

APPLYING CONDITIONAL FORMATTING

Conditional formatting is used to change the format of a field depending on the value that is entered into the control. This might be used to draw attention to a specific control on the form that needs the reader's focus.

Setting Conditional Formatting

- ❖ Open the **Potential Income** report from the **Jobs** database.
- ❖ Use the steps explained in the **Adding Subreport** exercise to access the subreport.
- ❖ Click the **Employer Potential Income** text box in the **Employer ID Footer** section.
- ❖ Choose **Format** on the **Menu Bar**.
- ❖ Select **Conditional Formatting** from the list of options.
- ❖ The **Conditional Formatting** dialog box will open.
 - The top part of the box shows the formatting that should be applied if the condition is not met.
 - The bottom part of the box contains the boxes and buttons that can be used for the formatting if the condition is met.
- ❖ Click the **Condition 1** drop-down arrow and then select one of these options:
 - **Field Value Is** - This is the one that will be used most of the time.
 - **Expression Is** - This option is for more complicated formatting.
- ❖ Leave this option at the default.
- ❖ Click the **second** drop-down arrow and select **less than**. There are several options available for this selection.
- ❖ Press the **tab** key and then type **2000**. This condition will be true for all potential income amounts less than \$2,000.
- ❖ In the **Condition 1** section, click the **Bold** button and change the **Font Color** to **Blue**.
- ❖ Click **Add** to insert a second condition.
- ❖ In the **Condition 2** section, click the list arrow for the **second** list box. Choose **greater than**.
- ❖ Press the **Tab** key and then input **5000**. This condition will be true for all potential income amounts greater than \$5,000.
- ❖ In the **Condition 2** section, click the **Bold** button and change the **Font Color** to **Green**.
- ❖ To apply the conditional formatting to the field, click **OK**.
- ❖ Save the subreport.
- ❖ Click **Print Preview** to verify the default format and the two conditional formats.
- ❖ Use the **Navigation Buttons** to scroll through the rest of the pages of the report.
- ❖ Switch to **Design View** and then click the **Close Window** button in the upper right corner of the window.
- ❖ You should return to **Design View** for the **Main Report**.
- ❖ Switch to **Print Preview**. The **Group Header** and **Detail** sections should be displayed for the first employer.
- ❖ Switch back to **Design View**.

