

FORMATTING DATASHEETS

There are several different formatting options that are available when working with datasheets. These include adjusting the width of columns, the height of rows, and the datasheet's color. It is also possible to change the font for the datasheet, apply a border style and cell effects in the datasheet, and to hide, freeze, or move a column.

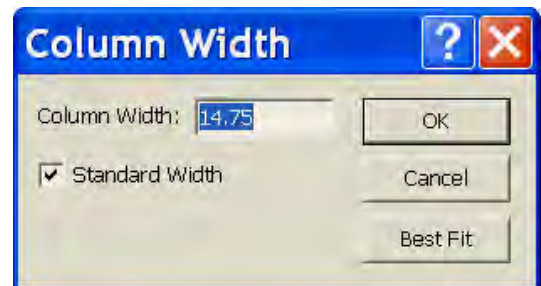
Changing the Column Width Using the Dragging Method

When working with Access, there is more than one way to change the width of a column in datasheet view. To change the width by dragging the mouse, complete the steps below:

- ❖ Open the table in **Datasheet View**.
- ❖ In the **upper row** of field names, point to the **vertical border** on the **right side** of the column that is to be altered.
- ❖ The pointer will change to a **vertical bar** with **arrows sticking** out of both sides. (See the illustration at the right). +
- ❖ Click and hold the left mouse button down.
- ❖ Drag the pointer in the direction for extending or shrinking the column.
- ❖ A faint vertical line will follow the pointer, showing where the column boundary may end.
- ❖ Release the mouse button.
 - The width of the column in this view has no direct bearing upon the number of characters allowed in that column (or field) of the table.
 - The only thing that is being changed in this view is how much Access gives to the column in its corresponding field on-screen.

Specifying a Column's Width Using the Dialog Box

- ❖ Open the table in Datasheet View.
- ❖ Place the insertion point in the column for which the width is to be altered.
- ❖ Select **Format** on the **Menu Bar**.
- ❖ Click **Column Width** from the list.
- ❖ In the **Column Width** dialog box, do either of the following:
 - Type the column's new width and then click **OK**.
 - To fit the column to the longest item in that column, click **Best Fit**.



Altering the Height of Rows Using the Dragging Method

- ❖ Open the table in **Datasheet View**.
- ❖ In the **row selector** area, point to any **horizontal border** between two rows.
- ❖ The **pointer** will change shape to become a **horizontal bar** with arrows sticking out of both sides (see illustration at right). +
- ❖ Click and hold the left mouse button down.
- ❖ Drag the pointer in the direction that the row is to be extended or shrunken.
- ❖ A faint horizontal line will follow the pointer, showing the relative size of the new row.
- ❖ Release the mouse button.

Specifying a Row's Height Using the Dialog Box

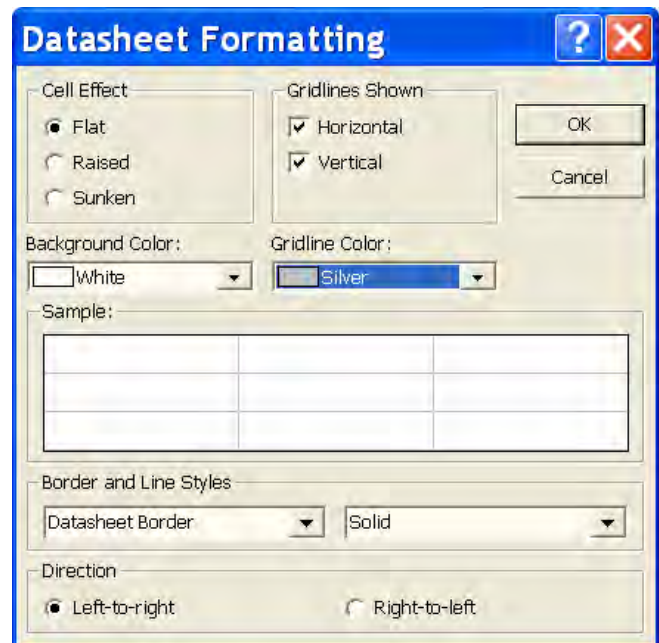
- ❖ Open the table in **Datasheet View**.
- ❖ Select **Format** from the **Menu Bar**.
- ❖ Click **Row Height** from the list of options.
- ❖ In the dialog box, type the new height for all rows.
- ❖ Click **OK** to exit the dialog box.



Changing Datasheet Effects

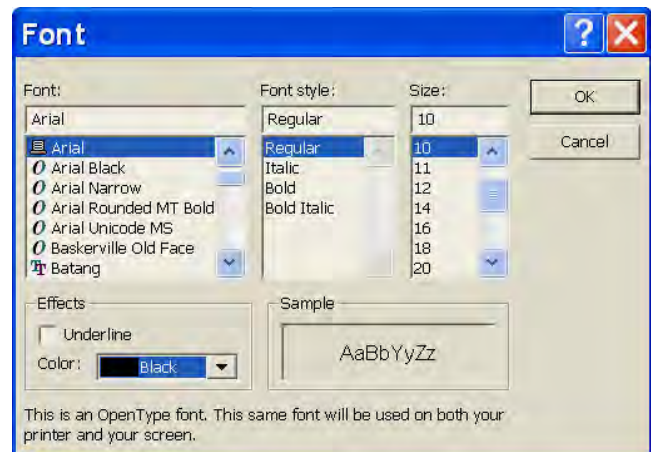
This option is used to change the background and trim colors of cells in a datasheet, to change the cell effects, to choose which gridlines to show, and to change the border and line styles. To make changes to the formatting of the datasheet, complete the steps below:

- ❖ Open the table in Datasheet View.
- ❖ Select **Format** from the **Menu Bar**.
- ❖ Choose **Datasheet** from the list of options.
- ❖ In the **Datasheet Formatting** dialog box, do either or both of the following:
 - Click the **Background Color** drop-down list and choose a new color for the background.
 - Click the **Gridline Color** drop-down list and choose a new trim color for the list.
- ❖ To change the **Cell Effect**, choose one of the options: Flat, Raised, Sunken.
- ❖ To change which **Gridlines** are to display, click the check box next to either **Horizontal** or **Vertical**.
- ❖ To change the **Border and Line Styles**, click the drop-down arrow under that option.
- ❖ When the changes have been made, click **OK**.
 - The choices for color of datasheet cells, borderlines, and font are limited.
 - You can only choose solid colors and cannot mix or match any two or three patterns.
 - When **Raised** or **Sunken** is chosen for the **Cell Effect**, the colors cannot be changed.



Changing a Datasheet's Font

- ❖ Open the table in **Datasheet View**.
- ❖ Select **Format** from the **Menu Bar**.
- ❖ Click **Font** from the list of options.
- ❖ To change the typeface, choose a name from the **Font** list.
- ❖ To change the **Font's Style**, choose the style from the **Font** list.
- ❖ To change the **Font's Size**, choose the points size from the **Size** list.
- ❖ To apply underlining to the font, under **Effects**, click **Underline**.
- ❖ To change the **Font's Color**, choose the new color from the **Color** drop-down list.
- ❖ Click **OK** to exit the dialog box and save the changes.
- ❖ Click **Cancel** to exit the dialog box without saving the changes.
 - Only one font, with one size and one style, can be displayed in a datasheet.
 - Any changes that are made in this dialog box, apply to the entire datasheet.



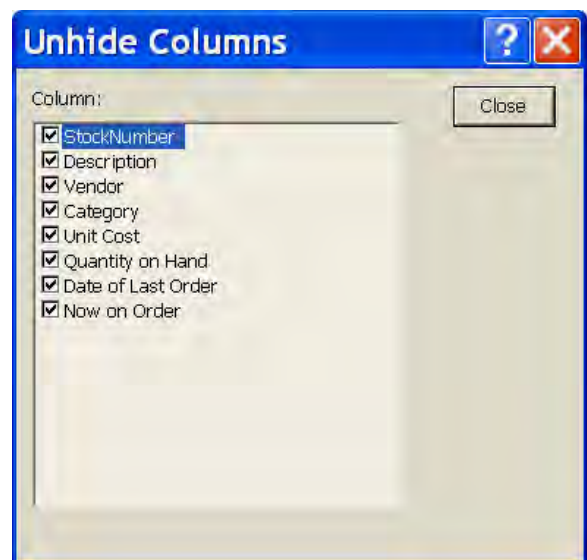
Hiding a Column

To prevent one or more columns from appearing in a datasheet, hide the column. This will prevent a user from easily accessing the column and inadvertently editing the data. Hiding a column doesn't change the contents of a database. It is used to shield the user from seeing data that's more important to the database than to the user. To hide a column:

- ❖ Open the table in **Datasheet View**.
- ❖ Choose the column that is to be hidden, by clicking its field name.
- ❖ To choose multiple adjacent columns, hold the Shift key down while clicking the field names.
- ❖ Select **Format** from the **Menu Bar**.
- ❖ Select **Hide Columns** from the list of options.
- ❖ The column will disappear from Datasheet View.

Unhiding One or More Columns

- ❖ Open the table in **Datasheet View**.
- ❖ Select **Format** from the **Menu Bar**.
- ❖ Choose **Unhide Columns** from the list that appears.
- ❖ The **Unhide Columns** dialog box will display.
- ❖ A list of fields in the table will appear in the dialog box.
- ❖ Check any unchecked field names of the fields that are to be revealed.
- ❖ Click the **Close** button.
- ❖ The column should appear in Datasheet View.



Freezing a Column



Freezing a column restrains that column to the left of the datasheet. As you scroll through the datasheet to the right, only the unfrozen columns on the right side are shifted. The frozen columns are fixed in place.

- ❖ Open the table in **Datasheet View**.
- ❖ Choose the column that is to be frozen, by clicking its field name.
- ❖ Select **Format** from the **Menu Bar**.
- ❖ Choose **Freeze Columns** from the list of options.
- ❖ If the chosen column is not the first one in the **Datasheet**, the chosen column will move to the leftmost position.

Unfreezing a Column

- ❖ Click **Format** on the **Menu Bar**.
- ❖ Choose **Unfreeze All Columns** from the list of options.
 - Unfreezing a column does not change the order of columns.
 - If the position of a column moved when it was frozen, it will remain in its frozen order once it has been unfrozen.

Moving a Column

- ❖ Open the table in **Datasheet View**.
- ❖ Choose the column that is to be moved by clicking its field name.
- ❖ Move the mouse pointer into the cell until the mouse pointer changes to a white left pointing arrow (see illustration at right). 
- ❖ Click the field name again, this time holding the mouse button down.
- ❖ The mouse pointer will change to the shape as shown in the illustration at the right. 
- ❖ Drag the pointer in the direction in which the column is to be moved.
- ❖ A dark vertical line will appear in between the two columns that will be shifted to make room for the moved column.
- ❖ When the line indicates the column's new position, release the mouse button.
 - Changing the position of a column in a datasheet does not affect the way that column is stored in the database.
 - Changing the position of a column does not change the role that the field plays in the table's records.
 - Fields in a record may be stored in any order.