

Microsoft Access – Conditional Formatting



Conditional Formatting

Conditional formatting can be used to display data in different ways depending on the value involved. In total you can have four different ways of displaying the data: the default method that will be used if no conditions apply and then three others where the format chosen depends on whether the data meets a set criteria

1. Select the field.
2. Click on Conditional button on the Font group of the design Ribbon.
3. Set the conditions and and formatting required.
4. Click on OK.

The screenshot shows the 'Conditional Formatting' dialog box. It has a blue title bar with a question mark and a close button. The dialog is divided into sections: 'Default Formatting' and three 'Condition' sections. Each section contains a 'Field Value Is' dropdown, a comparison operator (all set to 'equal to'), and a text box for the value. Below each comparison is a 'Preview of format to use when condition is true:' section with a colored background and a preview of the text 'AaBbCcYyZz' with various formatting options (bold, italic, underline, font color, background color). The 'Default Formatting' section has a white background. 'Condition 1' has a light blue background and the value 'UK'. 'Condition 2' has a light green background and the value 'USA'. 'Condition 3' has a light red background and the value 'France'. At the bottom, there are buttons for 'Add >>', 'Delete...', 'OK', and 'Cancel'.