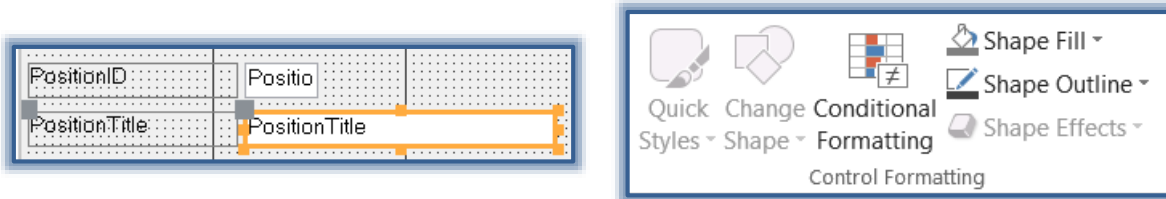


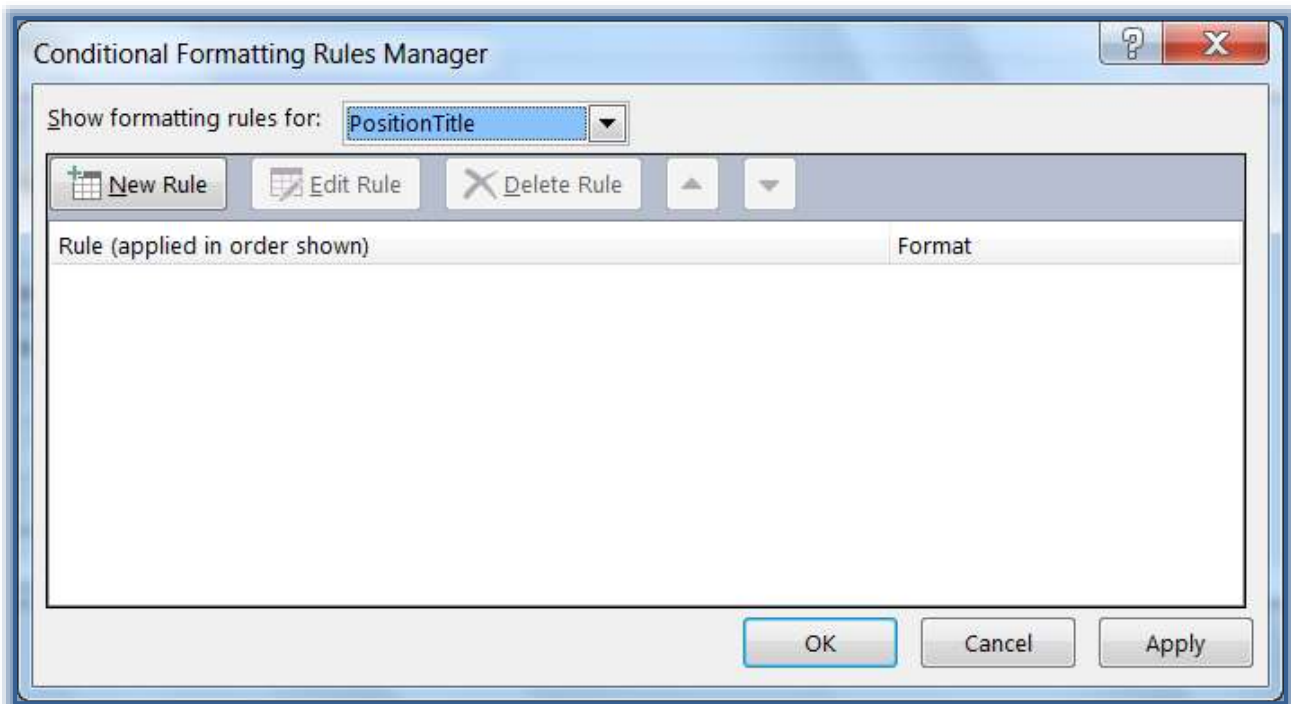
For this lesson, you need to use the **Jobs Database**.

Conditional formatting is used to change the format of a field depending on the value that is entered into the control. This type of formatting can be specified in Datasheet View as well as in Report View. It can also be applied to Forms.

- ☐ Open the **Employer Information Multi-Page Form** from the **Jobs** database.
- ☐ Change to **Design View**.
- ☐ Click the **Positions** tab.
- ☐ Right-click on the border of the **Subform**.
- ☐ Click **Subform in New Window** in the shortcut menu.
- ☐ Click the **Position Title** text box in the **Form**.
- ☐ This is the one shown in the illustration below with the gold border.

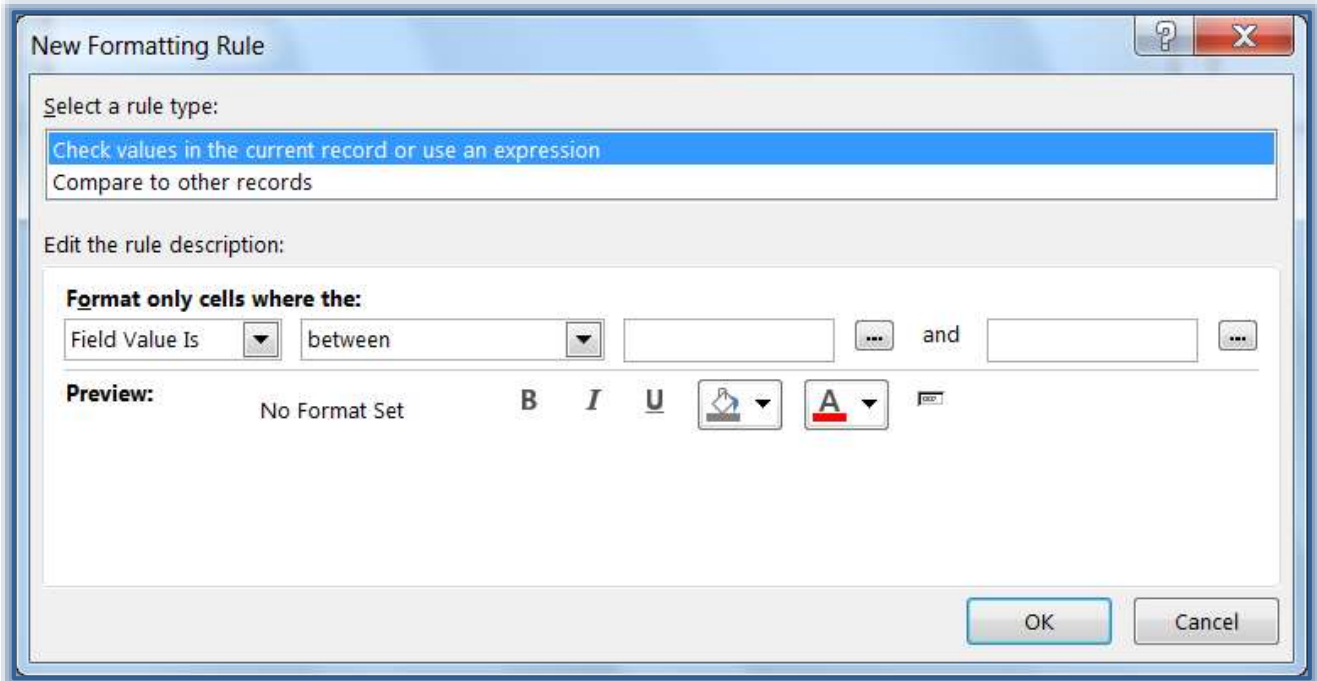


- ☐ Click the **Form Design Tools, Format Tab** when in **Design View**.
- ☐ In the **Conditional Formatting Group**, click the **Conditional Formatting** button (see illustration above).
- ☐ The **Conditional Formatting Rules Manager** window will open (see illustration below).



- ☐ In the **Show formatting rules for** list, select the **Field** the rule is to be applied to.
- ☐ Click the **New Rule** button to display the **New Formatting Rule** dialog box (see illustration on next page).
- ☐ Under **Select a rule type**, click one of the following options:

- ✧ **Check Values in the Current Record or Use an Expression** – This option allows you to select the type of rule to apply. This is the default option.
- ✧ **Compare to Other Records** – This option is used to create data bars to visually compare data in multiple rows.



- ☐ When the **Check Values in the Current Record** option is selected, additional options for formatting will display.
- ☐ Select the options that apply to the **Conditional Format** that is to be applied to the report.
- ☐ Under **Default Formatting**, choose a color for the font if the condition is not met.
- ☐ In the first **Condition** box, select one of the options: **Field Value Is** or **Expression Is**.
- ☐ In the second box, select one of the options from the list.
- ☐ In the third box and/or fourth box, input the value for the criteria.
- ☐ Click any of the formatting options for this rule.
- ☐ When all the conditions have been specified, click the **OK** button.
- ☐ To make changes to the **Rule**, click the **Edit Rule** button.
- ☐ To remove the **Rule**, click the **Delete Rule** button.
- ☐ To create an additional rule, click the **New Rule** button.
- ☐ To change the order of two or more rules, click the **Rule** that is to be moved and click the **Up** or **Down** arrow.

**NOTE:** The order in which rules are created is important. When Access finds a rule that matches a value, the application stops looking for additional rules that might apply to the value.