Forms Layout Tools Tab-Design

This ribbon is used to change the formatting of forms in Access. There are three tabs within this ribbon that can be used to perform different tasks in relation to the form. The table below lists and describes the tabs, groups, and buttons available on the Design Tab. This tab is available in both Layout View and Design View.

Groups/Buttons	Description
Views Group	
Form View	This view is used to input data into the table for which the form was created. Changes to the design of the form cannot be made in this view.
Layout View	With this view it is possible to see the form as it appears in Form View, but still modify the form's design.
Design View	This view contains the tools necessary to create a custom form. In this view, fields are added and can be manipulated in many different ways to design the form.
Themes Group	
Themes	Themes are used to change the overall design of a form including fonts and colors. When this button is clicked a gallery of different themes will appear.
Colors	Click this button to change the colors for the current theme. A gallery of different color groups will appear.
Fonts	This button is used to change the font for the current theme. A gallery of different font groups will appear.
Controls Group	
Controls Gallery	This option is used to insert different types of controls into a form, such as subforms, text boxes, labels, and hyperlinks.
Insert Image	Click this button to insert an image into a form. Click the Browse button to open the Insert Picture window.
Header/Footer Group	
Logo	To insert a picture of a company logo into the form, click this button. The Insert Window will appear once the icon is placed in the form.
Title	This button is used to insert a title in the Header area of the form. Once the title is inserted, it can be customized.
Date and Time	Click this button to insert the date and time into the Header of the form. The Date and Time dialog box will display where the format for the Date and Time can be specified.
Tools Group	
Add Existing Fields	This button is used to insert a field into a form based on an existing form. A list of fields in the table for which the form is being created will appear.
Property Sheet	Click this button to open the Properties Task Pane. This Task Pane is used to specify the properties for the selected control.