1. Open the NorthwindTest Database and using the form wizard, create a new form based on the Employees Table.

   Add the ID, Last Name, First Name, Job Title, E-mail Address and Business Phone Fields to the Selected Fields pane. Format the form in Columnar Layout.

   Make the Form Title – 'Employee Work Details'.

   Change the Border Style for all Control Fields to Transparent.

   Change the Text Align for the ID control to left.

2. Create a new form using the Suppliers table.

   Add the ID, Company, Last Name, First Name, Job Title, E-mail Address and Business Phone Fields to the Selected Fields pane. Use the Columnar Layout for the form and make the form title 'Supplier Contact Details'

   Modify the layout of this from to a Split Form format.

   As you can see, we don't have any email addresses in our Suppliers Table. Remove both the E-mail address label and control from the form. Save the form as Supplier Phone Contact Details

   [Dave – right click and select the Delete Row option]

3. Modify the Supplier Phone Contact Details from to show Multiple Items and apply a raised border to the Company Name [Dave – Special Effect]

4. Create a Media Form and modify the Title to 'NorthwindTest Media'.
   Add the Customers Table as the Record Source
   Add the Company Field beside the first label and change the Label Name to Company

5. Open the HelpLess Airlines Database and create a new blank form.
   We are going to create a form for Employees
   i.   Add a title control to the Form Header, and replace the text Form1 with Helpless Employees
   ii. Add the Helpless Logo to the Header
   iii. Add the date in the form dd-mmm-yy to the footer of the form
   iv. Add the Employee ID and Staff Number fields, side by side on the form
   v.   Add the Employee Photo to the right of the Staff Number Field and delete the photo label

    vi.   Add the Employee first and last name fields underneath the ID and Staff Number Fields

    vii.   Add a List Box using the Status Field from the Employee Table

    viii.   Add the Job Title field

    ix.   Add a 'Go to Next Record' button, using the Arrow Right Picture, with the Button Name as btnNext

    x.   Repeat the steps above, to create a Previous Record Button, name the button as btnPrevious

    xi.   Save the Form as Employee Profile

6.   Open the Employee Form and make the following adjustments

    i.   Change the Header Font to Constantia, Blue Accent 1, Darker 25% and Bold

    ii.   Top Align the EmpID and Staff Number labels and controls

        Left Align EmpID, First Name and Status Fields at 0 cm and left Align the EmpID, FirstNaemand Status Controls to 2cm

        Left Align Staff Number, Last Name and Job Title Fields at 6cm and the respective controls to 8.25 cm

        Anchor the Employee Photo to Top Right and remove the border.

    iii.   Adjust the margins of the Last Name and Job Title Controls to Narrow

    iv.   Change the width of the EmpID control to 1cm and the height of the Status Control to 0.6cm

    v.   Change the Back Colour of all the Controls to Blue Accent 1, Lighter 60%

    vi.   Change the Tab order of the Last and First name Controls

    vii.   Add the Start Date below the Status and change the format to Long Date, adjust the control to show the date on the form.

    viii.   Save the Form.