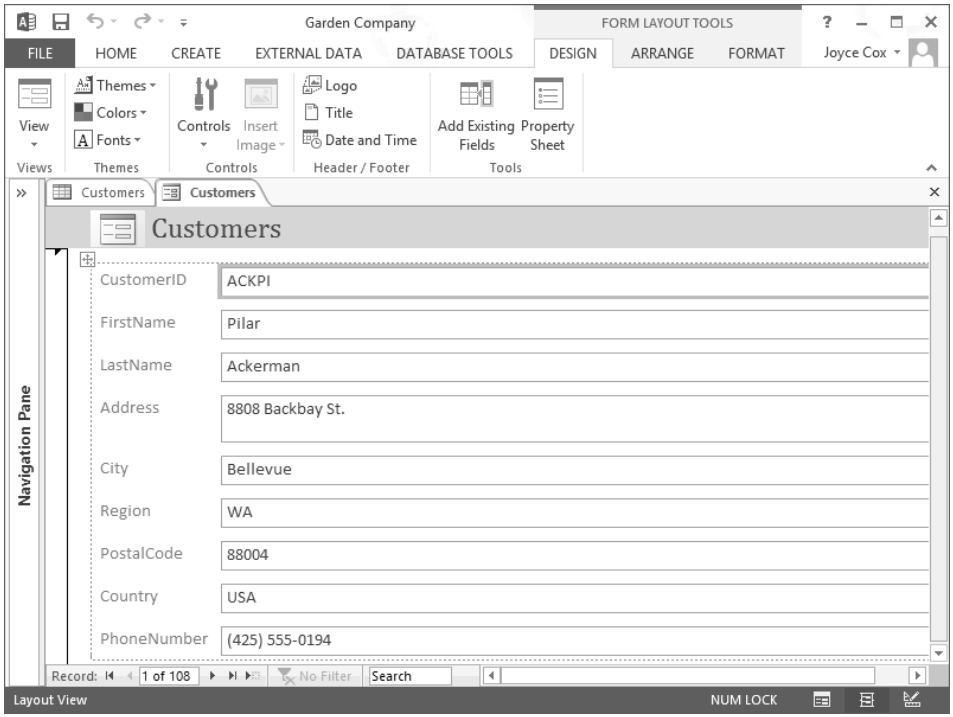
Record: 1 of 108 | No Filter | Search

The record navigation bar shows that there are 108 records in this table.

TIP The CustomerID field contains an identifier for each customer and is the table's primary key field. In this case, the identifier is not an autogenerated number, but the first three letters of the customer's last name combined with the first two letters of his or her first name. For more information about this type of primary key, see "Allowing only values in other tables" in Chapter 6, "Maintain data integrity."

2 On the **Create** tab, in the **Forms** group, click the **Form** button to create a simple form based on the active table and display the form in **Layout** view.

TIP You don't have to open a table to create a form based on it. You can simply click the table in the Navigation pane to select it and then click the Form button in the Forms group on the Create tab. But it is sometimes useful to have the table open behind the form so that you can verify the form contents against the table contents.



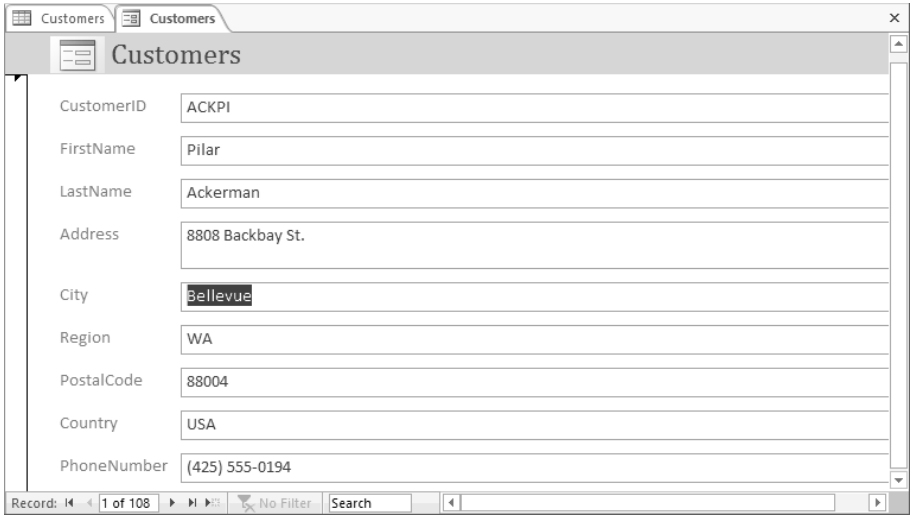
The form displays the first record in the Customers table in Layout view. (We have closed the Navigation pane to show more of the form.)

The Form tool has configured all the field names in the table as label controls and all the fields as text box controls. In the header at the top of the form, the name of the table appears as a title, and the form icon appears to the left of the title as a placeholder for a logo. Because the form is displayed in Layout view, the Design, Arrange, and Format tool tabs appear on the ribbon so that you can modify selected controls.

3 Move the mouse pointer over the form, and click any label or text box control to select it for manipulation.

We won't make any changes to the form right now. Instead let's experiment with how the form looks and behaves in Form view.

4 Switch to **Form** view. Then move the mouse pointer over the form, and click the **City** label.



In Form view, the tool tabs are no longer displayed, and clicking a label selects the entry in the adjacent text box, ready for editing.

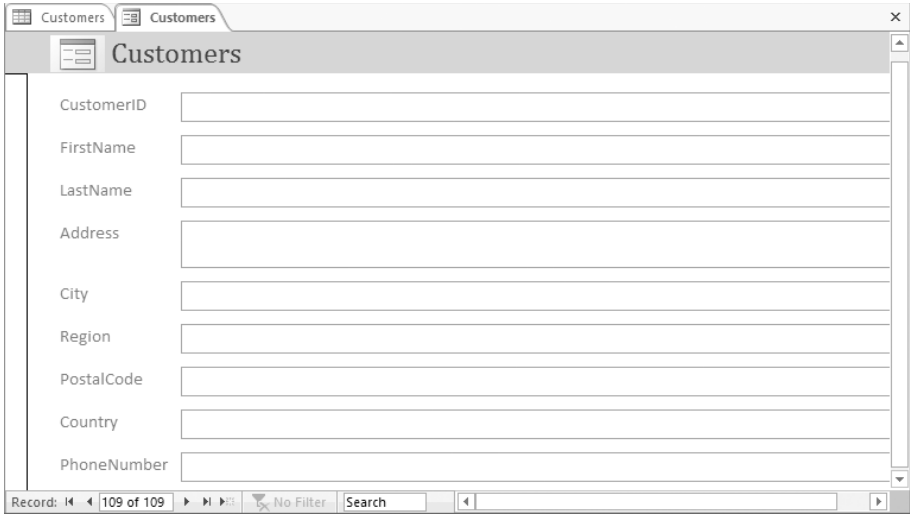
5 In the record navigation bar at the bottom of the form, click the **Next record** button to display the second record in the table.

6 Use the record navigation bar to display a few more records.

TIP You can easily compare the information shown in the form to that in the table by alternately clicking the Customers table tab and the Customers form tab to switch back and forth between their pages.

Now let's use the form to enter a couple of new records in the table.

7 At the right end of the record navigation bar, click the **New (blank) record** button to display a blank **Customers** form.



The record navigation bar shows that this will be record number 109.

8 Click the **CustomerID** label to position the cursor in the text box to the right.

9 Enter **ASHCH**, noticing that the icon that indicates a record is receiving data (two dots and a pencil) appears at the top of the bar to the left. Then press the **Tab** key, which moves the cursor to the next text box.

10 Enter the following information, pressing **Tab** after each entry except the last one to move to the next text box.

FirstName	**Chris**
LastName	**Ashton**
Address	**89 Cedar Way**
City	**Redmond**
Region	**WA**
PostalCode	**88052**
Country	**USA**
PhoneNumber	**(425) 555-0191**

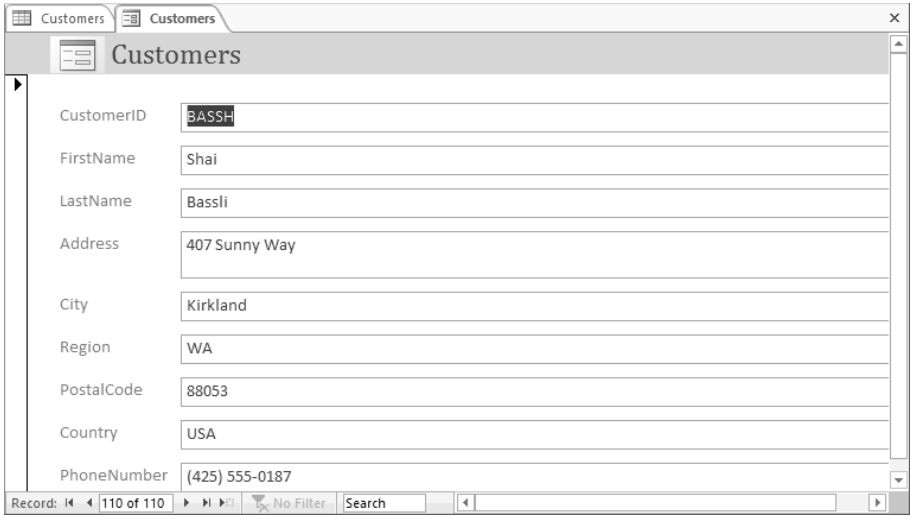
TIP By the time you finish this book, you will know how to have Access create the CustomerID entry based on the FirstName and LastName entries, so that you don't have to type it.

11 When you finish entering the phone number (the last field value in the record), press the **Enter** key to complete the record and display another blank form. Notice that the record navigation bar shows that this will be record number 110 in the table.

12 Enter the following information, pressing **Tab** after each entry except the last one to move from text box to text box.

CustomerID	**BASSH**
FirstName	**Shai**
LastName	**Bassli**
Address	**407 Sunny Way**
City	**Kirkland**
Region	**WA**
PostalCode	**88053**
Country	**USA**
PhoneNumber	**(425) 555-0187**

13 When you finish entering the phone number, press **Enter**. Then in the record navigation bar, click the **Previous record** button to cancel the new record and display the record you just created.

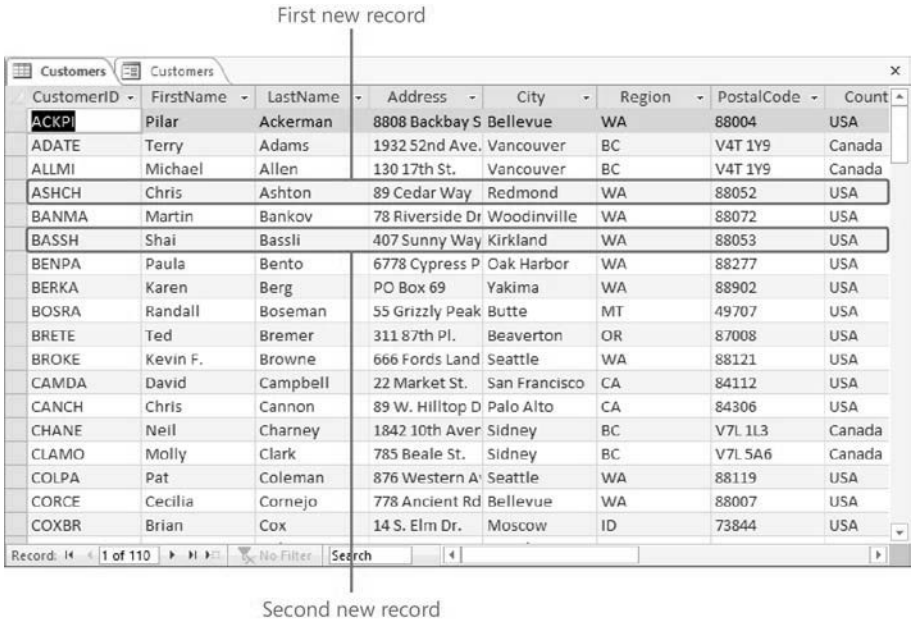


The information you entered for record number 110.

Let's verify that the two records you entered in the form also appear in the table.

14 Click the **Customers** table tab, and on the record navigation bar, click the **Last record** button. Notice that the two records you entered in the form do not appear at the bottom of the table, and the record navigator bar indicates that there are only 108 records in the table.

15 On the **Home** tab, in the **Records** group, click the **Refresh All** button to synchronize the table and the form data input.



The two new records have been added to the Customers table and appear in alphabetical order based on their CustomerID field values.

16 Close the **Customers** table.

17 On the **Quick Access Toolbar**, click the **Save** button. Then in the **Save As** dialog box, click **OK** to accept **Customers** as the form name and add the form to the **Forms** group in the **Navigation** pane.

CLEAN UP **Close the form. Keep the GardenCompany03 database open for use in later exercises.**

Formatting forms

When you create a form by using the Form tool, as you did in the previous exercise, the form includes every field in the table on which it is based. Each field is represented on the form by a text box control and its associated label control. The form is linked, or *bound*, to the table, and each text box is bound to its corresponding field. The table is called the *record source*, and the field is called the *control source*.

Forms and their controls have properties that determine how they behave and look. A form inherits some of its properties from the table on which it is based. For example, each text box name on the form reflects the corresponding field name in the source table. The text box label also reflects the field name, unless the field has been assigned a Caption property, in which case it reflects the caption. The width of each text box is determined by the Field Size property in the table.

Even though a form is bound to its table, the properties of the form are not bound to the table's properties. After you have created the form, you can change the properties of the form's fields independently of those in the table. You might want to change these properties to improve the form's appearance—for example, you can change the font, font size, alignment, fill color, and border.

One of the quickest ways to change the look of a form is to change the theme applied to the database. A theme is a combination of colors and fonts that controls the look of certain objects. In the case of a form, it controls the color and text of the header at the top of the form and the text of the labels and text boxes. By default, the Office theme is applied to all databases based on the Blank Desktop Database template and their objects, but you can easily change the theme by clicking the Themes button in the Themes group on the Design tool tab, and then making a selection from the Themes gallery. While the gallery is displayed, you can point to a theme to display a live preview of how the active database object will look with that theme's colors and fonts applied.

If you like the colors of one theme and the fonts of another, you can mix and match theme elements. First apply the theme that most closely resembles the look you want, and then in the Themes group, change the colors by clicking the Colors button or the fonts by clicking the Fonts button.

TIP If you create a combination of colors and fonts that you would like to be able to use with other databases, you can save the combination as a new theme by clicking Save Current Theme at the bottom of the menu containing the Themes gallery.

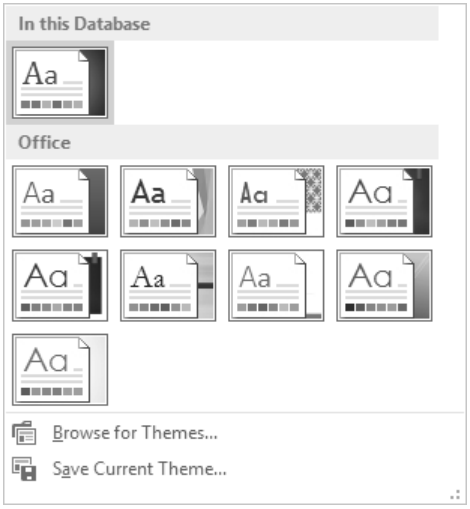
If you like most of the formatting of a theme but you want to fine-tune some form elements, you can do so by changing properties in Layout view. In this view, you can view the records from the table to which the form is bound, so when you make formatting adjustments, you can assess the impact on the data. (Changes to the data can be made only in Form view.) You might also want to add your organization's logo or a small graphic that represents the form's contents.

In this exercise, you'll first apply a theme to a form and add a logo to the form's title. Then you'll change the form properties that control its colors and text attributes.

SET UP **You need the GardenCompany03 database you worked with in the preceding exercise and the Logo graphic located in the Chapter03 practice file folder to complete this exercise. If necessary, open the database. Then follow the steps.**

1 In the **Navigation** pane, in the **Forms** group, right-click **Customers**, and then click **Layout View**.

2 On the **Design** tool tab, in the **Themes** group, click the **Themes** button to display a menu containing the **Themes** gallery.



Each thumbnail represents a theme. By default, the Office theme is applied to this database.

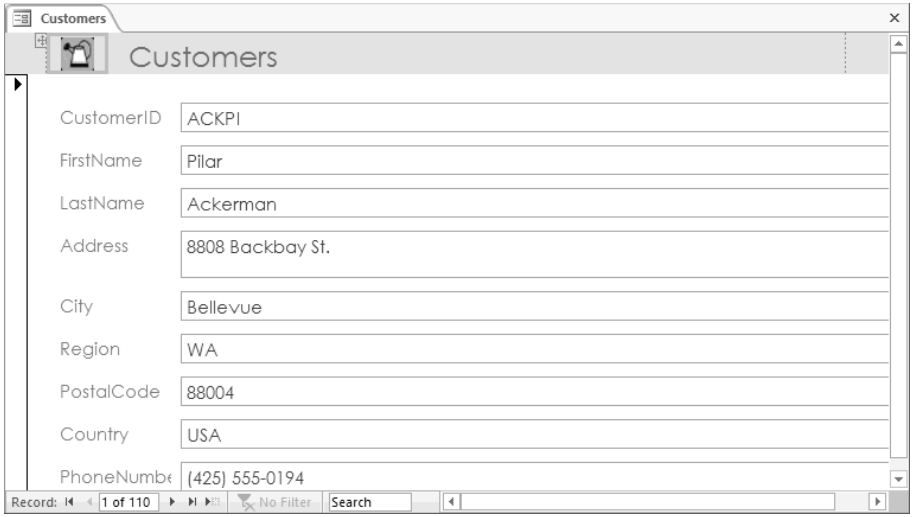
3 Point to each thumbnail in turn, pausing until its name appears in a ScreenTip.

4 Click the **Wisp** thumbnail to apply that theme.

Now let's replace the form icon to the left of the title in the form header with a logo.

5 On the **Design** tab, in the **Header/Footer** group, click the **Logo** button.

6 In the **Insert Picture** dialog box, navigate to the **Chapter03** practice file folder, and double-click the **Logo** picture.



You have inserted a custom logo in the form header.

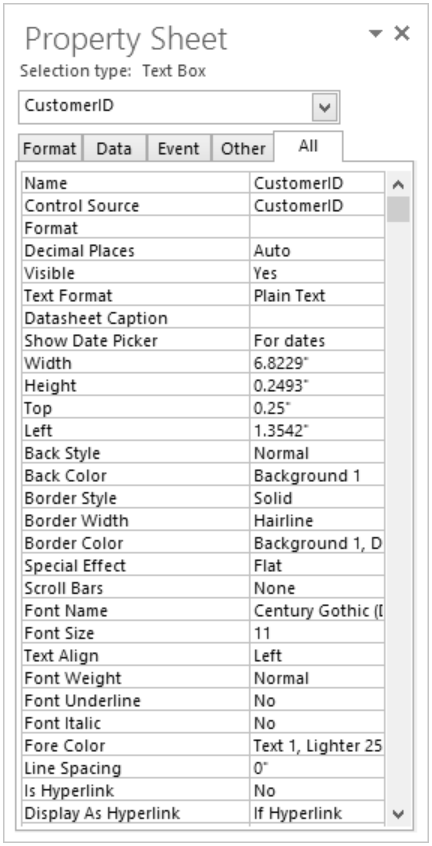
Next let's experiment with properties.

7 On the **Customers** form, click the **CustomerID** label control (not its text box) to select it for manipulation.

8 On the **Format** tool tab, in the **Font** group, click the **Font Size** arrow, and then in the list, click **8** to make the label text significantly smaller.

9 Click the **CustomerID** text box control (not its label), and then on the **Design** tool tab, in the **Tools** group, click the **Property Sheet** button to open the **Property Sheet** pane.

KEYBOARD SHORTCUT Press Alt+Enter to open and close the Property Sheet pane. For a list of keyboard shortcuts, see "Keyboard shortcuts" at the end of this book.

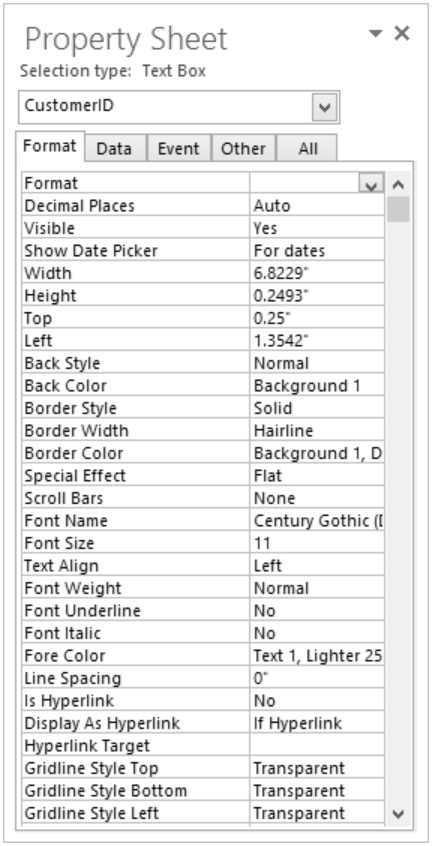


The properties of the CustomerID text box control are organized on four pages: Format, Data, Event, and Other. As its name suggests, the All page displays all the properties on one page.

TIP Don't change the properties on the Data page until you know more about controls and their sources.

10 Notice that the **Property Sheet** pane displays the properties for the object whose name appears in the text box at the top of the pane, and that above the box, the type of object is identified.

11 In the **Property Sheet** pane, click the **Format** tab



The Format page of the Property Sheet pane displays all the commands available in the Font group on the Format tab of the ribbon (plus a few more).

12 On the **Format** page, click **Font Size**, click the arrow to the right of the adjacent property, and in the list, click **8**.

13 Set the **Font Weight** property to **Bold**.

TIP If the Property Sheet pane obscures your view of the controls on the form, change its width (or the width of any pane) by dragging its left border to the left or right. To change the width of the Property Sheet columns, drag the right border of the first column to the left or right. You can undock the Property Sheet pane from the edge of the window and move it elsewhere by dragging its title bar. Double-click the title bar to dock it again.

Let's use the Property Sheet pane to display the properties of a different control and then change its properties.

14 At the right end of the box at the top of the **Property Sheet** pane, click the arrow, and then in the object list, click **Label3** to select the **FirstName** label.

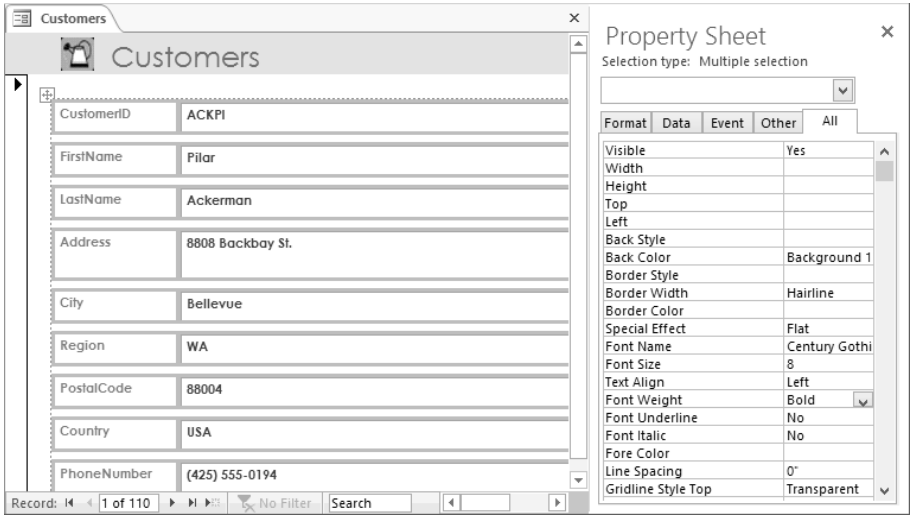
15 Repeat step 12 to change the font size of the **FirstName** label to **8** points.

These different ways of selecting a control and changing its properties provide some flexibility and convenience, but using this technique to make changes to several controls in a form is tedious. Let's use a faster method.

16 In the upper-left corner of the dotted frame surrounding all the controls on the form, click the **Select All** button (the four headed arrow) to surround all the controls with thick orange borders to indicate that they are selected.

17 In the **Property Sheet** pane, notice that the selection type is **Multiple selection**, and the box below is blank. Only the settings that are the same for all the selected controls are displayed. Because the changes you made in the previous steps are not shared by all the selected controls, the **Font Size** and **Font Weight** settings are now blank.

18 Repeat steps 12 and 13 to set the **Font Size** and **Font Weight** properties of the selected controls to **8** and **Bold**.

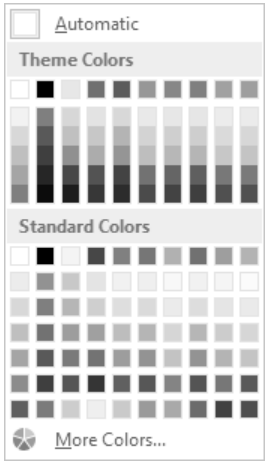


You have applied character formatting to all the label and text box controls in the form.

Although it's not apparent, the background of the labels is transparent. Let's change this property and then apply a theme color and effect.

19 With the controls still selected, set the **Back Style** property to **Normal**.

20 Click the **Back Color** property, and then click the **Ellipsis** button at the right end of the property to display a menu containing two color palettes.



The colors in the Theme Colors palette reflect the color scheme that is part of the Wisp theme.

TIP The Ellipsis button has different names and serves different purposes for different properties.

21 In the top row of the **Theme Colors** palette, click the third swatch (**Light Green, Background 2**) to change the background of all the controls to light green.

TIP If the palettes on the Back Color menu don't include a color you want to use, click More Colors at the bottom of the menu, select a color on the Standard or Custom page of the Colors dialog box, and then click OK to set the color and add it to the Recent Colors palette at the bottom of the menu.

22 Set the **Special Effect** property to **Shadowed**, and the **Border Color** property to the eighth swatch in the first row of the **Theme Colors** palette (**Olive Green, Accent 4**).

23 Close the **Property Sheet** pane, and in the form, click away from the selected controls to release the selection and display the results.

Applying a color and shadow effect to the labels and text boxes makes them stand out.

The label controls reflect the field names assigned to the table fields they are bound to. Let's assign captions to some of the label controls so that their names include spaces.

24 In the form, click the **FirstName** label control. Then open the **Property Sheet** pane, click the **Caption** property, change **FirstName** to **First Name**, and press **Enter**.

25 Repeat step 24 to change **LastName** to **Last Name** and **PhoneNumber** to **Phone**.

TIP Changing the Caption property of the form does not affect the Caption property of the bound field in the table.

26 On the **Quick Access Toolbar**, click the **Save** button to save the design of the **Customers** form. Then close the form, which also closes the **Property Sheet** pane.

CLEAN UP **Keep the GardenCompany03 database open for use in the last exercise.**

Arranging the layout of forms

Forms generated with the Form tool are functional, not fancy. By default, they are arranged in the Stacked layout, which arranges all the label controls in a single column on the left and all their corresponding text box controls in a single column to their right. All the boxes of each type are the same size, and in the boxes, the text is left-aligned.

If it suits the needs of your data better to display records in a tabular layout much like that of a table in Datasheet view, click Tabular in the Table group on the Arrange tool tab.

SEE ALSO For more information about layouts, see the sidebar "Layouts" in Chapter 9, "Create custom reports."

If the default layout doesn't suit your needs or preferences, you can customize it. Most of the rearranging you are likely to want to do can be accomplished in Layout view, where you can view the impact on the underlying data. If you want to make more extensive changes to the layout of a database, you can switch to Design view.

SEE ALSO For information about customizing forms in Design view, see Chapter 8, "Create custom forms."

In Layout view, you can do the following to improve the form's layout and make it attractive and easy to use:

- Add and delete a variety of controls.
- Change the size of controls.
- Move controls.
- Change text alignment.
- Change the margins of controls.

TIP The order in which you make changes can have an impact on the results. If the results aren't what you expect, click the Undo button on the Quick Access Toolbar to reverse your previous action, or click the Undo arrow, and click an action in the list to reverse more than one action.

In this exercise, you'll align, size, and rearrange the label and text box controls in a form.

SET UP **You need the GardenCompany03 database you worked with in the preceding exercise to complete this exercise. If necessary, open the database. Then follow the steps.**

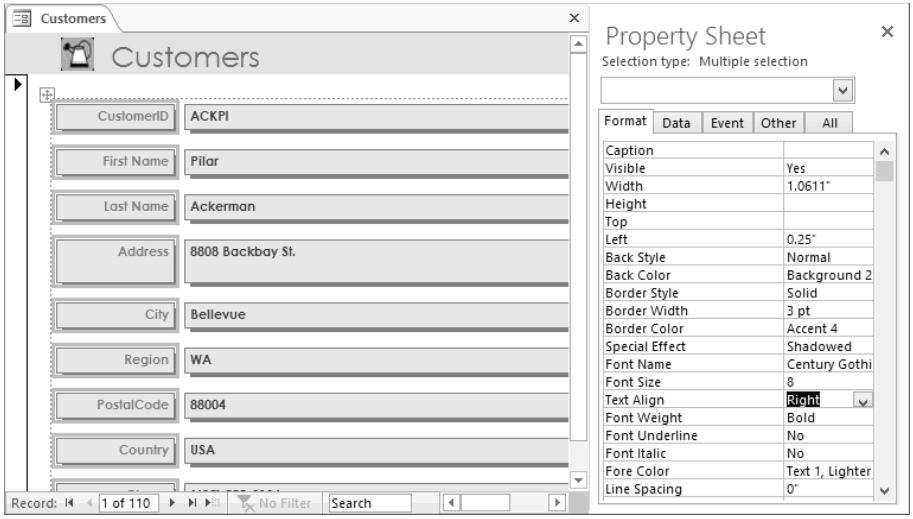
1 In the **Navigation** pane, in the **Forms** group, right-click **Customers**, click **Layout View**.

TIP If the Property Sheet pane was open when you last closed the form, it is displayed with the form.

2 Click the **CustomerID** label control (not its text box), and on the **Arrange** tool tab, in the **Rows & Columns** group, click the **Select Column** button.

TIP You can also point above the selected control, and when the pointer changes to a single downward-pointing arrow, click to select the column of controls.

3 With all the label controls selected, on the **Format** page of the **Property Sheet** pane, set the **Text Align** property to **Right** to right-align all the labels in their controls.



You can efficiently adjust the alignment of multiple selected controls by changing the Text Align property in the Property Sheet pane.

The Property Sheet pane indicates that the Width property of the label controls is 1.0611". Let's make them narrower.

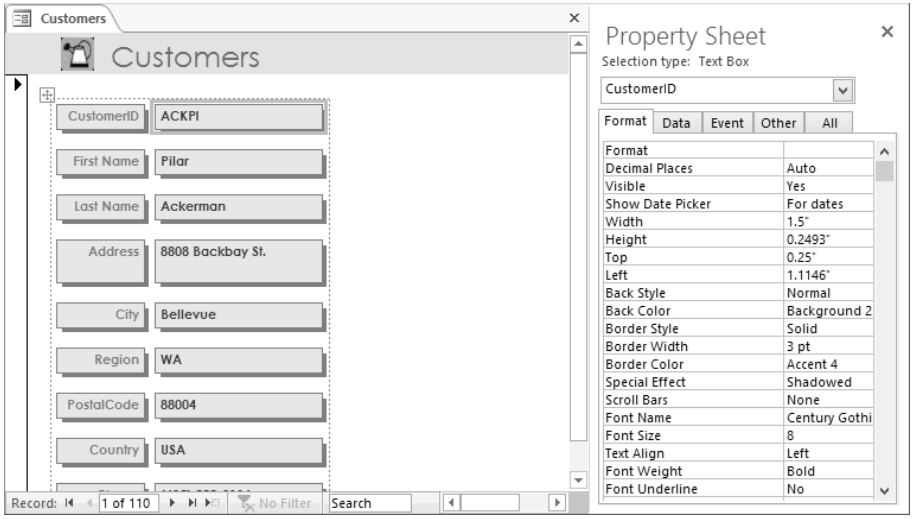
TIP Throughout this book, we refer to measurements in inches. If your computer is set to display measurements in centimeters, substitute the equivalent metric measurement. As long as you are entering the default units, you don't have to specify the unit type.

4 Point to the right border of the **CustomerID** label, and when the pointer changes to a two-headed horizontal arrow, drag to the left until **CustomerID** just fits in its box.

5 In the **Property Sheet** pane, adjust the **Width** property to **0.85"**, and press **Enter**.

TIP It is often easier to adjust the size of controls visually and then fine-tune them in the Property Sheet pane than it is to guess what property settings might work.

6 Select the **CustomerID** text box (not its label), change its **Width** property to **1.5"**, and press **Enter**. Notice that when you size one control in a **Stacked** layout, all the controls in the same column are adjusted, not just the selected control.

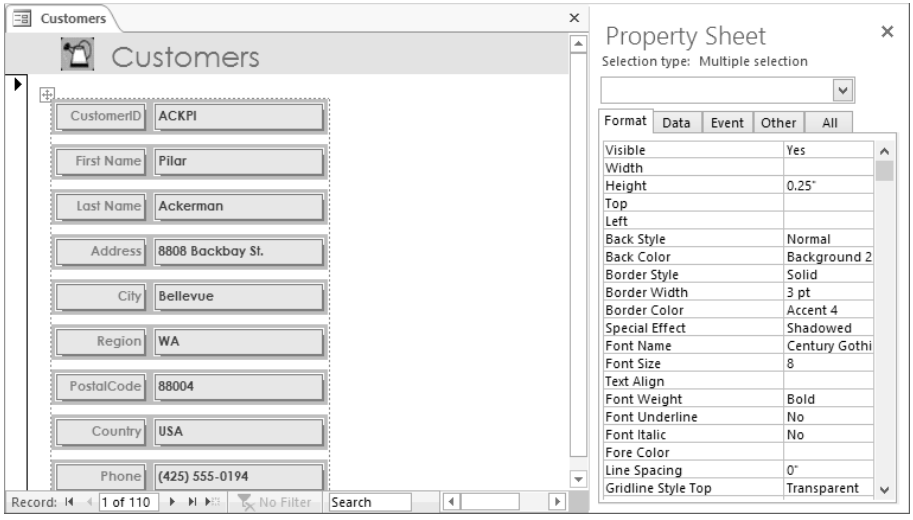


In a Stacked layout, all the controls in each column are the same width.

The controls are the same width but have different heights and interior margins. Let's fix that next.

7 Above the upper-left corner of the dotted border that surrounds all the controls, click the **Select All** button to select all the controls within the border. Then in the **Property Sheet** pane, set the **Height** property to **0.25"**, and press **Enter**.

8 On the **Arrange** tool tab, in the **Position** group, click the **Control Margins** button, and then click **Narrow**.



You can control not only the size of the controls but also the distance from the control's border to its text.

Now let's rearrange some controls.

9 Click the **Phone** label (not its text box), and on the **Arrange** tool tab, in the **Rows & Columns** group, click the **Select Row** button.

TIP You can also point to the left of the selected control, and when the pointer changes to a single right-pointing arrow, click to select the row of controls.

10 Point anywhere in the selection, and drag upward, releasing the mouse button when the insertion line sits below the **Last Name** label or text box.

11 Click the **Last Name** label, and then press the **Delete** key.

12 Click the **LastName** text box, point to the **A** in *Ackerman*, and drag the four-headed arrow pointer up and to the right until the pointer sits slightly to the right of the **FirstName** text box. When the insertion bar appears, release the mouse button.

TIP The control snaps to an invisible grid that helps maintain consistent spacing on the form.

13 Repeat step 11 to delete the **Region** and **PostalCode** labels.

14 Repeat step 12 to move the **Region** and **PostalCode** text boxes to the right of the **City** text box.

15 Select the **City** controls row and move it down one grid space. Then do the same for the **Address** controls row.

Now that the controls are arranged, let's remove the Stacked layout from the form so that we can make more extensive layout adjustments.

16 In the upper-left corner of the dotted layout border, click the **Select All** button. Then right-click the selection, click **Layout**, and click **Remove Layout**.

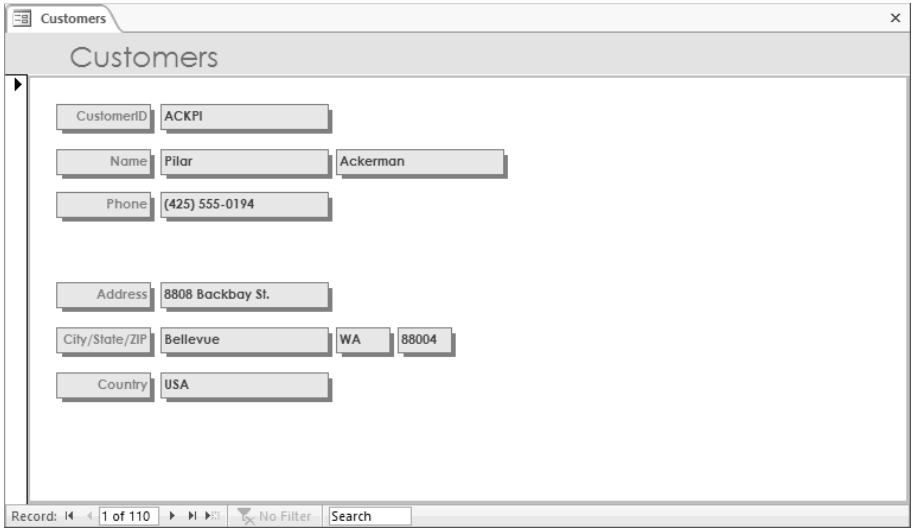
With the Stacked layout removed, let's adjust the widths of individual controls.

17 Select the **Region** text box, and on the **Format** page of the **Property** Sheet pane, adjust the **Width** property to **.5"**.

18 Select the **PostalCode** text box. Then adjust the **Width** property to **.5"** and the **Left** property to **3.25"**.

19 Click the **First Name** label, and change the label's **Caption** property to **Name**. Then repeat the process to change the **City** label's caption to **City/State/ZIP**.

20 Close the **Property Sheet** pane, and release the selection by clicking a blank area.



In Layout view, this kind of arrangement can be achieved only if you remove the default layout, which constrains sizing and positioning of individual controls.

TIP If you rearrange controls or add new controls to a form and then find that pressing Tab jumps around erratically instead of sequentially from one control to the next, you can change the tab order. When working in Layout view, click the Other tab in the Property Sheet pane, and set the Tab Index property for each control in the tab order you want. When working in Design view, click the Tab Order button in the Tools group on the Design tool tab to display the Tab Order dialog box, where you can drag fields into the correct order. For more information about working with forms in Design view, see Chapter 8, "Create custom forms."

21 Close the **Customers** form, clicking **Yes** when prompted to save its layout.

CLEAN UP **Close the GardenCompany03 database.**

Key points

- The quickest way to create a form that includes all the fields from one table is by using the Form tool. You can then use the form to view and enter records.
- A form that is based on a table is bound to that table. The table is called the *record source*.
- By default, the form displays one text box control and its associated label control for each field in the table.
- Each text box control is bound to its field, which is called the *control source*.
- Each control has several properties that you can change in Layout view or Design view to improve the look and layout of the form

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