

# Beyond the Classroom

## Create a Split Form

**GENERAL CASE** 

**FROM SCRATCH** 

This chapter introduced you to Access forms, including the split form. It is possible to convert an existing form into a split form if you know how to modify form properties. First, create a new database and name the file **a04b1Split\_LastFirst**. Next, import only the Books table and Books form from the *a04b1BooksImport* database. To import the objects, click the **External Data tab** and click **Access** in the Import & Link group. Perform an Internet search to find the steps to convert a form to a split form. Use the information from the Internet to convert the Books form into a split form. Make sure the datasheet is in the bottom pane of the form. Delete the AuthorCode text box and label from the top pane of the form. Change the form so that it sorts by Title in ascending order. Increase the font size of the Title control to **14**, and change its background color to **Medium Gray** (under Standard Colors). Apply the **Integral** theme to this form only. Save the form as **Split Form Books**. Switch to Form view, and then close the form. Close the database and exit Access. Based on your instructor's directions, submit a04b1Split\_LastFirst.

## Properties by City

**DISASTER RECOVERY** 

A co-worker is having difficulty with an Access report and asked you for your assistance. He was trying to fix the report and seems to have made things worse. Open the *a04b2Sales* database and save the file as **a04b2Sales\_LastFirst**. Open the Properties Report in Report view. The report columns do not fit across one page. In addition, there is a big gap between two fields, and he moved the Beds and Baths fields so they are basically on top of one another. Add all of the fields to a tabular layout. Group the records first by City, and then by Beds in descending order. Within each group, sort the report by ListPrice in descending order. Change the report to Landscape orientation and adjust the column widths so they all fit across one page (inside the dashed vertical page break). Apply the Organic theme to this report only, and switch to Report view. Save the new report as **Properties by City**, close the report, and then delete the original **Properties Report** from the database (right-click the report in the Navigation Pane, and from the shortcut menu, select **Delete**). Close the database and exit Access. Based on your instructor's directions, submit a04b2Sales\_LastFirst.