



# Modify Forms in Layout View





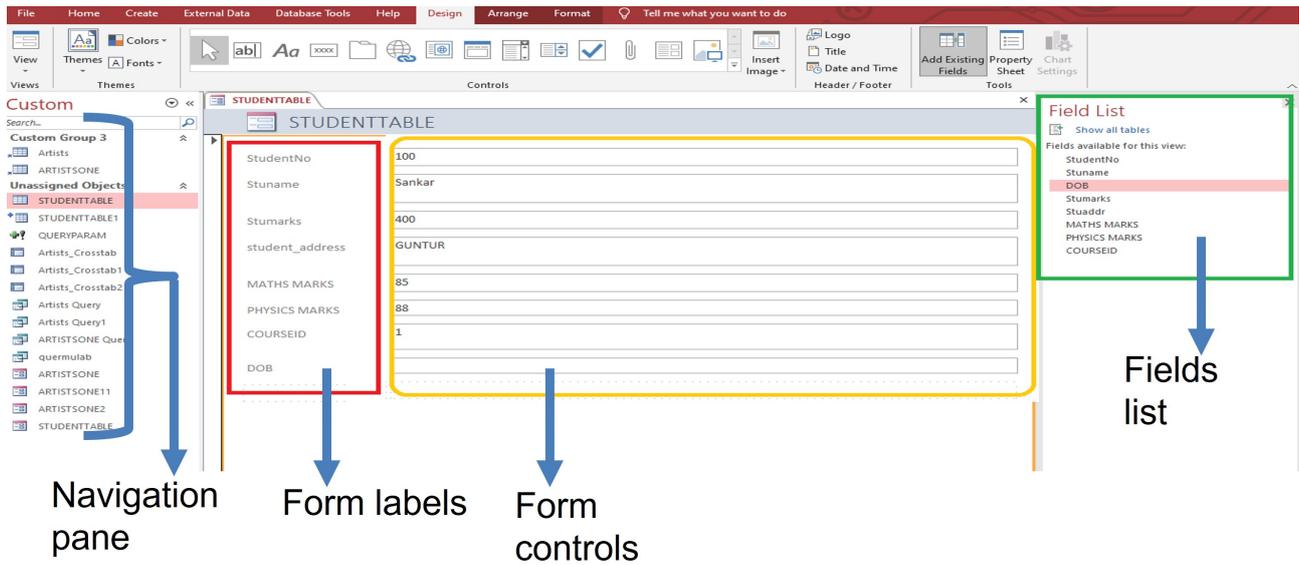


<Labels> Labels display descriptive text, such as titles, captions or brief instructions. For example, student number, name, student marks and so on.

<Controls> Controls are the parts of a form used to enter, edit or display data. Controls let you view and work with data in the database application.

<Fields list> Fields list is the panel where a list of fields of a single table or multiple tables can be viewed.

<Navigation pane> Navigation pane is the group of a list of tables, forms or queries, which were created by a user in the database application.



### Add a Field to Form, Move a Field, Delete a Field

The steps to add a field to a form are:

1. Go to the 'Design' tab.

2. Click the 'Add Existing Fields' button on the ribbon.
3. The 'Field List' pane appears. Double-click the field you want to add. Or click and drag the field onto the form.
4. Now, the form is added with the date of birth field.
5. Another way to add fields is to right-click on the field you want to add and select the 'Add Field to View' option. Then, the selected field is added to the form.

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The steps to **move a field** are:

1. Consider the student table.
2. To move the field 'Student marks' from the third position to the fourth position, select the field.
3. Then, select the field and drag it to the fourth position.
4. The final output form will be displayed as shown here.

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The steps to **delete a field** are:

1. To delete a field, select the field in the form. Right-click on it. A drop-down list appears. Select the 'Delete' row.
2. See the output form. The layout is automatically adjusted.

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## Control Types

The different control types are:



















## Insert Information in Header and Footer, Insert Images on Forms

The steps to **insert information in Header and Footer** are as follows:

1. To insert information in the header or footer ribbon, open the form in 'Design View'. Right-click on 'Design Surface' and select 'Form Header or Footer' from the shortcut menu.
2. Go to the 'Design' tab. Select date and time from the header or footer ribbon. Add the date and time in the header section by clicking the left button in the header section.
3. Later go to the 'Design' tab. Select the 'Design' tab and choose the text box. Go to the form footer area and drag the mouse button to add a text box in the footer area.
4. Then add some sample FORMULA in the text box using the data tab in the property sheet. In the control source field, select the three dots button (...) and write an expression in the expression builder wizard.
5. For example, write formula such as  $\text{=[maths marks]+ [physics marks]}$ . Click OK.
6. Now, see the text box in the form footer area. The formula is appended.
7. Now, save the form and open the form in the 'Form View' option.
8. As we can see in the text box, the result of two subject marks was displayed. The form has the header with time and date and the footer with the sum of two subject marks.

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The steps to **insert images** are as follows:

1. Go to the 'Design' tab. Select date and time from the header or footer ribbon. Insert image in the footer section, by clicking the left button in the footer section.
2. Select the image from the list and click 'OK'.
3. Next, go to the form footer area and left-click on that area. Here, the image is added with high quality and large in size. So, go to the property sheet and resize the width and height.
4. And open the form in Form View to see the updated form with headers and footers.

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**Recap:**



