

ASSIGNING CAPTIONS TO FIELDS

A caption is used in tables and forms to display a different heading for a field than the actual field name. When the table is displayed in Datasheet View, the caption will appear at the top of each column. To assign a caption to a particular field, complete the steps below:

- ❖ Open the **Final Sales Merchandise** table, if necessary.
- ❖ Move the insertion point to the **Stock Number** field.
- ❖ In the **Field Properties** area, click the **Caption** box (see illustration below).

General	Lookup
Field Size	5
Format	
Input Mask	
Caption	Stock Number
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	Yes
Indexed	Yes (No Duplicates)
Unicode Compression	Yes
IME Mode	No Control
IME Sentence Mode	None
Smart Tags	

- ❖ Input **Stock Number** with a space between the words.
- ❖ Complete the same process to change the captions for the following fields.
 - **UnitCost** = Unit Cost
 - **QuantityOnHand** = Quantify on Hand
 - **DateOfLastOrder** = Date of Last Order
 - **NowOnOrder** = Now on Order