

COMP1111

Week 6

One-to-Many Relationship

- In a one-to-many relationship, each row in one table can be related to many rows in the relating table.
- This allows frequently used information to be saved only once in a table and referenced many times in all other tables.
- In a one-to-many relationship between Table A and Table B, each row in Table A is linked to 0, 1 or many rows in Table B. The number of rows in Table A is almost always less than the number of rows in Table B.

One-to-Many Relationship

authors table

column	
author_id	primary key
lastname	
firstname	

books table

column	
book_id	primary key
title	
author_id	foreign key - link to author_id of authors table

One-to-Many Relationship

author_id	lastname	firstname
0001	henry	john
0002	smith	adam
0003	johnson	mary
0004	bailey	harry

book_id	title	author_id
0001	A database primer	0001
0002	Building a datawarehouse	0001
0003	Teach yourself SQL	0001
0004	101 exotic recipes	0002
0005	Visiting europe	0004

One-to-Many Relationship

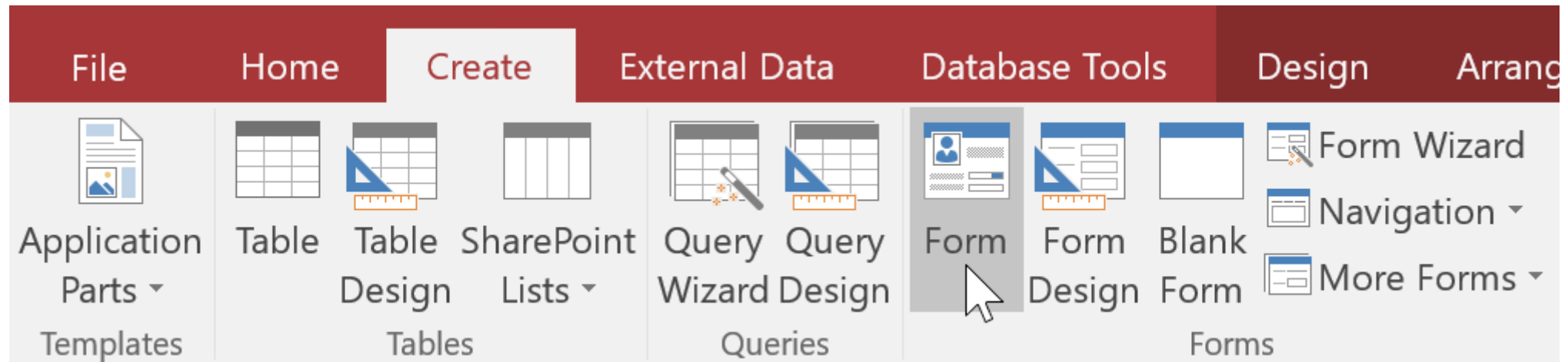
- Notice that each row in the authors table is related to 0, 1 or many rows in the books table.
- This makes intuitive sense because an author can write 0, 1 or more than 1 books.
- In our example above, John Henry has written 3 books, Adam Smith has written 1 book, Mary Johnson has not written any book and Harry Bailey has written 1 book.
- If you notice carefully, the above relationship between the authors table and the books table is a one-to-many relationship.
- Turning around, the relationship between the books table and the authors table is a many-to-one relationship.

Forms and Subforms

- Access makes it easy to create a **form** from any table in your database.
- Any form you create from a table will let you **view the data** that's already in that table and **add new data**.
- Once you've created a form, you can modify it by adding additional fields and **design controls** like combo boxes.

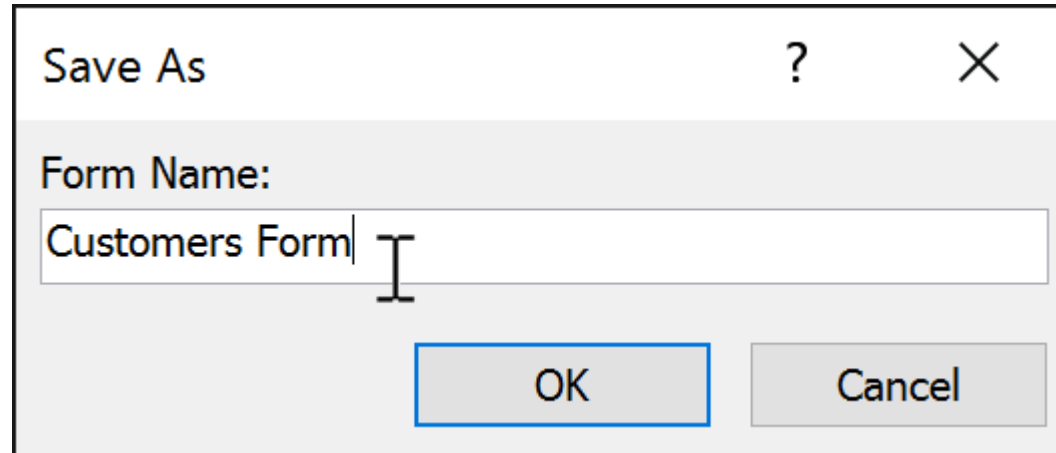
Forms and Subforms

- In the Navigation pane, select the table you want to use to create a form. You do not need to open the table.
- Select the **Create** tab, locate the **Forms** group, and click the **Form** command.



Forms and Subforms

- To **save** the form, click the **Save** command on the **Quick Access Toolbar**. When prompted, type a **name** for the form, then click **OK**.



Save As ? X

Form Name:

Customers Form I

OK Cancel

Forms and Subforms

Customers1

Orders

Customers

ID

I

Email

beck@email.com

Search

Other Notes

First Name

Tracey

Phone Number

919-555-2314

Last Name

Beckham

City

Raleigh

Add to Mailing List?

No

Street Address

7 East Walker Dr.

Combo III

State

NC

Other Notes

Zip Code

27612

	ID	Paid	Pre Order	Notes	Pickup Date
+	38	Yes	No		12/24/13
*	(New)	No	No		

Forms and Subforms

- If you created a form from a table whose records are linked to another table, your form probably includes a **subform**.
- A subform is a **datasheet form** that displays linked records in a table-like format.
- For instance, the subform included in the **Customers** form we just created displays linked customer **orders**.

Forms and Subforms

- We probably don't need to include this subform because we just want to use the Customers form to enter and review contact information.
- If you find that you don't need a subform, you can easily **delete** it. To do this, simply click it and press the **Delete** key on your keyboard.
- However, subforms are often quite helpful.
- Depending on the content and source of your form, you might find that the subform contains useful information, like in the example below.
- In our **Orders** form, the subform contains the name, quantity, and price of each item contained in the order, which is all useful information.

Forms and Subforms

New Order

Customer

Whitman

Order #

5

Pickup Date

12/4/13

Notes

☐ Pre Order
☒ Paid

Add Item

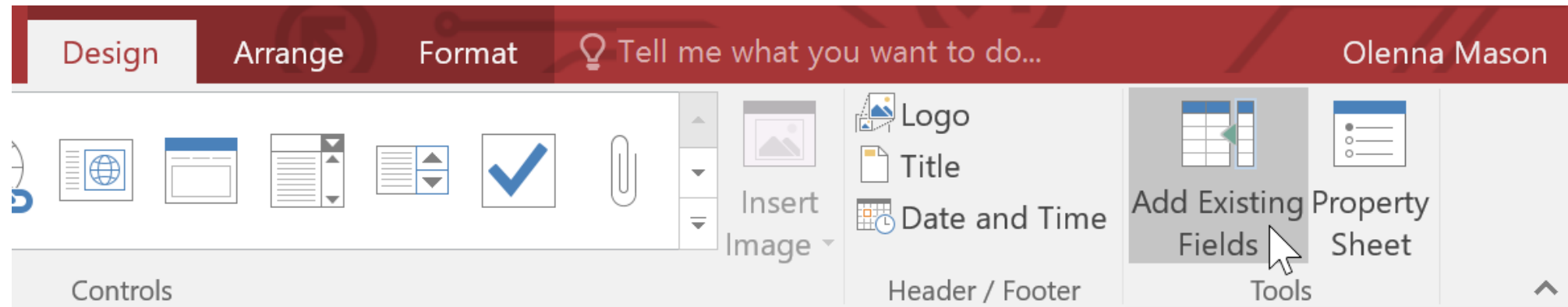
Category	Product	Quantity	"Unit"	Price	Subtotal
Cookies	Chocolate Chip	2	Single	\$1.50	\$3.00
Cookies	Fudge Brownie	1	Single	\$2.00	\$2.00
Cookies	Ginger Shortbread	1	Half-Dozen	\$10.50	\$10.50
Pastries	Brownies	1	One Dozen	\$19.00	\$19.00
Cakes	Black Forest	5	Single	\$22.00	\$110.00
Cakes	Coconut	2	Single	\$22.00	\$44.00
Cakes	Carrot Cake	1	Single	\$22.00	\$22.00

Forms and Subforms

- When you use the **Form** command on an existing table, all of the fields from the table are included in the form.
- However, if you later add additional fields to the table, these fields will **not** automatically show up in existing forms.
- In situations like this, you can **add** additional fields to a form.

Forms and Subforms

- To add a field to a form:
 - Select the **Design** tab, then locate the **Tools** group on the right side of the Ribbon.
 - Click the **Add Existing Fields** command.



Forms and Subforms

- The **Field List** pane will appear. Double-click the desired field(s).



Forms and Subforms

- The field will be added.

Customers			
ID	<input type="text" value="1"/>	Email	<input type="text" value="beck@email.com"/>
Other Notes	<input type="text"/>		
First Name	<input type="text" value="Tracey"/>	Phone Number	<input type="text" value="919-555-2314"/>
Last Name	<input type="text" value="Beckham"/>	City	<input type="text" value="Raleigh"/>

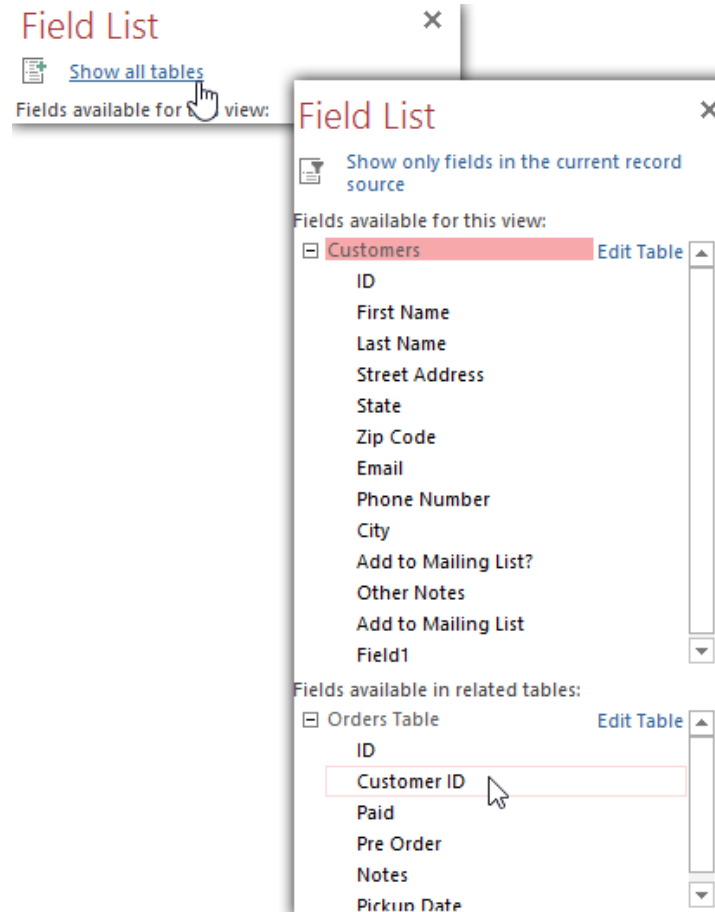
Forms and Subforms

- You can also use the above procedure to add fields to a totally blank form.
- Simply **create a form** by clicking the **Blank Form** command on the **Create** tab, then follow the above steps to add the desired fields.

Forms and Subforms

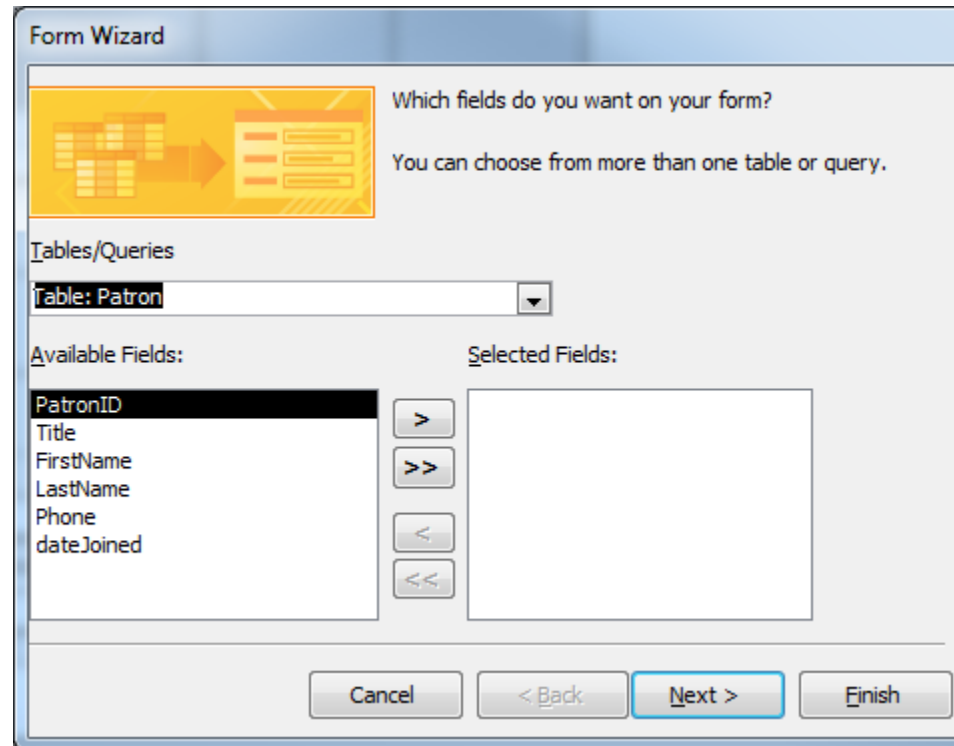
- You can also add fields from **different tables** in your database to the form.
 - From the **Field List** pane, click **Show All Tables**.
 - Click the plus sign **+** next to the table that contains the field you want to add, then double-click the desired field. The new field will be added.

Forms and Subforms



Form Wizard

- The form wizard will allow you to add only the fields you require
- The form wizard can be found using the **create tab -> form wizard**



The screenshot shows the 'Form Wizard' dialog box in Microsoft Access. The title bar reads 'Form Wizard'. Inside the dialog, there is a yellow box with a database icon and a question mark, with the text 'Which fields do you want on your form?' and 'You can choose from more than one table or query.' below it. A dropdown menu labeled 'Tables/Queries' shows 'Table: Patron' selected. Below this, there are two lists: 'Available Fields:' and 'Selected Fields:'. The 'Available Fields:' list contains 'PatronID', 'Title', 'FirstName', 'LastName', 'Phone', and 'dateJoined'. The 'Selected Fields:' list is currently empty. Between the two lists are four buttons: '>', '>>', '<', and '<<'. At the bottom of the dialog are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Next >' button is highlighted with a blue border.

Form Wizard

- The **main form** portion should have fields from your **Primary/Parent** table.
- In this case, the Patron table.
- Next, choose the layout that best suits your design.
- The fields can be manually moved once the form has been created

Sub Forms

- A **subform** can be added to your form to show related data.
- In this case, we can show our donations data for each Patron
- Open your mainform in design view
- Under the **design tab**, select the **subform/subreport** control, and add it to the **detail** section of your form
- Select use an existing table or query, select the child table, and then the fields you require for your subform.

Sub Forms

With our relationship already set, make sure you select the option to show child data for each record in the parent table
Name your subform accordingly

SubForm Wizard

Which fields would you like to include on the subform or subreport?

You can choose fields from more than one table and/or query.

Tables/Queries
Table: Donation

Available Fields:

DonationID
DonationValue

Selected Fields:

PatronID
DonationDate
Description

Buttons: Cancel, < Back, Next >, Finish

SubForm Wizard

Would you like to define which fields link your main form to this subform yourself, or choose from the list below?

☒ Choose from a list. ☐ Define my own.

Show Donation for each record in Patron using PatronID

None

Show Donation for each record in Patron using PatronID

Buttons: Cancel, < Back, Next >, Finish


Design Controls

- **Design controls** set restrictions on the fields in your forms.
- This helps you better control how the data is entered into your forms, which in turn helps keep the database consistent.
- A **combo box** is a drop-down list you can use in your form in place of a field. Combo boxes **limit** the information users can enter by forcing them to select only the **options** you have specified.
- Combo boxes are useful for fields that have a limited number of possible valid responses.
- For instance, you might use a combo box to make sure people only enter a valid U.S. state while entering an address, or that they only choose products that already exist in your database while placing an order.

Creating a Combo Box

- In **Form Layout** view, select the **Design** tab, then locate the **Controls** group.
- Select the **Combo Box** command, which looks like a drop-down list.
- Select the desired location for the combo box.
- A line will appear to indicate the location where your combo box will be created.
- In our example, we'll place it between the **City** field and the **Add to Mailing List?** fields.


Creating a Combo Box

Phone Number	<input type="text" value="919-555-2314"/>
City	<input type="text" value="Raleigh"/>
Add to Mailing List?	<div><div>No</div><div><div>+</div><div></div></div></div>

- The **Combo Box Wizard** dialog box will appear. Select **I will type in the values that I want**, then click **Next**.

Creating a Combo Box

Combo Box Wizard



This wizard creates a combo box, which displays a list of values you can choose from. How do you want your combo box to get its values?

☐ I want the combo box to get the values from another table or query.

☒ I will type in the values that I want.

☐ Find a record on my form based on the value I selected in my combo box.

Cancel < Back Next > Finish

Creating a Combo Box

- Type the choices you want to appear in your drop-down list.
- Each choice should be on its own row.
- In our example, we are creating a combo box for the **Add to Mailing List?** field in our form, so we will enter all of the possible valid responses for this field.
- Users will be able to select one of three choices from our finished combo box: **No**, **Yes - Weekly**, and **Yes - Special Events and Offers**.

Creating a Combo Box

Combo Box Wizard

What values do you want to see in your combo box? Enter the number of columns you want in the list, and then type the values you want in each cell.

To adjust the width of a column, drag its right edge to the width you want, or double-click the right edge of the column heading to get the best fit.

Number of columns:

	Col1				
	No				
	Yes - Weekly				
	nts and Offers				
*					

Cancel < Back Next > Finish

Creating a Combo Box

- If necessary, **resize** the column so all of your text is visible. Once you are satisfied with your list, click **Next**.
- Select **Store that value in this field**, then click the drop-down arrow and **select** the **field** where you want selections from your combo box to be recorded.
- After making your selection, click **Next**.

Creating a Combo Box

Combo Box Wizard

Microsoft Access can store the selected value from your combo box in your database, or remember the value so you can use it later to perform a task. When you select a value in your combo box, what do you want Microsoft Access to do?

☐ Remember the value for later use.

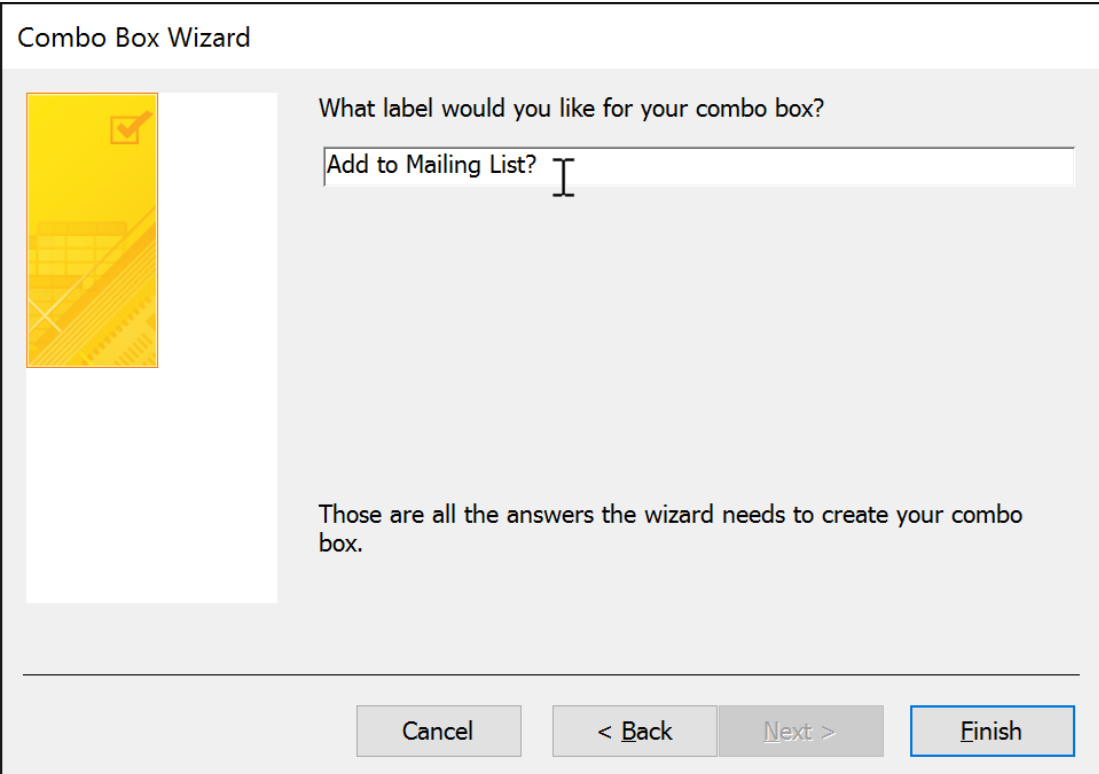
☒ Store that value in this field:

- ID
- First Name
- Last Name
- Street Address
- State
- Zip Code
- Phone Number
- City
- Add to Mailing List?

Cancel < Back Next > Finish

Creating a Combo Box

- Enter the **label**—or **name**—that will appear next to your combo box. Generally, it's a good idea to use the name of the field you chose in the previous step.



Combo Box Wizard

What label would you like for your combo box?

Add to Mailing List?



Those are all the answers the wizard needs to create your combo box.

Cancel < Back Next > Finish

Creating a Combo Box

- Click **Finish**.
- Your combo box will appear on the form.
- If you created your combo box to **replace** an existing field, you should **delete** the first field.
- In our example, you might notice that we now have two fields with the same name. These two fields send information to the same place, so we don't need them both. We'll **delete** the one without the combo box.

Creating a Combo Box

Phone Number	<input type="text" value="919-555-2314"/>
City	<input type="text" value="Raleigh"/>
Add to Mailing List?	<input type="text" value="No"/> 
Add to Mailing List?	<input type="text" value="No"/> 
Other Notes	<input type="text"/>

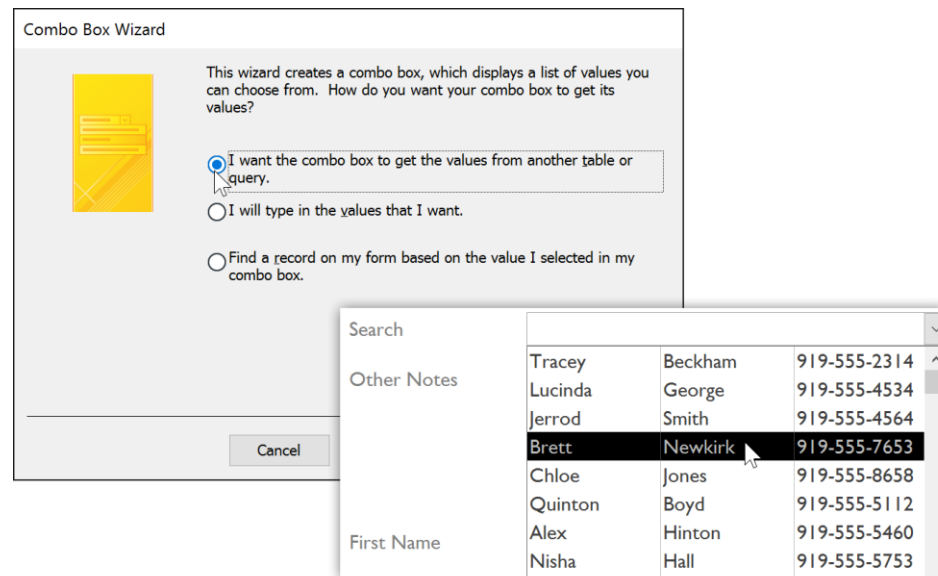
Creating a Combo Box

- Switch to **Form** view to **test** your combo box.
- Simply click the drop-down arrow and verify that the list contains the correct choices. The combo box can now be used to enter data.

Phone Number	<input type="text" value="919-555-2314"/>
City	<input type="text" value="Raleigh"/>
Add to Mailing List?	<div><div>No</div><div><div>No</div><div>Yes - Weekly</div><div>Yes - Special Events and Offers</div></div></div>
Other Notes	<div><div>1</div><div>2</div><div>3</div></div> <div></div>

Creating a Combo Box

- If you want to include a drop-down list with a long list of options and don't want to type all of them out, create a combo box and choose the first option in the Combo Box Wizard: **I want to get the values from another table or query.**
- This will allow you to create a drop-down list from a table field.



Combo Box – Find a Record

- A combo box can also be used to find a specific record
- Fields you can use to search with will be from your primary table/main form.

Combo Box Wizard

This wizard creates a combo box, which displays a list of values you can choose from. How do you want your combo box to get its values?

☐ I want the combo box to get the values from another table or query.

☐ I will type in the values that I want.

☒ Find a record on my form based on the value I selected in my combo box.

Cancel < Back Next > Finish

Combo Box Wizard

Which fields of Patron contain the values you want included in your combo box? The fields you select become columns in your combo box.

Available Fields:

Title	>	PatronID
FirstName	>>	
LastName	<	
Phone	<<	
dateJoined		

Selected Fields:

Cancel < Back Next > Finish

Form Settings

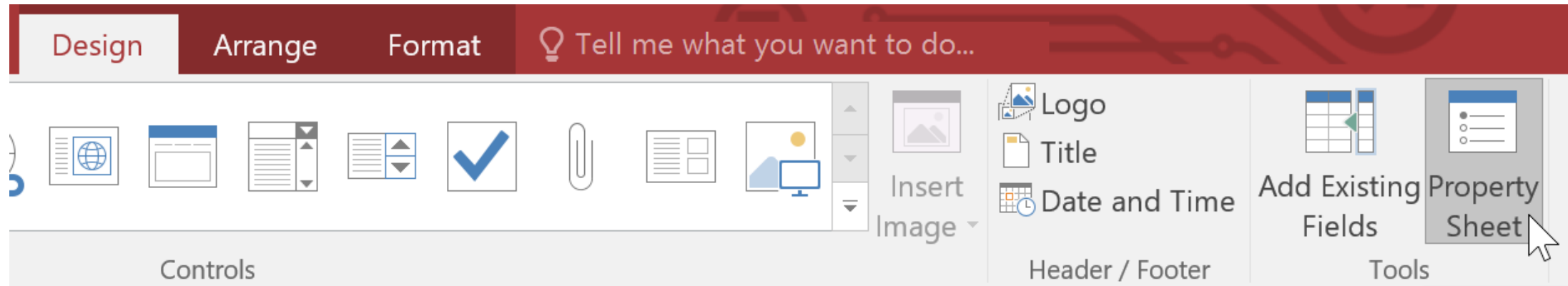
- The best way to familiarize yourself with the Property Sheet is to **open** it and **select** various options.
- When you select an option, Access will display a brief description of the option on the **bottom-left border** of the program window.

The screenshot shows the Microsoft Access interface. On the left is the 'Navigation Pane' with a list of objects: 'All Access Objects', 'Parameter Queries', 'Products Query', 'Forms' (expanded), 'Customers', 'Customers Form', 'Employee Data...', 'Menu Items', and 'Order Items'. The main window displays the 'Customers' form in Design View. The form has a title bar 'Customers1' and a tab 'Orders'. The form layout includes fields for 'ID', 'Search', 'Other Notes', and 'First Name'. The 'ID' field is currently selected, and its value is '1'. The 'First Name' field contains the text 'Tracey'. On the right side, the 'Property Sheet' is open, showing the 'Format' tab. The 'Visible' property is highlighted. At the bottom left, a red box highlights the 'Make object visible?' button. The status bar at the bottom indicates 'Record: 1 of 200'.

- There are far too many options in the Property Sheet to discuss them all in detail.
- We'll review two useful ones here: **hiding** fields and setting fields with **dates** to **automatically fill in the current date**.
- Practicing these procedures should also give you a sense of how to work with other Property Sheet settings.

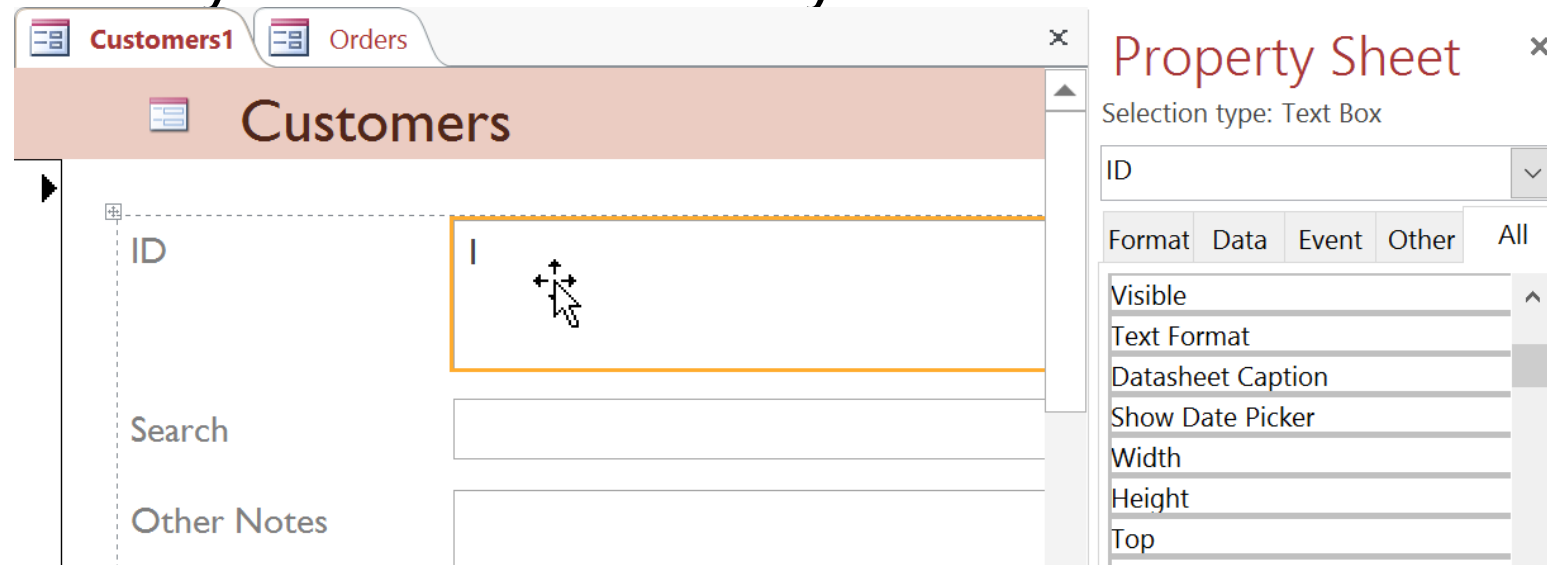
Hide A Field

- In either **Layout** or **Design** view, select the **Design** tab, then locate the **Tools** group.
- Click the **Property Sheet** command.



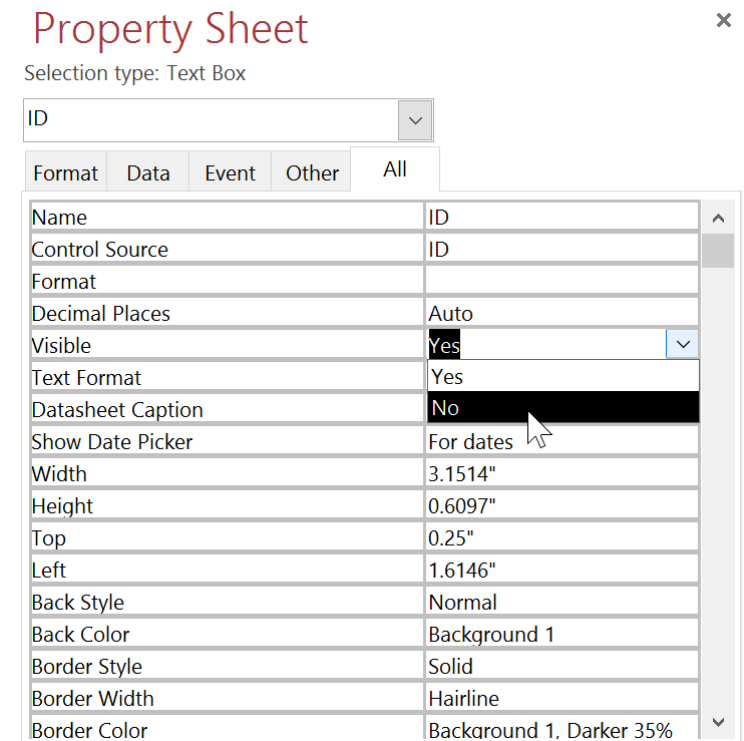
Hide A Field

- The **Property Sheet** will appear in a pane on the right.
- On the form, **select** the field you want to hide.
- In our example, we'll hide the **Customer ID** field because we don't want any of our users to try to edit it.



Hide A Field

- In the **Property Sheet**, click the **All** tab, then locate the **Visible** option on the fifth row.
- Click the drop-down arrow in the column to the right, then select **No**.
- Switch to **Form** view to verify that the field is hidden.



Autofill with Current Date

- In either **Layout** or **Design** view, select the **Design** tab, then locate the **Tools** group. Click the **Property Sheet** command.
- The **Property Sheet** will appear in a pane on the right.
- On the form, **select** the field you want to automatically fill in the current date.
- This **must** be a field with the **date** data type.
- For our example, we'll select the **Pickup Date** field on our **Orders** form.

Autofill with Current Date

The screenshot displays a software interface with two tabs at the top: 'Customers1' and 'Orders'. The 'Orders' tab is active. Below the tabs is a form area with a light blue background. It contains a text box labeled 'Pickup Date' with a placeholder '####'. To the right of the text box are two checkboxes: 'Pre Order' and 'Paid'. A mouse cursor is hovering over the 'Pickup Date' text box. To the right of the form area is a 'Property Sheet' panel. The 'Property Sheet' panel has a title bar with a close button. Below the title bar is a dropdown menu showing 'Pickup Date'. Below the dropdown are five tabs: 'Format', 'Data', 'Event', 'Other', and 'All'. The 'Format' tab is selected. Below the tabs is a table with two columns: 'Property' and 'Value'.

Property	Value
Visible	Yes
Text Format	Plain Text
Datasheet Caption	
Show Date Picker	For dates
Width	0.8333"
Height	0.25"
Top	1"
Left	6.125"
Back Style	Normal
Back Color	Background 1
Border Style	Solid
Border Width	Hairline

Autofill with Current Date

- In the **Property Sheet**, click the **Data** tab, then select the **Default Value** field in the fourth row.
- Click the **Expression Builder** button that appears in the column to the right.

Property Sheet ×

Selection type: Text Box

Pickup Date ▼

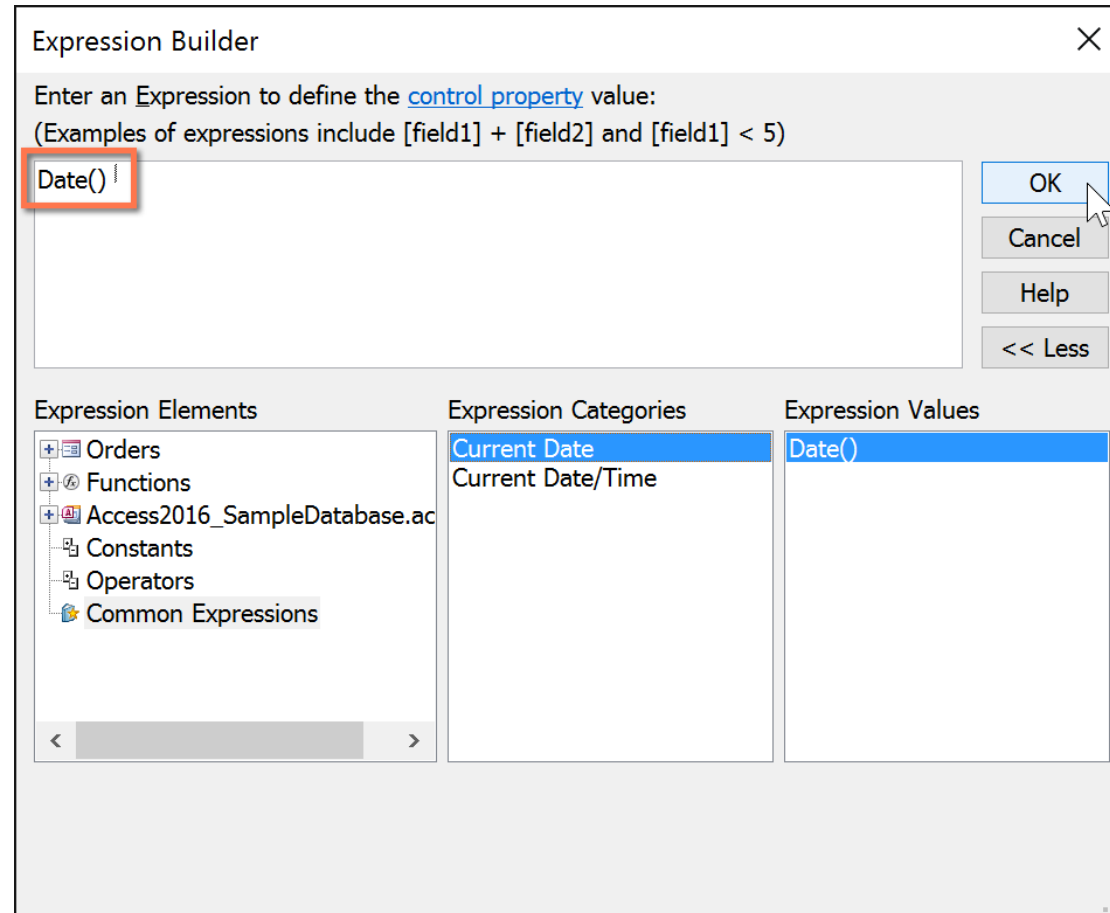
Format Data Event Other All

Control Source	Pickup Date
Text Format	Plain Text
Input Mask	
Default Value	...
Validation Rule	
Validation Text	
Filter Lookup	Database Default
Enabled	Yes
Locked	No

Autofill with Current Date

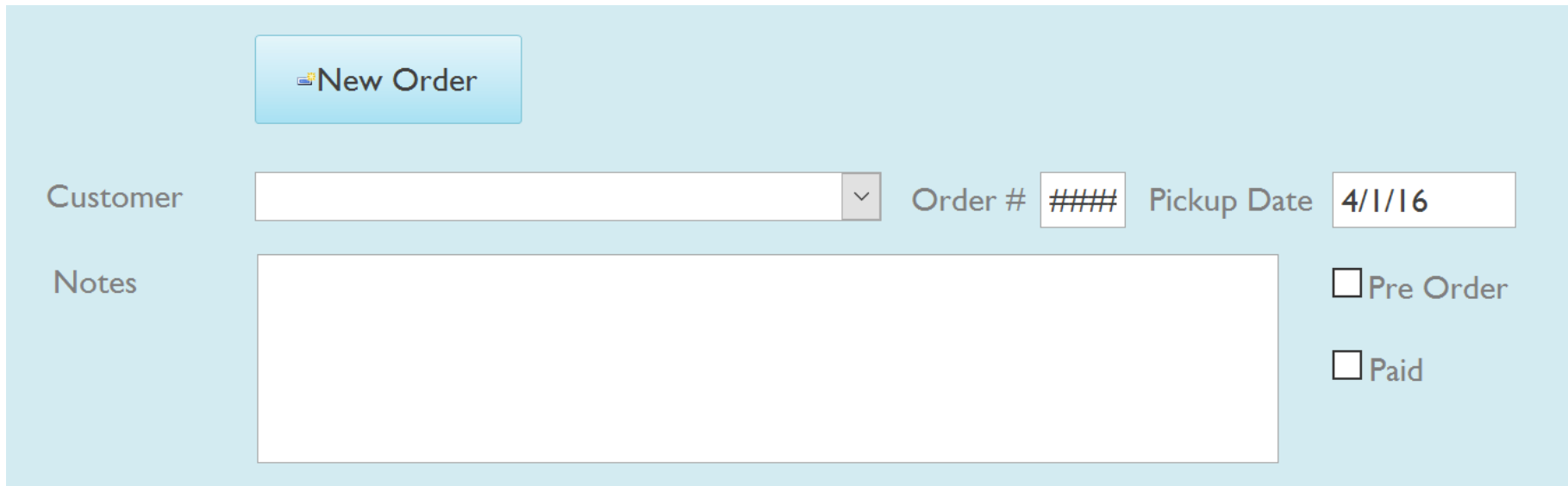
- The **Expression Builder** dialog box will appear. In the **Expression Elements** list, click the words **Common Expressions**.
- In the **Expression Categories** list, double-click **Current Date**.
- The expression for **Current Date** will be added. Click **OK**.

Autofill with Current Date



Autofill with Current Date

- Switch to **Form** view to verify that the expression works. When you create a **new record** with that form, the date field you modified will automatically fill in the current date.



The screenshot shows a 'New Order' form with a light blue background. At the top center is a button labeled 'New Order' with a small icon. Below the button, the form is organized into two rows. The first row contains three fields: 'Customer' with a text input and a dropdown arrow, 'Order #' with a text input containing '####', and 'Pickup Date' with a text input containing '4/1/16'. The second row contains a large 'Notes' text area on the left and two checkboxes on the right: 'Pre Order' and 'Paid', both of which are currently unchecked.

Formatting Forms

- 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.

Formatting Forms

- 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**.
- While some of these options—like **command buttons**—are unique to forms, others may be familiar to you.

Command Buttons

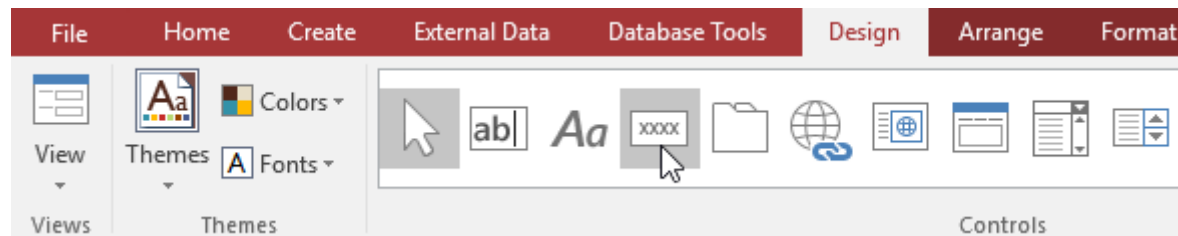
- If you want to create a way for users of your form to quickly perform specific actions and tasks, consider adding **command buttons**.
- When you create a command button, you specify an action for it to carry out when clicked.
- By including commands for common tasks right in your form, you're making the form easier to use.

Command Buttons

- 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

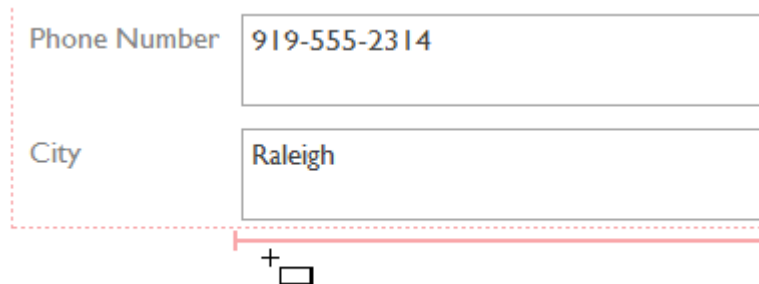
Command Buttons

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

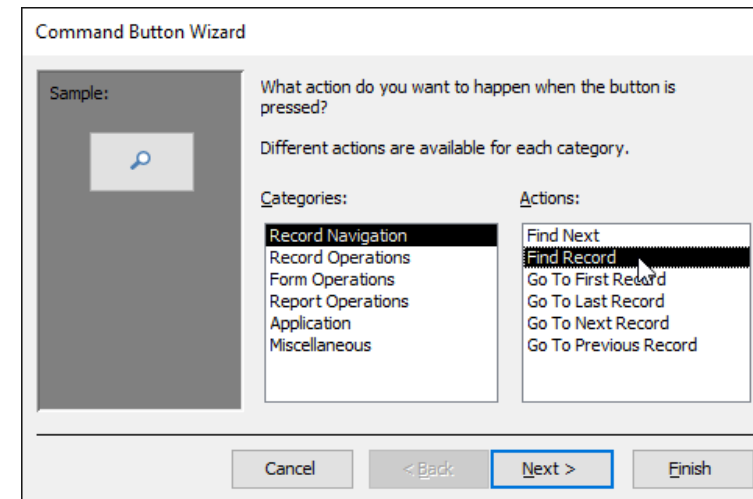


Command Buttons

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

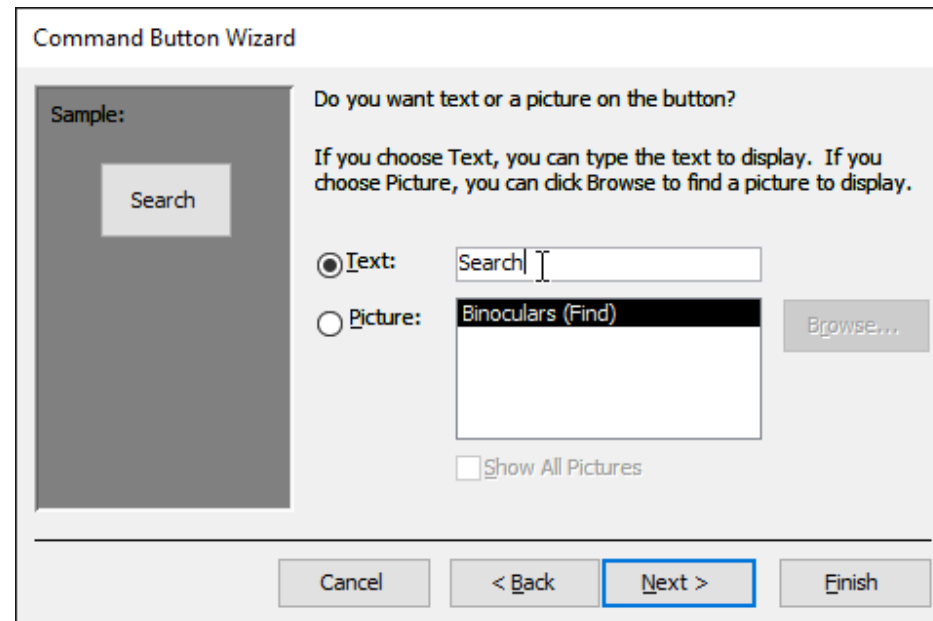


A screenshot of a form with two input fields. The first field is labeled "Phone Number" and contains the text "919-555-2314". The second field is labeled "City" and contains the text "Raleigh". A red dashed line outlines the area around the "City" field. Below the "City" field, there is a small red square with a white plus sign inside it.



Command Buttons

- 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.
- To include **text**, select the **Text** option, then type the desired word or phrase into the text box.



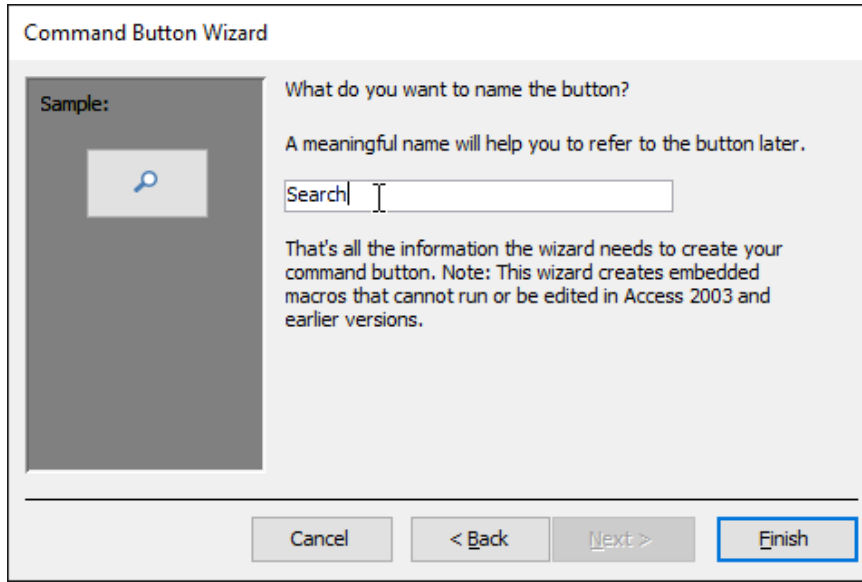
The screenshot shows the "Command Button Wizard" dialog box. On the left, a "Sample:" area displays a button with the text "Search". The main area asks "Do you want text or a picture on the button?". Below this, it says "If you choose Text, you can type the text to display. If you choose Picture, you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

Command Buttons

- 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.
- When you are satisfied with the appearance of your command button, click **Next**.

Command Buttons

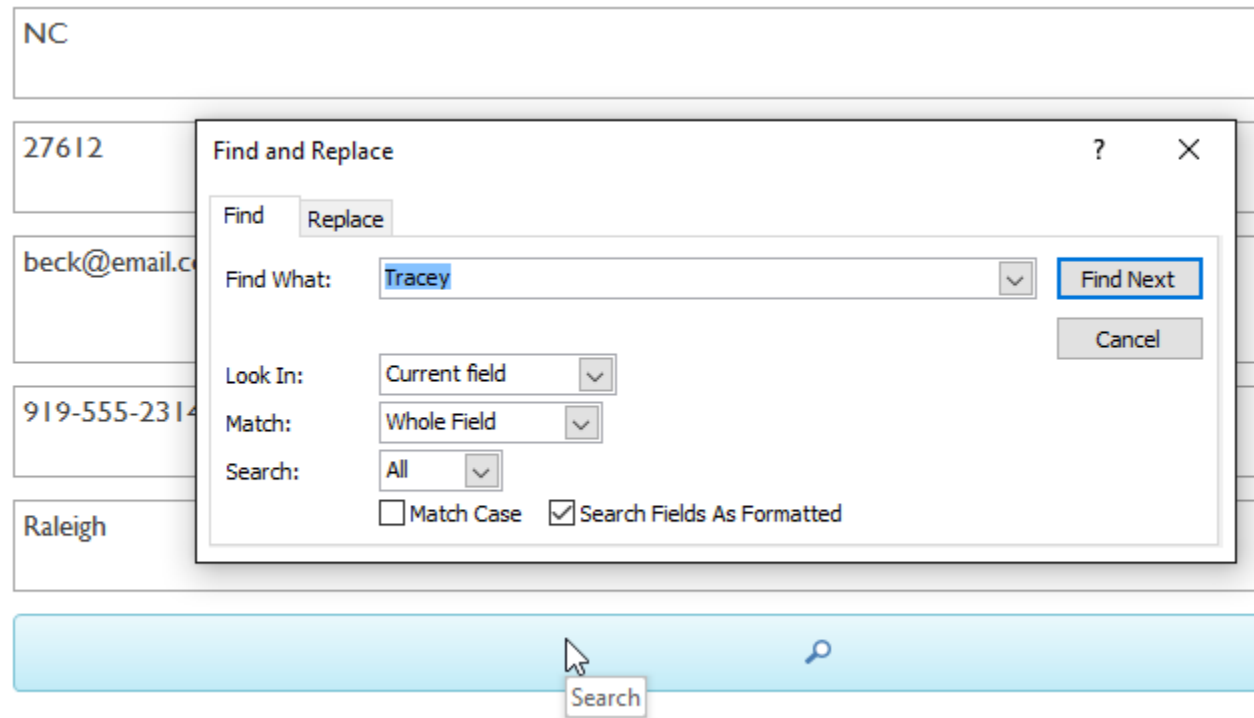
- Type a **name** for the button.
- This name won't appear on the button, but knowing the name will help you quickly identify the button if you ever want to **modify** it with the **Property Sheet**.
- After adding the button name, click **Finish**.



The screenshot shows the 'Command Button Wizard' dialog box. On the left, under 'Sample:', there is a button with a magnifying glass icon. The main area asks 'What do you want to name the button?' and provides a text box with 'Search' and a cursor. Below the text box, it says 'A meaningful name will help you to refer to the button later.' and '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.' At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish' (which is highlighted with a blue border).

Command Buttons


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




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.

Modifying Form Layout

 Customers

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"/>



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.

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.

Modifying Form Layout

- From your form, switch to **Layout view**.
- Select the field or button you want to resize, then **hover your mouse** over the edge.
- Your cursor will become a double-sided arrow.
- Click and drag the mouse to resize the selected object.

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

Moving Form Components

- 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.

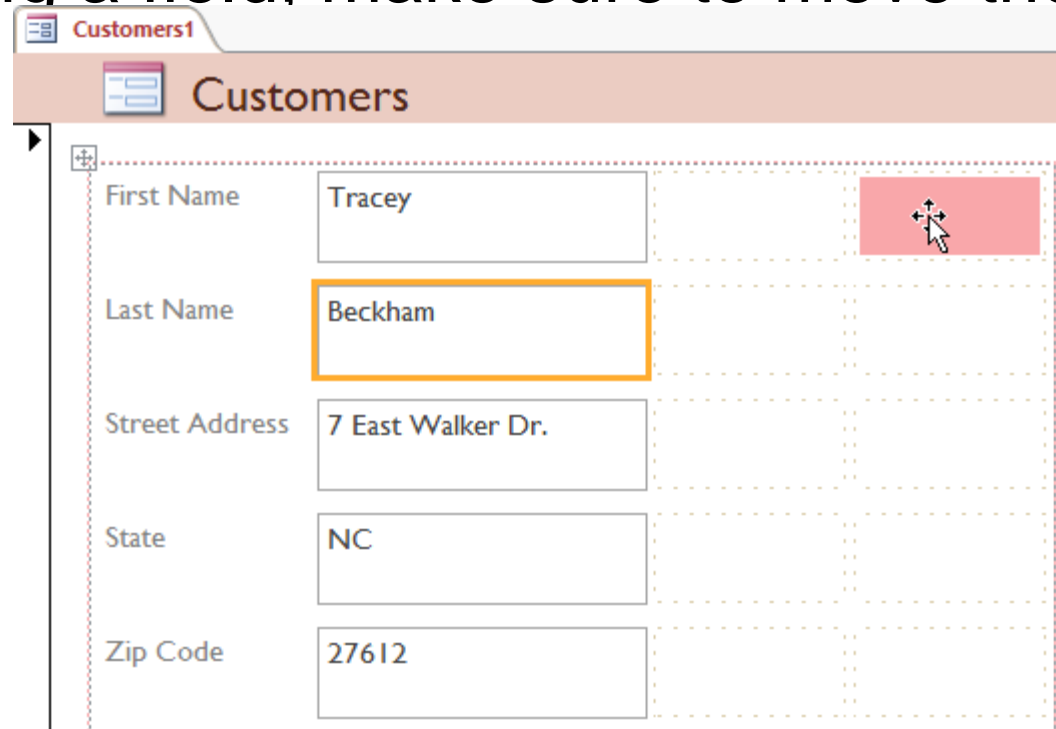
Moving Form Components

The screenshot shows the Microsoft Access interface with the 'Customers' form in Design View. The 'Database Tools' ribbon is active, and the 'Insert Right' button is highlighted. The form has a title bar 'Customers' and a list of fields: First Name, Last Name, Street Address, State, and Zip Code. A new column is being added to the right of the existing fields, indicated by a dashed orange border. The 'State' field is highlighted with an orange border.

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

Moving Form Components

- 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.



The screenshot shows a form titled "Customers" with a tab labeled "Customers1". The form contains five input fields with labels to their left: "First Name" (containing "Tracey"), "Last Name" (containing "Beckham"), "Street Address" (containing "7 East Walker Dr."), "State" (containing "NC"), and "Zip Code" (containing "27612"). A red dashed border surrounds the entire form area. A red rectangular box with a mouse cursor icon is positioned over the "First Name" field, indicating it is being selected for movement. The "Last Name" field is highlighted with a solid orange border.

Moving 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**.

Moving Form Components

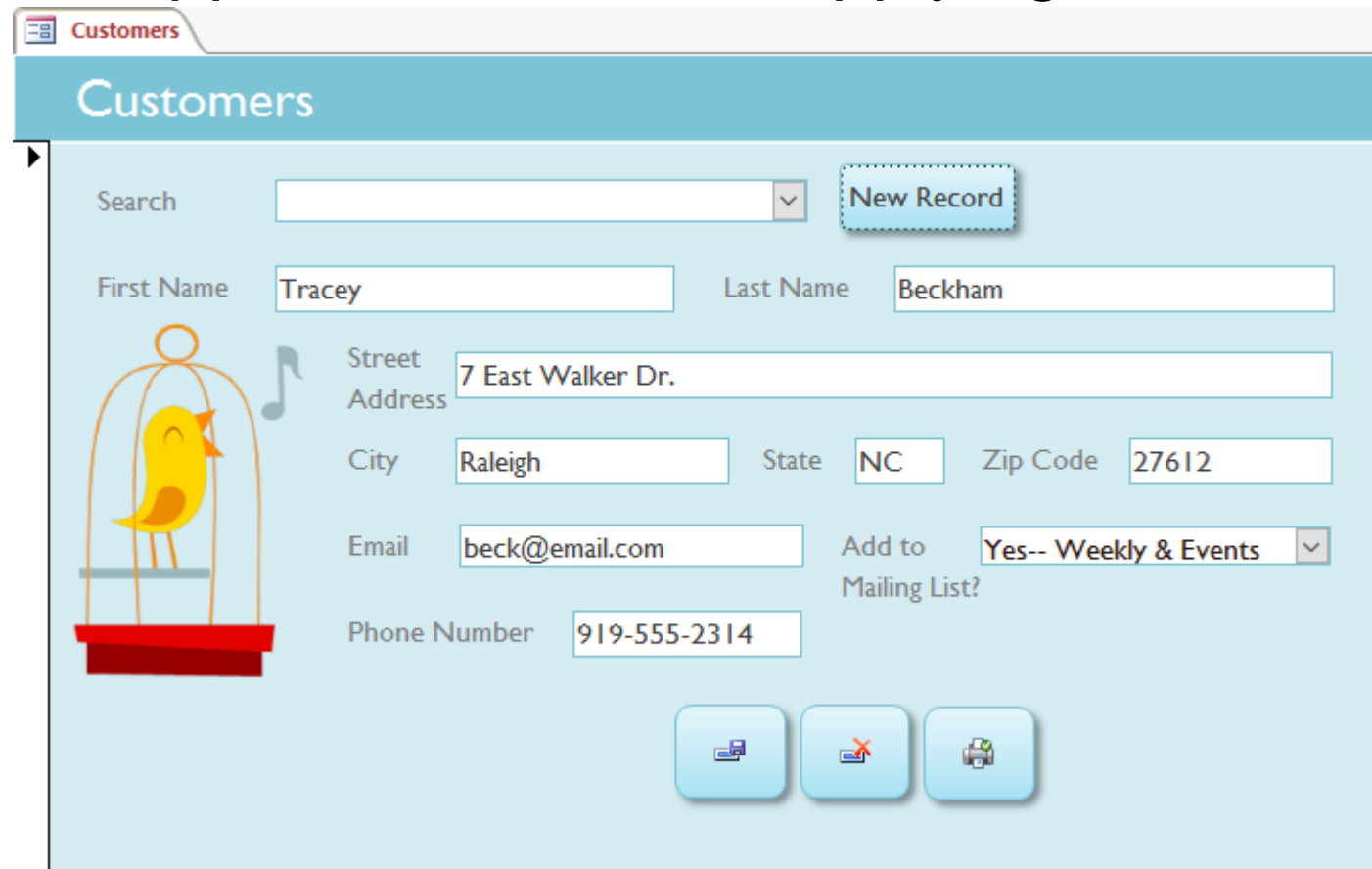
The screenshot shows a software window titled 'Customers1' with a sub-header 'Customers'. Below the header is a search bar with a magnifying glass icon. The form contains the following fields:

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

At the bottom of the form is a blue button labeled '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. On the left side of the form is a logo of a yellow bird in a cage. The form contains several input fields and buttons:

- Search:** A text input field with a dropdown arrow.
- New Record:** A button with a dashed border.
- First Name:** A text input field containing 'Tracey'.
- Last Name:** A text input field containing 'Beckham'.
- Street Address:** A text input field containing '7 East Walker Dr.'.
- City:** A text input field containing 'Raleigh'.
- State:** A text input field containing 'NC'.
- Zip Code:** A text input field containing '27612'.
- Email:** A text input field containing 'beck@email.com'.
- Add to Mailing List?:** A dropdown menu with the selected option 'Yes-- Weekly & Events'.
- Phone Number:** A text input field containing '919-555-2314'.

At the bottom of the form 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.

More Formatting Options

- 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.
- 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**.

More Formatting Options



More Formatting Options

- 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

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- Information from <http://www.gcflearnfree.org/access2016> and other web resources