

13.14: Displaying Records in Datasheets

Learning Outcomes

- Display records in datasheets

There are many ways to display data—and change the way data is displayed—in Access to be more productive. Among these are changing the order in which columns are displayed.

Here is a database table displaying a list of purchase order records.

#	Status	Supplier	Total	Submitted By	Submitted	Approved By	Approved	Date Paid
101	Approved	Supplier 1	\$400.00	Andrew Cencini	1/14/2006	Andrew Cencini	1/22/2006	
90	Approved	Supplier 1	\$5,370.00	Andrew Cencini	1/14/2006	Andrew Cencini	1/22/2006	
96	Approved	Supplier 1	\$1,000.00	Steven Thorpe	1/14/2006	Andrew Cencini	1/22/2006	
99	Approved	Supplier 1	\$10,200.00	Jan Kotas	1/14/2006	Andrew Cencini	1/22/2006	
102	Approved	Supplier 1	\$10,200.00	Nancy Freehafer	3/24/2006	Andrew Cencini	4/4/2006	
107	Approved	Supplier 1	\$3,000.00	Michael Neipper	3/24/2006	Andrew Cencini	4/4/2006	
110	Approved	Supplier 1	\$8,500.00	Jan Kotas	3/24/2006	Andrew Cencini	4/4/2006	
111	Approved	Supplier 1	\$500.00	Andrew Cencini	3/31/2006	Andrew Cencini	4/4/2006	
98	Approved	Supplier 2	\$1,400.00	Mariya Sergienko	1/14/2006	Andrew Cencini	1/22/2006	
92	Approved	Supplier 2	\$14,020.00	Andrew Cencini	1/14/2006	Andrew Cencini	1/22/2006	
100	Approved	Supplier 2	\$1,000.00	Anne Hellung-Larse	1/14/2006	Andrew Cencini	1/22/2006	

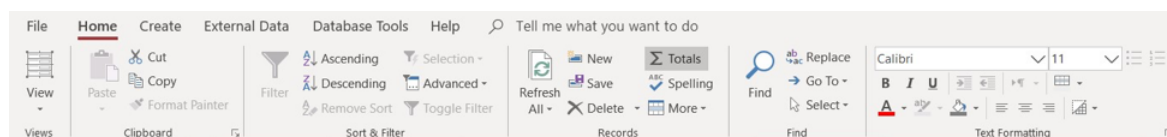
To better visualize the information, we may wish to see the submitter adjacent to the record number. To move a column, first highlight it by selecting the column heading.

#	Status	Supplier	Total	Submitted By	Submitted	Approved By	Approved	Date Paid
101	Approved	Supplier 1	\$400.00	Andrew Cencini	1/14/2006	Andrew Cencini	1/22/2006	
90	Approved	Supplier 1	\$5,370.00	Andrew Cencini	1/14/2006	Andrew Cencini	1/22/2006	
96	Approved	Supplier 1	\$1,000.00	Steven Thorpe	1/14/2006	Andrew Cencini	1/22/2006	
99	Approved	Supplier 1	\$10,200.00	Jan Kotas	1/14/2006	Andrew Cencini	1/22/2006	
102	Approved	Supplier 1	\$10,200.00	Nancy Freehafer	3/24/2006	Andrew Cencini	4/4/2006	
107	Approved	Supplier 1	\$3,000.00	Michael Neipper	3/24/2006	Andrew Cencini	4/4/2006	
110	Approved	Supplier 1	\$8,500.00	Jan Kotas	3/24/2006	Andrew Cencini	4/4/2006	
111	Approved	Supplier 1	\$500.00	Andrew Cencini	3/31/2006	Andrew Cencini	4/4/2006	
98	Approved	Supplier 2	\$1,400.00	Mariya Sergienko	1/14/2006	Andrew Cencini	1/22/2006	
92	Approved	Supplier 2	\$14,020.00	Andrew Cencini	1/14/2006	Andrew Cencini	1/22/2006	
100	Approved	Supplier 2	\$1,000.00	Anne Hellung-Larse	1/14/2006	Andrew Cencini	1/22/2006	

Then, left-click on the column header until you see a black line appear along the left side of the column indicating that it is ready to be moved. Then drag column to the desired location in the table view.

#	Submitted By	Status	Supplier	Total	Submitted	Approved By	Approved	Date Paid
101	Andrew Cencini	Approved	Supplier 1	\$400.00	1/14/2006	Andrew Cencini	1/22/2006	
90	Andrew Cencini	Approved	Supplier 1	\$5,370.00	1/14/2006	Andrew Cencini	1/22/2006	
96	Steven Thorpe	Approved	Supplier 1	\$1,000.00	1/14/2006	Andrew Cencini	1/22/2006	
99	Jan Kotas	Approved	Supplier 1	\$10,200.00	1/14/2006	Andrew Cencini	1/22/2006	
102	Nancy Freehafer	Approved	Supplier 1	\$10,200.00	3/24/2006	Andrew Cencini	4/4/2006	
107	Michael Neipper	Approved	Supplier 1	\$3,000.00	3/24/2006	Andrew Cencini	4/4/2006	
110	Jan Kotas	Approved	Supplier 1	\$8,500.00	3/24/2006	Andrew Cencini	4/4/2006	
111	Andrew Cencini	Approved	Supplier 1	\$500.00	3/31/2006	Andrew Cencini	4/4/2006	
98	Mariya Sergienko	Approved	Supplier 2	\$1,400.00	1/14/2006	Andrew Cencini	1/22/2006	
92	Andrew Cencini	Approved	Supplier 2	\$14,020.00	1/14/2006	Andrew Cencini	1/22/2006	
100	Anne Hellung-Larse	Approved	Supplier 2	\$1,000.00	1/14/2006	Andrew Cencini	1/22/2006	

Another display function of Access is the ability to change font size, row (record) height, and column (field) width.



The easiest way to make basic changes to font size, color, positioning, etc. is to highlight the record to be changed and use the tool bar in the example above. Adjusting row height or column width involves a bit more. In the example below, the Job Title field is slightly too small for one of the titles.

Supplier List						
New Supplier Collect Data via E-mail Add From Outlook E-mail List						
ID	Company	Last Name	First Name	E-mail Address	Business Phone	Job Title
11	Supplier 11	Bellis	Stan	sbellis@supplier11.com	866-111-6789	Marketing Manager
6	Supplier 6	Chan	Maria	mchan@supplier6.com	800-999-0987	Marketing Assistant
1	Supplier 1	Chapman	Marcia	mchapman@supplier1.com	800-123-4567	Customer Service
8	Supplier 8	Goodenow	John	jgoodenow@supplier8.com	866-321-8765	Marketing Director
10	Supplier 10	Jones	Luis	ljones@supplier10.com	866-800-9999	Inside Sales
4	Supplier 4	Khan	Pasha	khanpash@supplier4.com	800-765-9900	Marketing Manager
9	Supplier 9	Koenig	Demitri	dkoenig@supplier9.com	800-413-7878	Sales Manager
5	Supplier 5	Lee	Amanda	leeamand@supplier5.com	866-542-3388	Sales Manager
2	Supplier 2	Merriwether	Leticia	lmerri@supplier2.com	800-222-5566	Sales Manager
7	Supplier 7	Rittler	David	ritdavid@supplier7.com	800-444-7654	Marketing Manager
3	Supplier 3	Smith	Mandy	msmith@supplier3.com	800-900-6543	Sales Representative
12	Supplier 12	Andrews	Caitlin	candrews@supplier12.com	866-222-7890	Sales Director

To accommodate the longer title in that field, right-click the column header to open the dialog box in the example below.

Supplier List						
New Supplier Collect Data via E-mail Add From Outlook E-mail List						
ID	Company	Last Name	First Name	E-mail Address	Business Phone	Job Title
11	Supplier 11	Bellis	Stan	sbellis@supplier11.com	866-111-6789	Marketing Manager
6	Supplier 6	Chan	Maria	mchan@supplier6.com	800-999-0987	Marketing Assistant
1	Supplier 1	Chapman	Marcia	mchapman@supplier1.com	800-123-4567	Customer Service
8	Supplier 8	Goodenow	John	jgoodenow@supplier8.com	866-321-8765	Marketing Director
10	Supplier 10	Jones	Luis	ljones@supplier10.com	866-800-9999	Inside Sales
4	Supplier 4	Khan	Pasha	khanpash@supplier4.com	800-765-9900	Marketing Manager
9	Supplier 9	Koenig	Demitri	dkoenig@supplier9.com	800-413-7878	Sales Manager
5	Supplier 5	Lee	Amanda	leeamand@supplier5.com	866-542-3388	Sales Manager
2	Supplier 2	Merriwether	Leticia	lmerri@supplier2.com	800-222-5566	Sales Manager
7	Supplier 7	Rittler	David	ritdavid@supplier7.com	800-444-7654	Marketing Manager
3	Supplier 3	Smith	Mandy	msmith@supplier3.com	800-900-6543	Sales Representative
12	Supplier 12	Andrews	Caitlin	candrews@supplier12.com	866-222-7890	Sales Director
<div> <div>Sort A to Z</div> <div>Sort Z to A</div> <div>Copy</div> <div>Paste</div> <div>Field Width</div> <div>Delete</div> <div>Hide Fields</div> <div>Unhide Fields</div> <div>Freeze Fields</div> <div>Unfreeze All Fields</div> <div>Add Existing Fields</div> </div>						
<div> <div>(New)</div> <div>Total</div> <div>12</div> </div>						

Select "Field Width" and set the value to the desired width to accommodate the longer title as shown in the example below.

Supplier List						
New Supplier Collect Data via E-mail Add From Outlook E-mail List						
ID	Company	Last Name	First Name	E-mail Address	Business Phone	Job Title
11	Supplier 11	Bellis	Stan	sbellis@supplier11.com	866-111-6789	Marketing Manager
6	Supplier 6	Chan	Maria	mchan@supplier6.com	800-999-0987	Marketing Assistant
1	Supplier 1	Chapman	Marcia	mchapman@supplier1.com	800-123-4567	Customer Service
8	Supplier 8	Goodenow	John	jgoodenow@supplier8.com	866-321-8765	Marketing Director
10	Supplier 10	Jones	Luis	ljones@supplier10.com	866-800-9999	Inside Sales
4	Supplier 4	Khan	Pasha	khanpash@supplier4.com	800-765-9900	Marketing Manager
9	Supplier 9	Koenig	Demitri	dkoenig@supplier9.com	800-413-7878	Sales Manager
5	Supplier 5	Lee	Amanda	leeamand@supplier5.com	866-542-3388	Sales Manager
2	Supplier 2	Merriwether	Leticia	lmerri@supplier2.com	800-222-5566	Sales Manager
7	Supplier 7	Rittler	David	ritdavid@supplier7.com	800-444-7654	Marketing Manager
3	Supplier 3	Smith	Mandy	msmith@supplier3.com	800-900-6543	Sales Representative
12	Supplier 12	Andrews	Caitlin	candrews@supplier12.com	866-222-7890	Sales Director
<div> <div>(New)</div> <div>Total</div> <div>12</div> </div>						

Practice Question

<https://assessments.lumenlearning.co...essments/18773>

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