

# ACCESS PROJECT 5: Modifying a Form's Design

## Objectives Practiced

- Modify a form.
- Enter data in a form.

*Ms. Lockhart wants to modify the design of the form that her students are using to sign out books from her fourth-grade classroom. Also, a new student has joined the classroom, and Ms. Lockhart wants to demonstrate to him how to use the database form to sign out a book.*

1. Open **Book Sign Out.accdb** from the folder containing your data files and enable the content of the database.
2. Open the **Sign Out Form** object, and switch to Layout view.
3. Change the title of the form to **Ms. Lockhart's Book Sign Out Form**.
4. Click the **Logo** button in the Controls group on the Format Layout Tools Format tab to open the Insert Picture dialog box. Insert the **book stack.jpg** picture from the folder containing your data files into the form.
5. Delete the ID field from the form.
6. Move the Date Out field so it is at the top of the form, above the Student First Name field.
7. Apply the Origin AutoFormat to the form. Your form should look similar to the one shown in the figure below.

The screenshot shows a Microsoft Access form titled "Sign Out Form" with a custom title bar that reads "Ms. Lockhart's Book Sign Out Form". The form is in Layout View and contains the following data:

Date Out:	9/4/2013
Student First Name:	Darrell
Student Last Name:	Meisner
Book Title:	Matilda Bone
Author Last Name:	Cushman
Date In:	9/6/2013

The status bar at the bottom indicates "Record: 14 of 16" and includes a search box and navigation controls.



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8. Create a new blank record in the form, and enter the data as follows:

Date Out—**9/27/2013**

Student First Name—**Lee**

Student Last Name—**Oliver**

Book Title—**The Colors of Us**

Author Last Name—**Katz**

9. Save and close the form. Close the database and exit Access.

### Critical Thinking

Ms. Lockhart wants to add a table to the Book Sign Out database with additional information about her students' reading level and reading habits. Before creating it, she needs to decide what fields it will contain, the data types, and how or if it would be related to the Books Signed Out table. On a piece of paper, sketch the table design and the database organization, and then write a brief paragraph explaining your choices.