

FORMAT DATASHEETS

There are several different format options 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 hide, freeze, or move a column.

Change the Column Width

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 illustration at 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.



NOTE: It is also possible to change the width of a column by moving the mouse pointer to the vertical border and then double-clicking with the left mouse button.

Alter the Height of Rows

- ✦ 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 at the top and bottom (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.

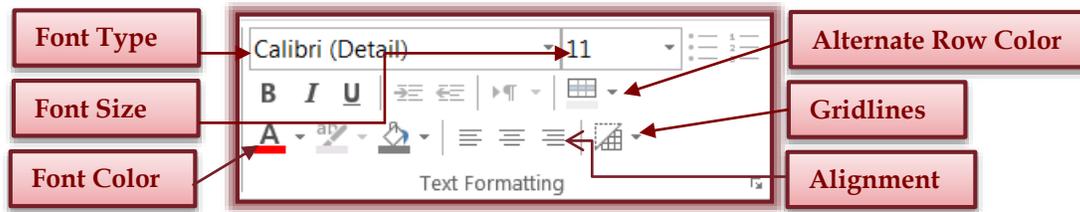


Change the Gridlines and Colors in a Datasheet

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**.
- ✦ Click the **Home Tab**.
- ✦ In the **Text Formatting Group**, click the **Gridlines** button (see illustration on next page).
- ✦ A list of **Gridline** options will display. The options are:
 - ✦ **Gridlines: Both** – When this button is clicked, gridlines will appear around each cell in the datasheet.
 - ✦ **Gridlines: Horizontal** – To insert lines between each row in the datasheet, choose this option.

- ✦ **Gridlines: Vertical** – Use this option to insert gridlines between each column in the datasheet.
- ✦ **Gridlines: None** – This option is used to remove the gridlines from the datasheet.
- ✦ Click the **Alternate Row Color** button to apply a background color to alternate rows in the datasheet.



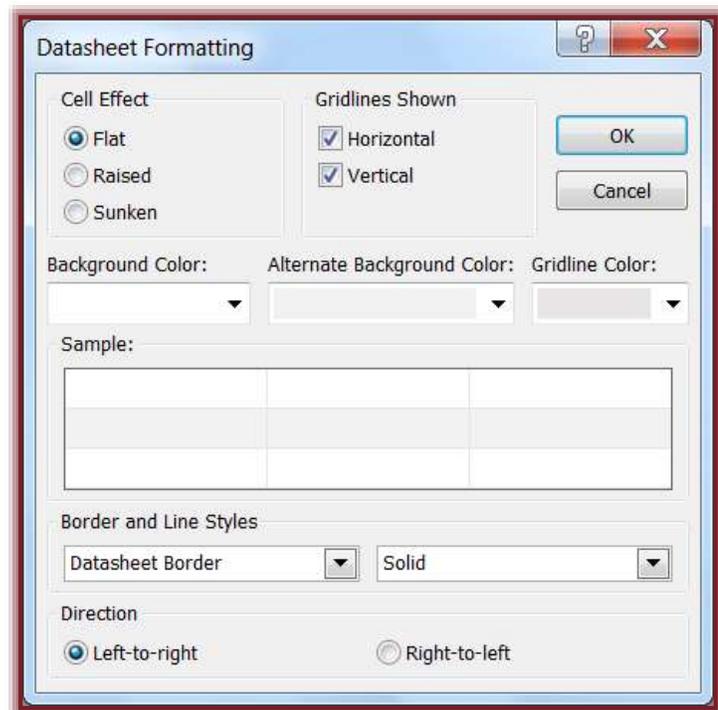
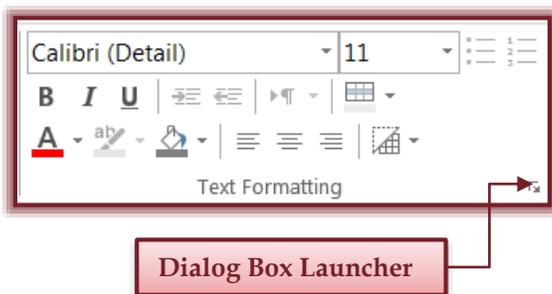
Change a Datasheet Font

- ✦ Open the table in **Datasheet View**.
- ✦ Click the **Home Tab**.
- ✦ In the **Text Formatting Group** (see illustration above), do one or all of the following:
 - ✦ To change the typeface, choose a name from the **Font Type** list.
 - ✦ To change the **Font's Style**, choose either **(B) Bold**, **(I) Italics**, or **(U) Underline**.
 - ✦ To change the **Font's Size**, choose the points size from the **Font Size** list.
 - ✦ To change the **Font's Color**, choose the new color from the **Font Color** gallery.
- ✦ To align the font in the datasheet rows and columns, click one of the **Alignment** buttons.

Use the Datasheet Formatting Dialog Box

As an alternative to using the individual buttons in the Font Group, it is possible to click the **Datasheet Formatting Dialog Box Launcher**.

- ✦ Open the table in **Datasheet View**.
- ✦ In the **Font Group**, click the **Datasheet Formatting Dialog Box Launcher** button (see illustration below).
- ✦ The **Datasheet Formatting** dialog box will appear (see illustration below).



- ✦ Under **Gridlines Shown**, select the option(s) for displaying gridlines.
- ✦ Click the **Background Color** list arrow to select a color for the background of the datasheet.
- ✦ The **Alternate Background Color** list is used to apply a background color to alternate rows in the datasheet.
- ✦ To change the color of the gridline, click the **Gridline Color** list arrow.
- ✦ To change the **Border and Line Styles** click the list arrows for the appropriate options.
- ✦ Click **OK** to close the dialog box and save the changes.

Move 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.

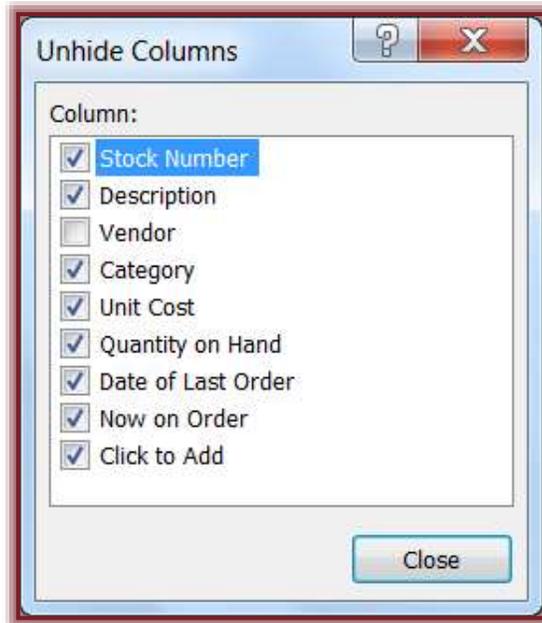
Hide a Column/Field

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:
 - ✦ Move the mouse pointer over the top of a column until the mouse pointer turns to a black downward pointer arrow.
 - ✦ Click the mouse button.
 - ✦ Drag the mouse pointer to the right or left to select the additional columns.
- ✦ Right-click the selected column(s).
- ✦ Select **Hide Fields** from the list of options.
- ✦ The column will disappear from **Datasheet View**.

Unhide One or More Columns/Fields

- ✦ Open the table in **Datasheet View**.
- ✦ Right-click at the edge of one of the columns
- ✦ Choose **Unhide Fields** from the list that appears.
- ✦ The **Unhide Columns** dialog box will display (see illustration top of next page).
- ✦ A list of fields in the table will appear in the dialog box.
- ✦ Check any unchecked names of the **Columns** that are to be revealed.



- ✦ Click the **Close** button.
- ✦ The column should appear in Datasheet View.

Freeze a Column/Field

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(s) that is to be frozen.
- ✦ Right-click the field heading for the columns.
- ✦ Choose **Freeze Fields** 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.

Unfreeze a Column

- ✦ Open the table in **Datasheet View**.
- ✦ Right-click the field heading for one of the columns.
- ✦ Choose **Unfreeze All Fields** 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.