Using Forms

CASE Samantha Hooper, a tour developer at Quest Specialty Travel, asks you to create forms to make tour information easier to access, enter, and update.

Unit Objectives

After completing this unit, you will be able to:

- Use the Form Wizard
- Create a split form
- Use Form Layout View
- Add fields to a form
- Modify form controls
- Create calculations
- Modify tab order
- Insert an image

Files You Will Need

QuestTravel-C.accdb
QuestLogo.bmp
RealEstate-C.accdb
ForSale.bmp
Dives-C.accdb

Membership-C.accdb
People.jpg
Recycle-C.accdb
Jobs-C.accdb
Baseball-C.accdb

©Tumanyan/Shutterstock

Use the Form Wizard

A **form** is an easy-to-use data entry and navigation screen. A form allows you to arrange the fields of a record in any layout so a **database user** can quickly and easily find, enter, edit, and analyze data. The **database designer** is the person responsible for building and maintaining tables, queries, forms, and reports for all of the database users. **CASE** *Samantha Hooper asks you to build a form to enter and maintain tour information.*

STEPS

1. **Start Access, open the QuestTravel-C.accdb database from the location where you store your Data Files, then enable content if prompted**

   You can use many methods to create a new form, but the Form Wizard is a fast and popular tool that helps you get started. The **Form Wizard** prompts you for information it needs to create a form, such as the fields, layout, and title for the form.

2. **Click the CREATE tab on the Ribbon, then click the Form Wizard button in the Forms group**

   The Form Wizard starts, prompting you to select the fields for this form. You want to create a form to enter and update data in the Tours table.

3. **Click the Tables/Queries list arrow, click Table: Tours, then click the Select All Fields button >>**

   You could now select fields from other tables, if necessary, but in this case, you have all of the fields you need.

4. **Click Next, click the Columnar option button, click Next, type Tours Entry Form as the title, then click Finish**

   The Tours Entry Form opens in **Form View**, as shown in **FIGURE C-1**. Access provides three different views of forms, as summarized in **TABLE C-1**. Each item on the form is called a **control**. A **label control** is used to *describe* the data shown in other controls such as text boxes. A label is also used for the title of the form, Tours Entry Form. A **text box** is used to *display* the data as well as enter, edit, find, sort, and also filter the data. A **combo box** is a combination of two controls: a text box and a list. The Category data is displayed in a combo box control. You click the arrow button on a combo box control to display a list of values, or you can edit data directly in the combo box itself.

5. **Click Breeze Bay Shelling in the TourName text box, click the Ascending button in the Sort & Filter group, then click the Next record button ▶ in the navigation bar to move to the second record**

   The Ames Ski Club is the second record when the records are sorted in ascending order on the TourName data. Information about the current record number and total number of records appears in the navigation bar, just as it does in a datasheet.

6. **Click the Previous record button ◀ in the navigation bar to move back to the first record, click the TourName text box, then change American Heritage Tour to Washington DC History Tour**

   Your screen should look like **FIGURE C-2**. Forms displayed in Form View are the primary tool for database users to enter, edit, and delete data in an Access database.

7. **Right-click the Tours Entry Form tab, then click Close**

   When a form is closed, Access automatically saves any edits made to the current record.

FIGURE C-1: Tours Entry Form in Form View
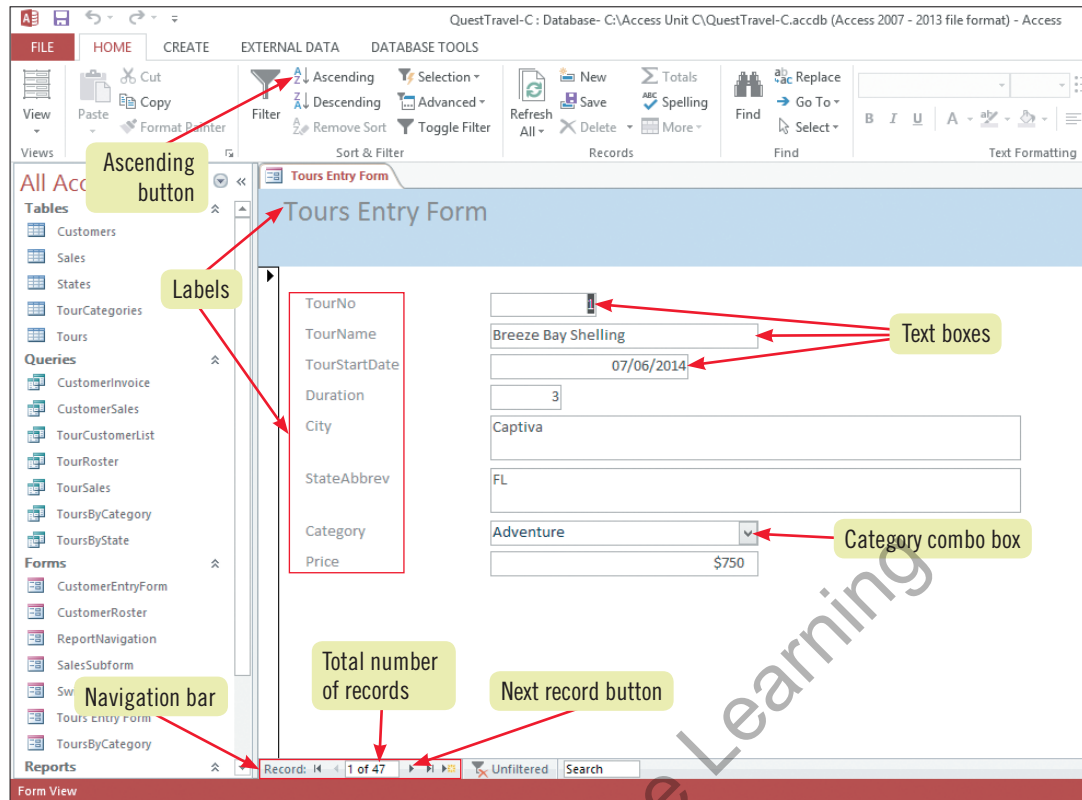
FIGURE C-2: Displaying the results of a calculation in Form View
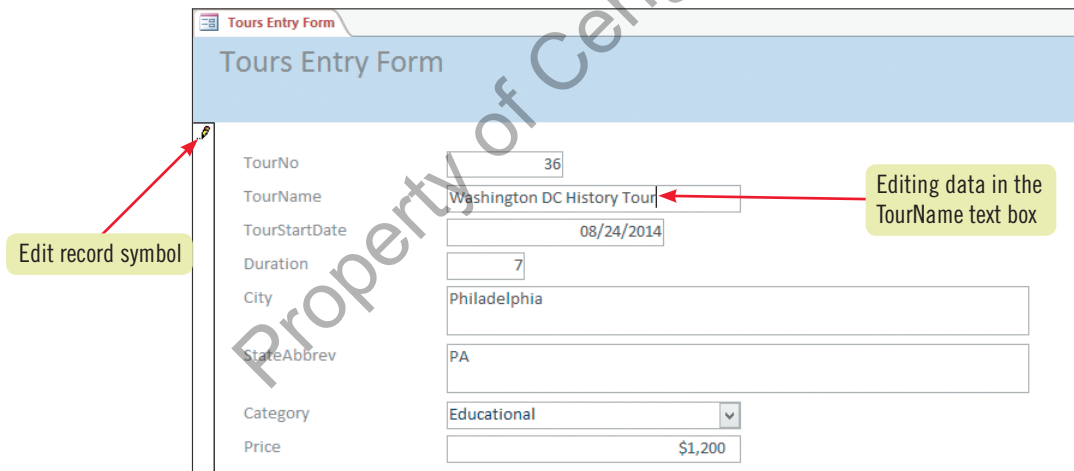
TABLE C-1: Form views

view	primary purpose
Form	To find, sort, enter, and edit data
Layout	To modify the size, position, or formatting of controls; shows data as you modify the form, making it the tool of choice when you want to change the appearance and usability of the form while viewing live data
Design	To modify the Form Header, Detail, and Footer section, or to access the complete range of controls and form properties; Design View does not display data

Create a Split Form

In addition to the Form Wizard, you should be familiar with several other form creation tools. **TABLE C-2** identifies those tools and the purpose for each. **CASE** *Samantha Hooper asks you to create another form to manage customer data. You'll work with the Split Form tool for this task.*

STEPS

QUICK TIP
Layout View allows you to view and filter the data, but not edit it.

1. **Click the Customers table in the Navigation Pane, click the CREATE tab, click the More Forms button, click Split Form, then click the Add Existing Fields button in the Tools group on the DESIGN tab to close the Field List if it opens**

   The Customers data appears in a split form with the top half in **Layout View**, as shown in **FIGURE C-3**. The benefit of a **split form** is that the upper pane allows you to display the fields of one record in any arrangement, and the lower pane maintains a datasheet view of the first few records. If you edit, sort, or filter records in the upper pane, the lower pane is automatically updated, and vice versa.

2. **Click MO in the State text box in the upper pane, click the HOME tab, click the Selection button in the Sort & Filter group, then click Does Not Equal "MO"**

   Thirty-seven records are filtered where the State field is not equal to MO. You also need to change a value in the Jacob Alman record.

TROUBLE
Make sure you edit the record in the datasheet in the lower pane.

3. **In the lower pane, select Des Moines in the City field of the first record, edit the entry to read Dallas Center, click any other record in the lower pane, then click Jacob in the first record of the lower pane**

   Moving from record to record automatically saves data. Note that "Dallas Center" is now the entry in the City field in both the upper and lower panes, as shown in **FIGURE C-4**.

4. **Click the record selector for the Kristen Collins record in the lower pane, then click the Delete button in the Records group on the HOME tab**

   You cannot delete this record because it contains related records in the Sales table. This is a benefit of referential integrity on the one-to-many relationship between the Customers and Sales tables. Referential integrity prevents the creation of **orphan records**, records on the *many* side of a relationship (in this case, the Sales table) that do not have a match on the *one* side (in this case, the Customers table).

5. **Click OK, right-click the Customers form tab, click Close, click Yes when prompted to save changes, then click OK to save the form with the name Customers**

TABLE C-2: Form creation tools

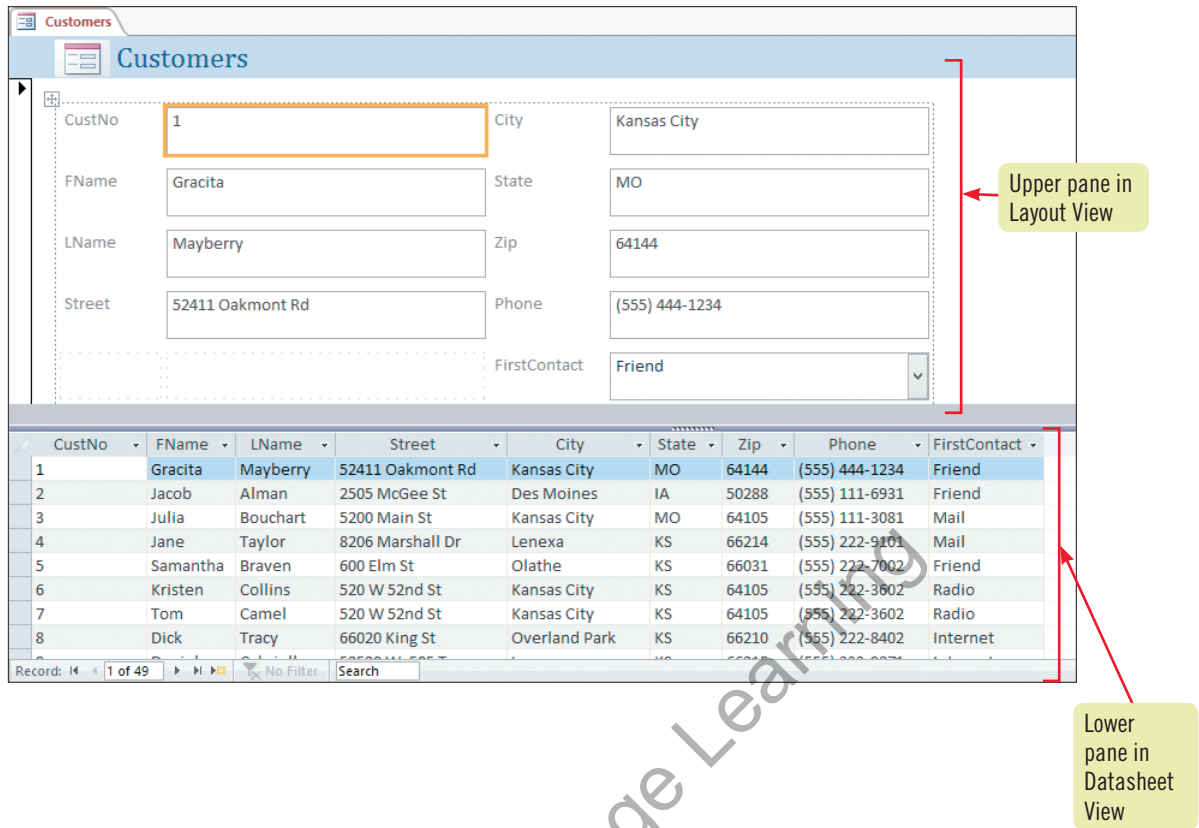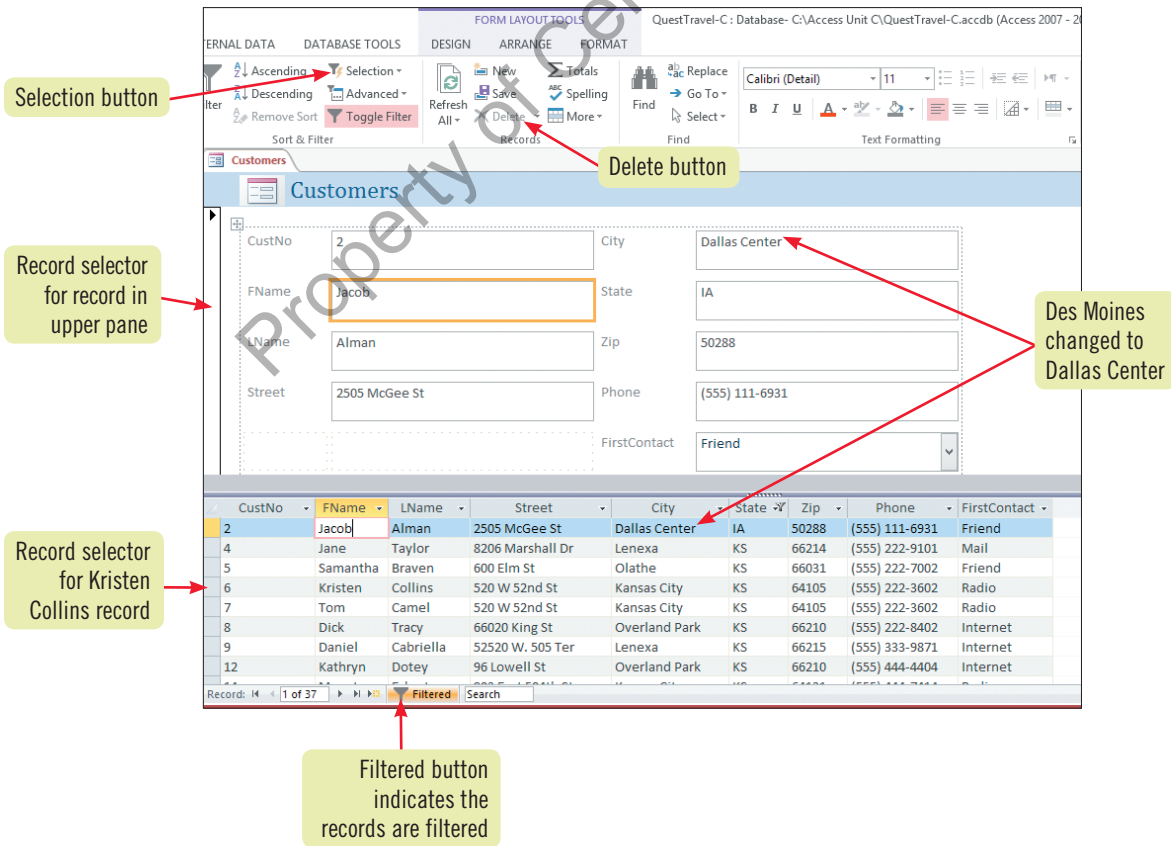| tool	icon	creates a form
Form		with one click based on the selected table or query
Form Design		from scratch in Form Design View
Blank Form		from scratch in Form Layout View
Form Wizard		by answering a series of questions provided by the Form Wizard dialog boxes
Navigation		used to navigate or move between different areas of the database
More Forms		based on Multiple Items, Datasheet, Split Form, Modal Dialog, PivotChart, or PivotTable arrangements
Split Form		with two panes, the upper showing one record at a time and the lower displaying a datasheet of many records

FIGURE C-3: Customers table in a split form

Upper pane in Layout View

Lower pane in Datasheet View

FIGURE C-4: Editing data in a split form

Selection button

Delete button

Record selector for record in upper pane

Des Moines changed to Dallas Center

Record selector for Kristen Collins record

Filtered button indicates the records are filtered

Access 2013

Use Form Layout View

Learning Outcomes
- Resize controls in Layout View
- Format controls in Layout View

Layout View lets you make some design changes to a form while you are browsing the data. For example, you can move and resize controls, add or delete a field on the form, filter and sort data, or change formatting characteristics, such as fonts and colors. **CASE** ▶ *Samantha Hooper asks you to make several design changes to the Tours Entry Form. You can make these changes in Layout View.*

STEPS

1. **Right-click** Tours Entry Form **in the Navigation Pane, then click** Layout View

   In Layout View, you can move through the records, but you cannot enter or edit the data as you can in Form View.

   TROUBLE
   If your third record is not Bigfoot Rafting Club, sort the records in ascending order on the TourName field.

2. **Click the** Next record button **in the navigation bar twice to move to the third record, Bigfoot Rafting Club**

   You often use Layout View to make minor design changes, such as editing labels and changing formatting characteristics.

3. **Click the** TourNo label **to select it if it is not already selected, click between the words Tour and No, then press** [Spacebar]

   You also want to edit a few more labels.

   TROUBLE
   Be sure to modify the *labels in the left column* instead of the text boxes on the right.

4. **Continue editing the labels, as shown in** FIGURE C-5

   You also want to change the text color of the first two labels, Tour No and Tour Name, to red to make them more noticeable.

5. **Click the** Tour No label, **click the** HOME tab, **click the** Font Color button 🅰 **in the Text Formatting group, click the** Tour Name label, **then click** 🅰

   Often, you want to apply the same formatting enhancement to multiple controls. For example, you decide to narrow the City and StateAbbrev text boxes. Select the text boxes at the same time to make the same change to both.

   TROUBLE
   Be sure to modify the *text boxes in the right column* instead of the labels on the left.

6. **Click** Placerville **in the City text box, press and hold** [Shift], **click** CA **in the StateAbbrev text box to select the two text boxes at the same time, release** [Shift], **then use the** ↔ **pointer to drag the** right edge of the selection **to the left to make the text boxes approximately half as wide**

   Layout View for the Tours Entry Form should look like **FIGURE C-6**. Mouse pointers in Form Layout and Form Design View are very important as they indicate what happens when you drag the mouse. Mouse pointers are described in **TABLE C-3**.

TABLE C-3: Mouse pointer shapes

shape	when does this shape appear?	action
⬉	When you point to any unselected control on the form (the default mouse pointer)	Single-clicking with this mouse pointer *selects* a control
⛶	When you point to the upper-left corner or edge of a selected control in Form Design View or the middle of the control in Form Layout View	Dragging with this mouse pointer *moves* the selected control(s)
✛	When you point to any sizing handle (except the larger one in the upper-left corner in Form Design View)	Dragging with one of these mouse pointers *resizes* the control

FIGURE C-5: Using Layout View to modify form labels on the Tours Entry Form

Edit these labels to include a space between the words

Tours Entry Form

Tours Entry Form

Tour No	46
Tour Name	Bigfoot Rafting Club
Tour Start Date	07/13/2014
Duration	4
City	Placerville
State Abbrev	CA
Category	Adventure
Price	$455

FIGURE C-6: Layout View for the Tours Entry Form

Labels are red

Resize mouse pointer

Tours Entry Form

Tours Entry Form

Tour No	46
Tour Name	Bigfoot Rafting Club
Tour Start Date	07/13/2014
Duration	4
City	Placerville
State Abbrev	CA
Category	Adventure
Price	$455

Table layouts

Layouts provide a way to group several controls together on a form or report to more quickly add, delete, rearrange, resize, or align controls. To insert a layout into a form or report, select the controls you want to group together, then choose the Stacked or Tabular button on the ARRANGE tab. Each option applies a table layout to the controls so that you can insert, delete, merge, or split the cells in the layout to quickly rearrange or edit the controls in the layout. To remove a layout, use the Remove Layout button on the ARRANGE tab in Form Design View.

Add Fields to a Form

Adding and deleting fields in an existing form is a common activity. You can add or delete fields in a form in either Layout View or Design View using the Field List. The **Field List** lists the database tables and the fields they contain. To add a field to the form, drag it from the Field List to the desired location on the form. To delete a field on a form, click the field to select it, then press the [Delete] key. Deleting a field from a form does not delete it from the underlying table or have any effect on the data contained in the field. You can toggle the Field List on and off using the Add Existing Fields button on the DESIGN tab. **CASE** *Samantha Hooper asks you to add the tour description from the TourCategories table to the Tours Entry Form. You can use Layout View and the Field List to accomplish this goal.*

STEPS

1. **Click the DESIGN tab on the Ribbon, click the Add Existing Fields button in the Tools group, then click the Show all tables link in the Field List**

   The Field List opens in Layout View, as shown in **FIGURE C-7**. Notice that the Field List is divided into sections. The upper section shows the tables currently used by the form, the middle section shows directly related tables, and the lower section shows other tables in the database. The expand/collapse button to the left of the table names allows you to expand (show) the fields within the table or collapse (hide) them. The Description field is in the TourCategories table in the middle section.

2. **Click the expand button ⊞ to the left of the TourCategories table, drag the Description field to the form, then use the ⁺ᵏ pointer to drag the new Description text box and label below the Price label**

   When you add a new field to a form, two controls are usually created: a label and a text box. The label contains the field name and the text box displays the data in the field. The TourCategories table moved from the middle to the top section of the Field List. You also want to align and size the new controls with others already on the form. Form Design View works well for alignment activities.

3. **Right-click the Tours Entry Form tab, click Design View, click the Description label, press and hold [Shift], click the Price label to select both labels, release [Shift], click the ARRANGE tab, click the Align button in the Sizing & Ordering group, then click Left**

   Now resize the labels.

4. **With the two labels still selected, click the Size/Space button in the Sizing & Ordering group, then click To Widest**

   With the new controls in position, you want to enter a new record. You must switch to Form View to edit, enter, or delete data.

5. **Click the HOME tab, click the View button to switch to Form View, click the New (blank) record button in the navigation bar, click the TourName text box, then enter a new record in the updated form, as shown in FIGURE C-8**

   Note that when you select a value in the Category combo box, the Description is automatically updated. This is due to the one-to-many relationship between the TourCategories and Tours tables in the Relationships window.
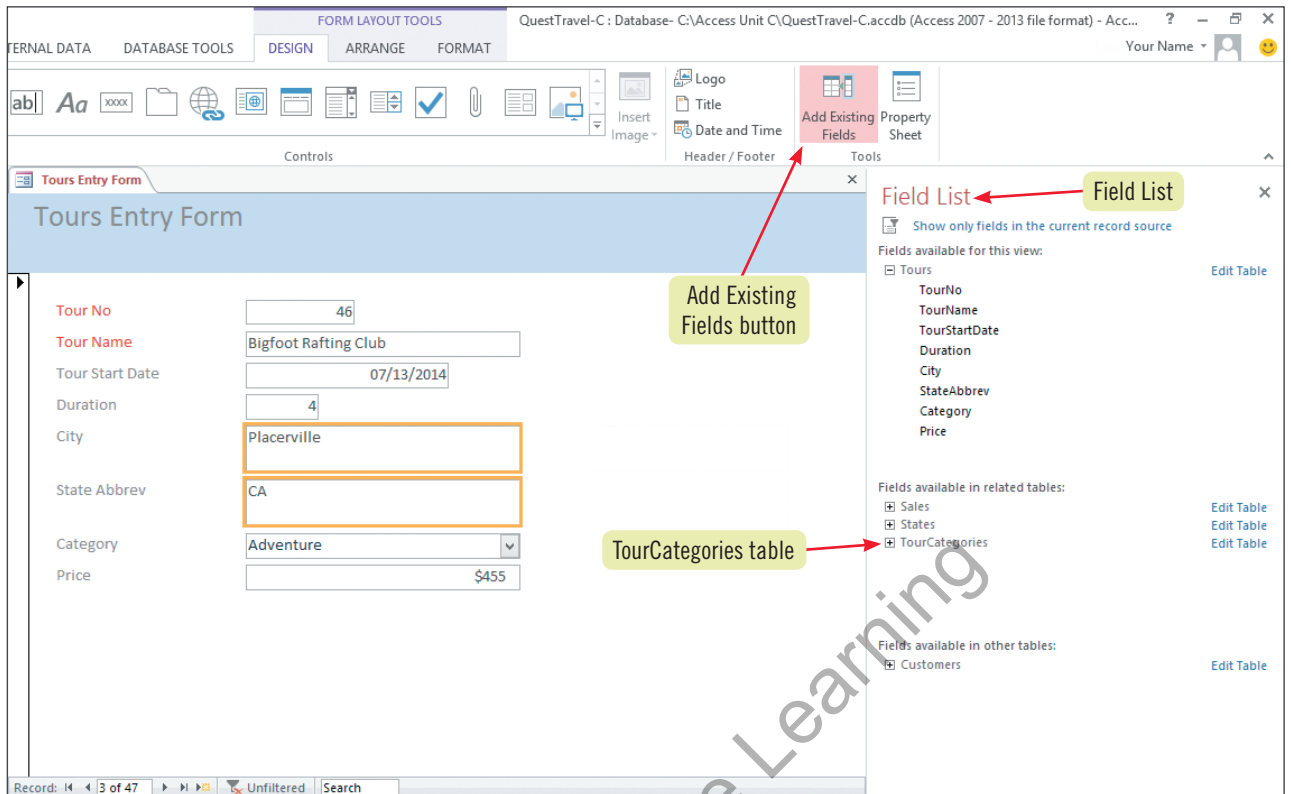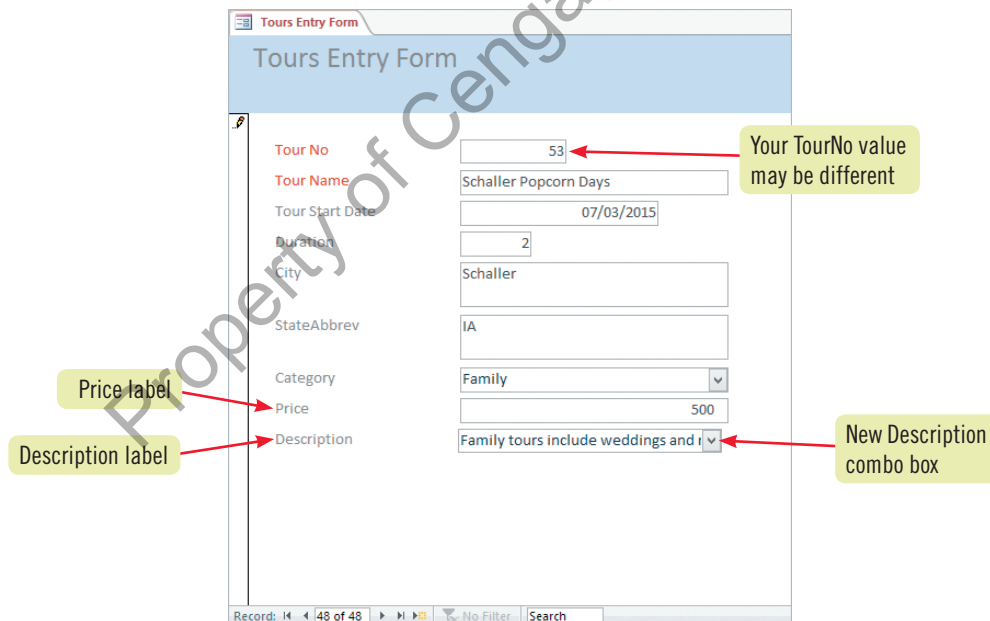
FIGURE C-7: Field List in Form Layout View

FIGURE C-8: Entering a record in the updated Tours Entry Form in Form View

Bound versus unbound controls

Controls are either bound or unbound. **Bound controls** display values from a field such as text boxes and combo boxes. **Unbound controls** do not display data; unbound controls describe data or enhance the appearance of the form. Labels are the most common type of unbound control, but other types include lines, images, tabs, and command buttons. Another way to distinguish bound from unbound controls is to observe the form as you move from record to record. Because bound controls display data, their contents change as you move through the records, displaying the entry in the field of the current record. Unbound controls such as labels and lines do not change as you move through the records in a form.

Access 2013

Modify Form Controls

You have already made many modifications to form controls, such as changing the font color of labels and the size of text boxes. Labels and text boxes are the two most popular form controls. Other common controls are listed in **TABLE C-4**. When you modify controls, you change their **properties** (characteristics). All of the control characteristics you can modify are stored in the control's **Property Sheet**. **CASE** *Because Quest offers more Adventure tours than any other type of tour, you decide to use the Property Sheet of the Category field to modify the default value to be "Adventure." You also use the Property Sheet to make other control modifications to better size and align the controls.*

STEPS

1. **Click the** Layout View button 🔲 **on the HOME tab, then click the** Property Sheet button **in the Tools group**

   The Property Sheet opens, showing you all of the properties for the selected item.

2. **Click the** Category combo box, **click the** Data tab **in the Property Sheet (if it is not already selected), click the** Default Value box, **type** Adventure, **then press** [Enter]

   The Property Sheet should look like **FIGURE C-9**. Access often helps you with the **syntax** (rules) of entering property values. In this case, Access added quotation marks around "Adventure" to indicate that the default entry is text. Properties are categorized in the Property Sheet with the Format, Data, Event, and Other tabs. The All tab is a complete list of all the control's properties. You can use the Property Sheet to make all control modifications, although you'll probably find that some changes are easier to make using the Ribbon. The property values change in the Property Sheet as you modify a control using the Ribbon.

3. **Click the** Format tab **in the Property Sheet, click the** Tour No label **in the form to select it, click the** HOME tab **on the Ribbon, then click the** Align Right button ▤ **in the Text Formatting group**

   Notice that the **Text Align property** on the Format tab in the Property Sheet is automatically updated from Left to Right even though you changed the property using the Ribbon instead of within the Property Sheet.

4. **Click the** Tour Name label, **press and hold** [Shift], **then click** each other label **in the first column on the form**

   With all the labels selected, you can modify their Text Align property at the same time.

5. **Click** ▤ **in the Text Formatting group**

   Don't be overwhelmed by the number of properties available for each control on the form or the number of ways to modify each property. Over time, you will learn about most of these properties. At this point, it's only important to know the purpose of the Property Sheet and understand that properties are modified in various ways.

6. **Click the** Save button 🖫 **on the Quick Access toolbar, click the** Form View button 🔲 **to switch to Form View, click the** New (blank) record button **in the navigation bar, then enter the record shown in** FIGURE C-10

   For new records, "Adventure" is provided as the default value for the Category combo box, but you can change it by typing a new value or selecting one from the list. With the labels right-aligned, they are much closer to the data in the text boxes that they describe.
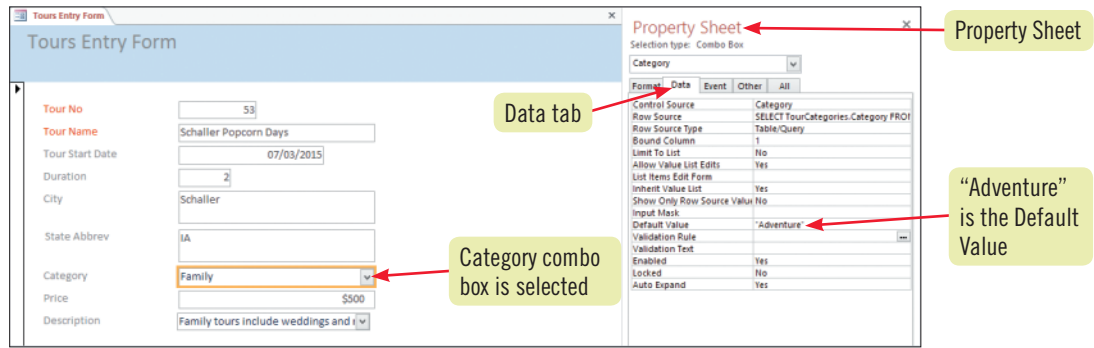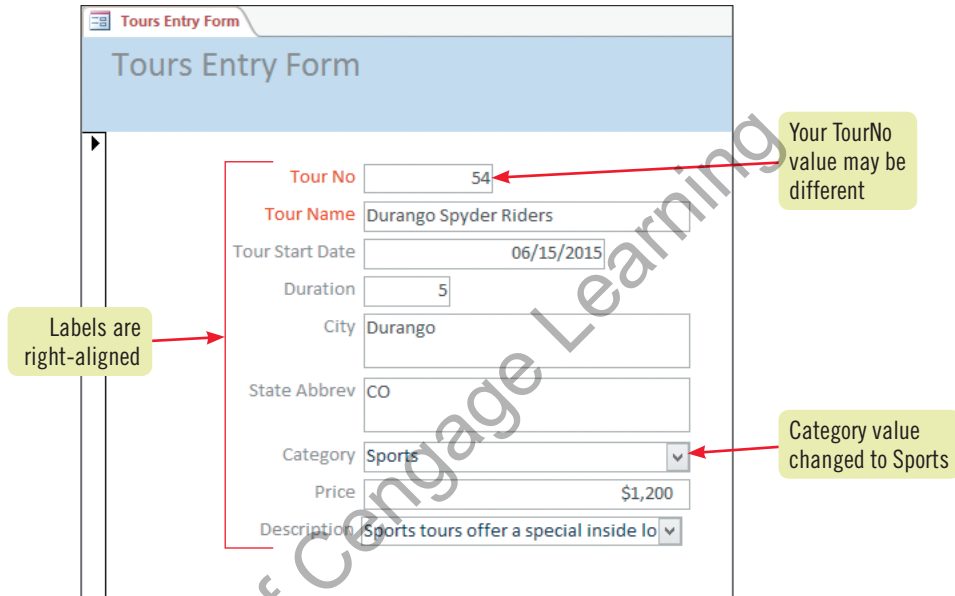
FIGURE C-9: Using the Property Sheet

Property Sheet

Data tab

Category combo box is selected

"Adventure" is the Default Value

FIGURE C-10: Modified Tours Entry Form

Your TourNo value may be different

Labels are right-aligned

Category value changed to Sports

TABLE C-4: Common form controls

name	used to	bound	unbound
Label	Provide consistent descriptive text as you navigate from record to record; the label is the most common type of unbound control and can also be used as a hyperlink to another database object, external file, or Web page		•
Text box	Display, edit, or enter data for each record from an underlying record source; the text box is the most common type of bound control	•	
List box	Display a list of possible data entries	•	
Combo box	Display a list of possible data entries for a field, and provide a text box for an entry from the keyboard; combines the list box and text box controls	•	
Tab control	Create a three-dimensional aspect on a form		•
Check box	Display "yes" or "no" answers for a field; if the box is checked, it means "yes"	•	
Toggle button	Display "yes" or "no" answers for a field; if the button is pressed, it means "yes"	•	
Option button	Display a choice for a field	•	
Option group	Display and organize choices (usually presented as option buttons) for a field	•	
Line and Rectangle	Draw lines and rectangles on the form		•
Command button	Provide an easy way to initiate a command or run a macro		•

Create Calculations

Text boxes are generally used to display data from underlying fields. The connection between the text box and field is defined by the **Control Source property** on the Data tab of the Property Sheet for that text box. A text box control can also display a calculation. To create a calculation in a text box, you enter an expression instead of a field name in the Control Source property. An **expression** is a combination of field names, operators (such as +, –, /, and *), and functions (such as Sum, Count, or Avg) that results in a single value. Sample expressions are shown in **TABLE C-5**. **CASE** *Samantha Hooper asks you to add a text box to the Tours Entry Form to calculate the tour end date. You can add a text box in Form Design View to accomplish this.*

STEPS

1. **Right-click the Tours Entry Form tab, then click Design View**

   You want to add the tour end date calculation just below the Duration text box. First, you'll resize the City and StateAbbrev fields.

2. **Click the City label, press and hold [Shift], click the City text box, click the State Abbrev label, click the StateAbbrev text box to select the four controls together, release [Shift], click the ARRANGE tab, click the Size/Space button, then click To Shortest**

   With the City and StateAbbrev fields resized, you're ready to move them to make room for the new control to calculate the tour end date.

   QUICK TIP
   You can also press an arrow key to move a selected control.

3. **Click a blank spot on the form to deselect the four controls, click the StateAbbrev text box, use the ⟲ pointer to move it down, click the City text box, then use the ⟲ pointer to move it down**

   To add the calculation to determine the tour end date (the tour start date plus the duration), start by adding a new text box to the form between the Duration and City text boxes.

   TROUBLE
   If you position the new text box incorrectly, click ↺ on the Quick Access toolbar and try again.

4. **Click the DESIGN tab, click the Text Box button ⓐⓑ in the Controls group, then click between the Duration and City text boxes to insert the new text box**

   Adding a new text box automatically adds a new label to the left of the text box.

   TROUBLE
   The number in your label is based on previous work done to the form, so it might vary.

5. **Click the new Text20 label on the left, double-click Text20, type Tour End Date, then press [Enter]**

   With the label updated to correctly identify the text box to the right, you're ready to enter the expression to calculate the tour end date.

   QUICK TIP
   Move the Property Sheet by dragging its title bar.

6. **Click the new text box to select it, click the Data tab in the Property Sheet, click the Control Source property, type =[TourStartDate]+[Duration], then press [Enter] to update the form, as shown in FIGURE C-11**

   All expressions entered in a control start with an equal sign (=). When referencing a field name within an expression, [square brackets]—(not parentheses) and not {curly braces}—surround the field name. In an expression, you must type the field name exactly as it was created in Table Design View, but you do not need to match the capitalization.

7. **Click the View button ▦ to switch to Form View, click the value in the Tour Name text box, click the Ascending button, select 7 in the Duration text box, type 5, then press [Enter]**

   Note that the tour end date, calculated by an expression, automatically changed to five days after the tour start date to reflect the new duration value. The updated Tours Entry Form with the tour date end calculation for the Ames Ski Club is shown in **FIGURE C-12**.

Using Forms
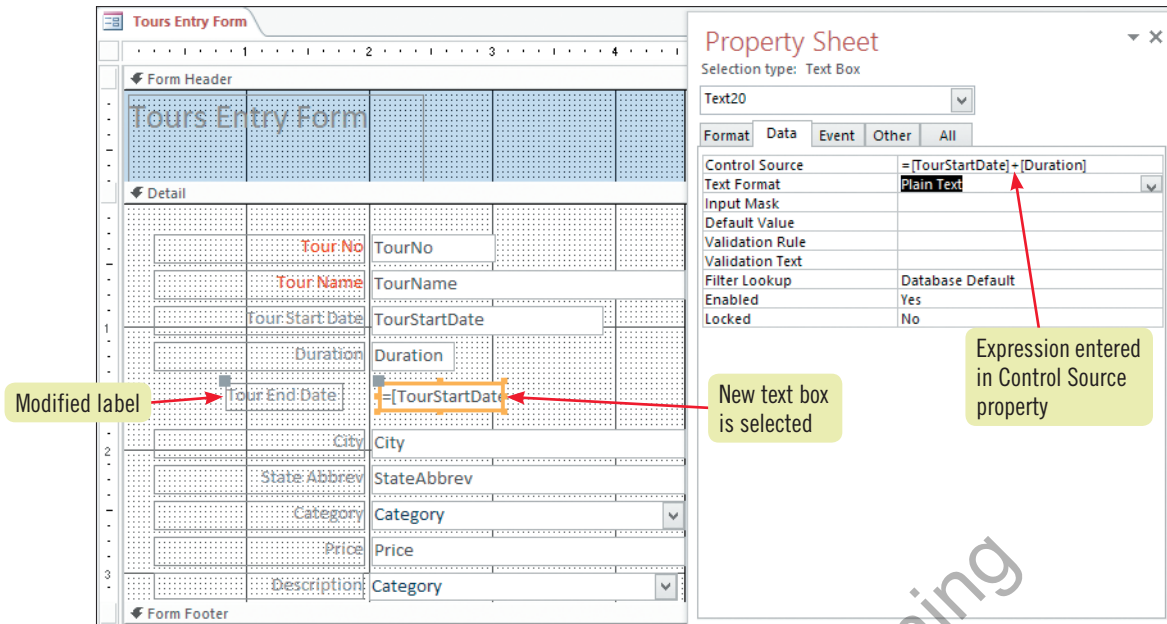
FIGURE C-11: Adding a text box to calculate a value

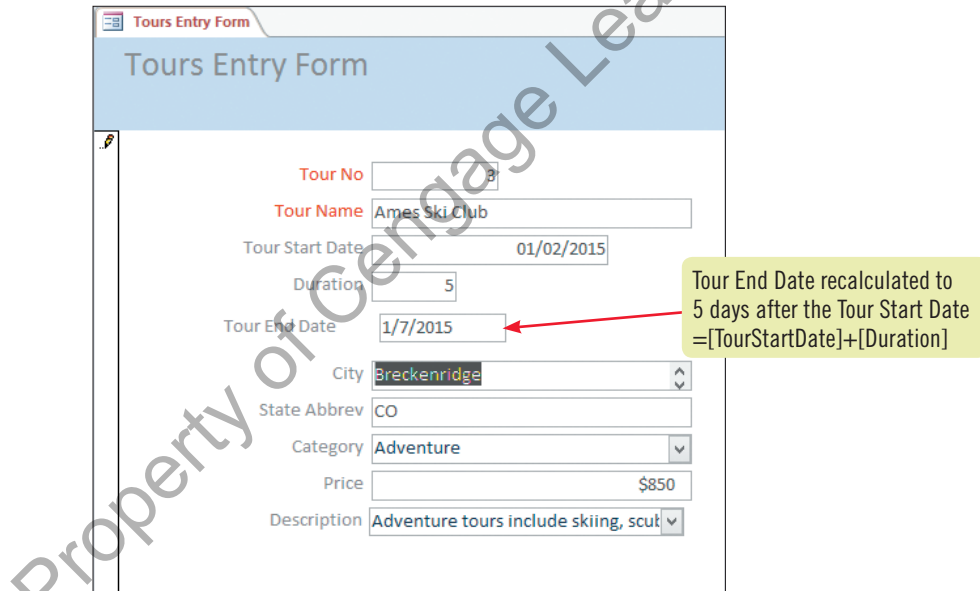**FIGURE C-12:** Displaying the results of a calculation in Form View

TABLE C-5: Sample expressions

sample expression	description
=Sum([Salary])	Uses the **Sum function** to add the values in the Salary field
=[Price] * 1.05	Multiplies the Price field by 1.05 (adds 5% to the Price field)
=[Subtotal] + [Shipping]	Adds the value of the Subtotal field to the value of the Shipping field
=Avg([Freight])	Uses the **Avg function** to display an average of the values in the Freight field
=Date()	Uses the **Date function** to display the current date in the form of mm-dd-yy
="Page " &[Page]	Displays the word Page, a space, and the result of the [Page] field, an Access field that contains the current page number
=[FirstName]& " " &[LastName]	Displays the value of the FirstName and LastName fields in one control, separated by a space
=Left([ProductNumber],2)	Uses the **Left function** to display the first two characters in the ProductNumber field

Modify Tab Order

After positioning all of the controls on the form, you should check the tab order and tab stops. **Tab order** is the order the focus moves as you press [Tab] in Form View. A **tab stop** refers to whether a control can receive the focus in the first place. By default, the Tab Stop property for all text boxes and combo boxes is set to Yes, but some text boxes, such as those that contain expressions, will not be used for data entry. Therefore, the Tab Stop property for a text box that contains a calculation should be set to No. Unbound controls such as labels and lines do not have a Tab Stop property because they cannot be used to enter or edit data. **CASE** ▶ *You plan to check the tab order of the Tours Entry Form, then change tab stops and tab order as necessary.*

STEPS

1. **Press [Tab] enough times to move through several records, watching the focus move through the bound controls of the form**

   Because the Tour End Date text box is a calculated field, you don't want it to receive the focus. To prevent the Tour End Date text box from receiving the focus, you set its Tab Stop property to No using its Property Sheet. You can work with the Property Sheet in either Layout or Design View.

2. **Right-click the Tours Entry Form tab, click Design View, click the text box with the Tour End Date calculation if it is not selected, click the Other tab in the Property Sheet, double-click the Tab Stop property to toggle it from Yes to No, then change the Name property to TourEndDate, as shown in FIGURE C-13**

   The Other tab of the Property Sheet contains the properties you need to change the tab stop and tab order. The **Tab Stop property** determines whether the field accepts focus, and the **Tab Index property** indicates the numeric tab order for all controls on the form that have the Tab Stop property set to Yes. The **Name property** on the Other tab is also important as it identifies the name of the control, which is used in other areas of the database. To review your tab stop changes, return to Form View.

3. **Click the View button 📧 to switch to Form View, then press [Tab] nine times to move to the next record**

   Now that the tab stop has been removed from the TourEndDate text box, the tab order flows correctly from the top to the bottom of the form, but skips the calculated field. To review the tab order for the entire form in one dialog box, you must switch to Form Design View.

4. **Right-click the Tours Entry Form tab, click Design View, then click the Tab Order button in the Tools group to open the Tab Order dialog box, as shown in FIGURE C-14**

   The Tab Order dialog box allows you to view and change the tab order by dragging fields up or down using the **field selector** to the left of the field name. Moving fields up and down in this list also renumbers the Tab Index property for the controls in their respective Property Sheets. If you want Access to create a top-to-bottom and left-to-right tab order, click **Auto Order**.

5. **Click OK to close the Tab Order dialog box, click the Property Sheet button to toggle it off, then click the Save button 💾 on the Quick Access toolbar to save your work**

FIGURE C-13: Using the Property Sheet to set tab properties
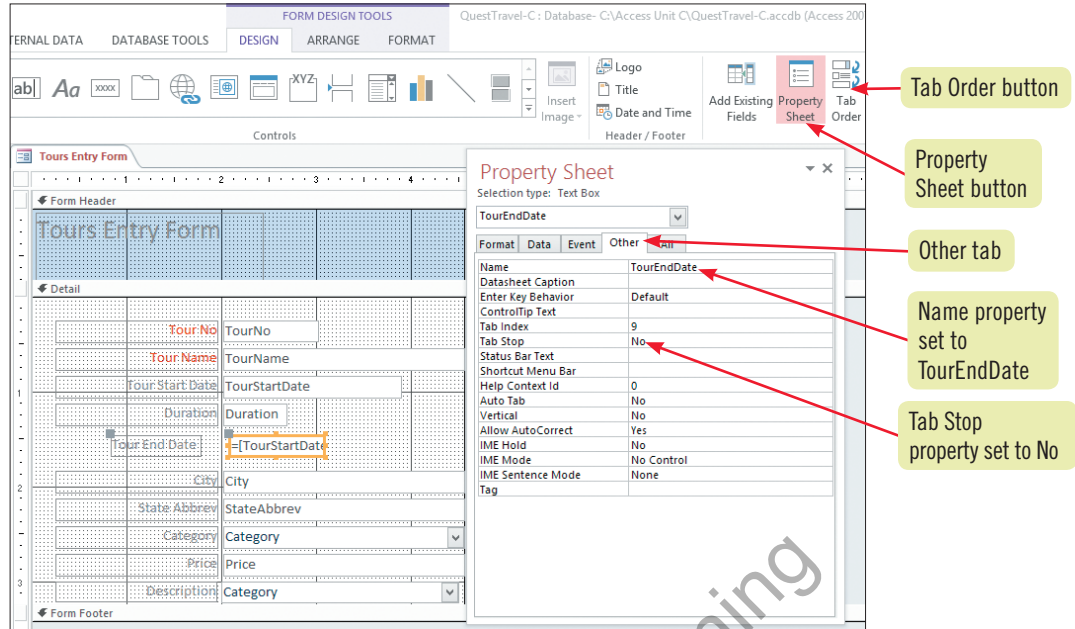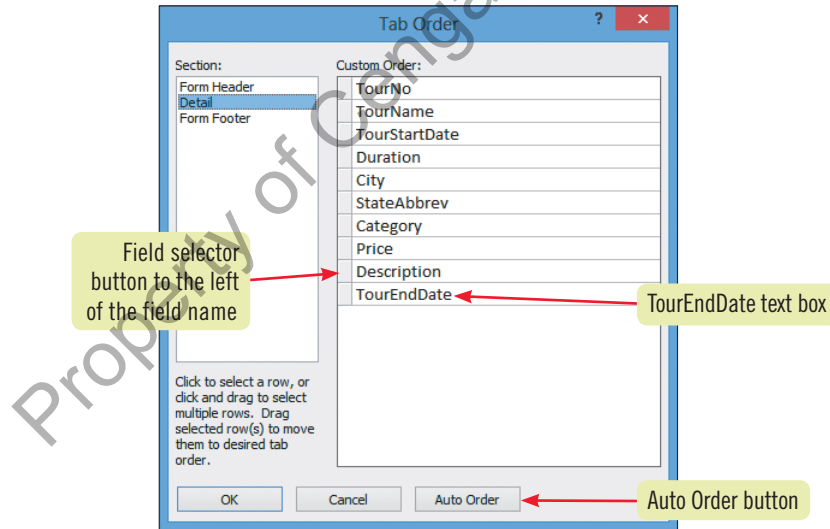

FIGURE C-14: Tab Order dialog box

Layout positioning

If the controls on a form are organized in a layout, you can quickly modify that layout by modifying the margins, padding, and anchoring options of the layout. Each of these features is found in the Position group on the ARRANGE tab in Form Design View. **Margin** refers to the space between the outer edge of the control and the data displayed inside the control. **Padding** is the space between the controls. **Anchoring** allows you to tie controls together so you can work with them as a group.

Insert an Image

Graphic images, such as pictures, logos, or clip art, can add style and professionalism to a form. The form section in which you place the images is significant. **Form sections** determine where controls are displayed and printed; they are described in **TABLE C-6**. For example, if you add a company logo to the Form Header section, the image appears at the top of the form in Form View as well as at the top of a printout. If you add the same image to the Detail section, it prints next to each record in the printout because the Detail section is printed for every record. **CASE** *Samantha Hooper suggests that you add the Quest logo to the top of the Tours Entry Form. You can add the control in either Layout or Design View, but if you want to place it in the Form Header section, you have to work in Design View.*

STEPS

1. **Click the Form Header section bar, click the Insert Image button in the Controls group, click Browse, then navigate to the location where you store your Data Files**
   The Insert Picture dialog box opens, prompting you for the location of the image.

2. **Double-click QuestLogo.bmp, then click in the Form Header section at about the 3" mark on the horizontal ruler**
   The QuestLogo image is added to the right side of the Form Header. You want to resize it to about 1" × 1".

3. **With the QuestLogo image still selected, use the ⬉ pointer to drag the lower-right corner of the image up and to the left so that the image is about 1" × 1", then drag the top edge of the Detail section up using the ╫ pointer, as shown in FIGURE C-15**
   When an image or control is selected in Design View, you can use **sizing handles**, which are small squares at the corners of the selection box. Drag a handle to resize the image or control. With the form completed, you open it in Form View to observe the changes.

4. **Click the Save button 🖫 on the Quick Access toolbar, then click the View button ▦ to switch to Form View**
   You decide to add one more record with your final Tours Entry Form.

5. **Click the New (blank) record button ▶📇 in the navigation bar, then enter the new record shown in FIGURE C-16, using your last name in the TourName field**
   Now print only this single new record.

6. **Click the FILE tab, click Print in the navigation bar, click Print, click the Selected Record(s) option button, then click OK**

7. **Close the Tours Entry Form, click Yes if prompted to save it, close the QuestTravel-C.accdb database, then exit Access 2013**

TABLE C-6: Form sections

section	controls placed in this section print:
Form Header	Only once at the top of the first page of the printout
Detail	Once for every record
Form Footer	Only once at the end of the last page of the printout

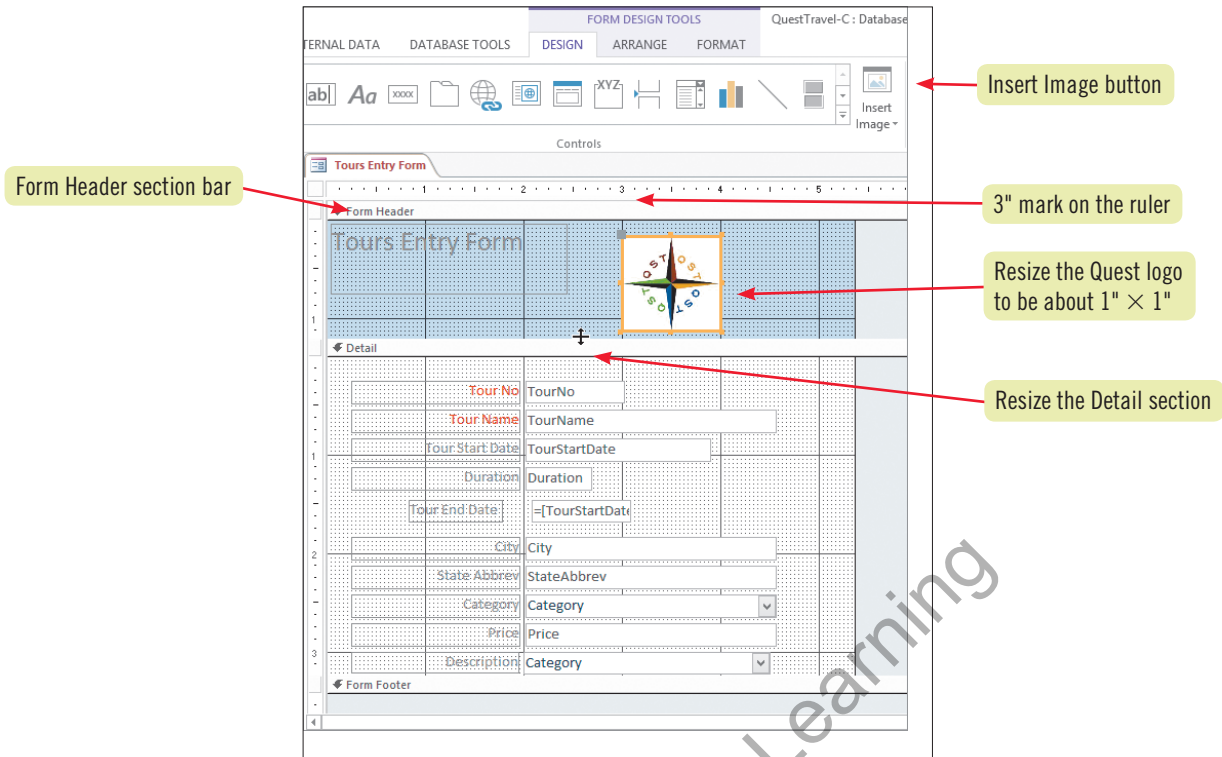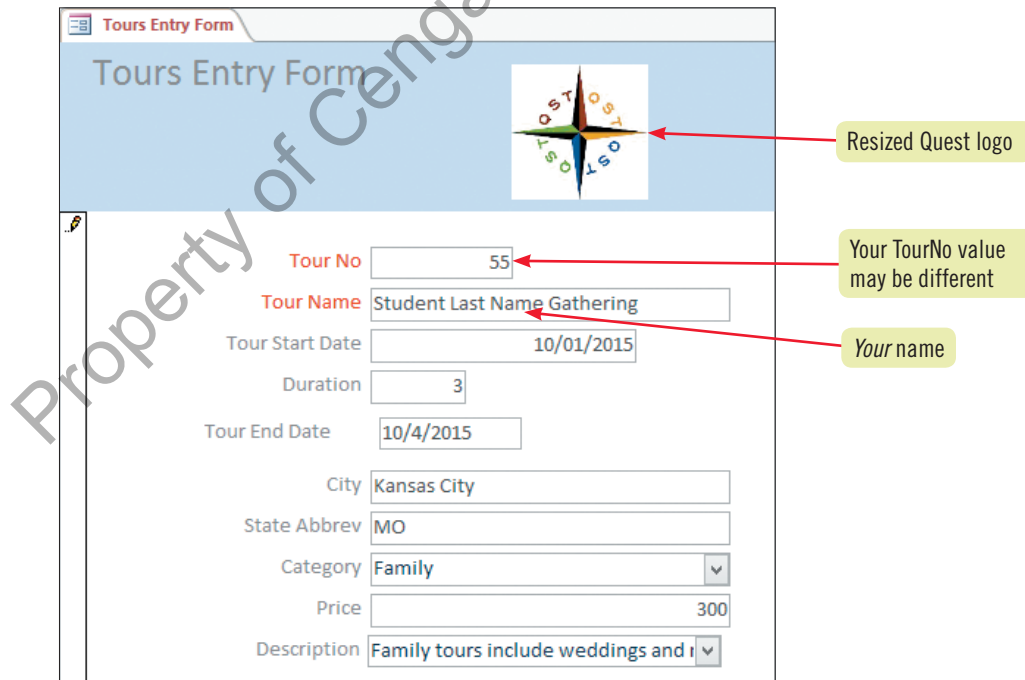**FIGURE C-15:** Adding an image to the Form Header section

Insert Image button

Form Header section bar

3" mark on the ruler

Resize the Quest logo to be about 1" × 1"

Resize the Detail section

FIGURE C-16: Final Tours Entry Form with new record

Resized Quest logo

Your TourNo value may be different

Your name

Applying a background image

A **background image** is an image that fills the entire form or report, appearing "behind" the other controls. A background image is sometimes called a watermark image. To add a background image, use the Picture property for the form or report to browse for the image that you want to use in the background.