CREATING LABEL CONTROLS

A Label Control is used to add descriptive text such as a title, caption, or instructions to a form. Because labels are unbound, they don't display values from a field or expression. They don't change as the user moves from record to record. A label created with the **Label** tool is not attached to any other control. Therefore, this type of label is useful for information such as the title of a form or the heading for a column in a tabular report. To create a label that will show a heading for the Phone 2 text box, complete the steps below.

- Open the **Access Training (Chamber)** database, if necessary.
- Open the **Representative Directory** form in **Design View**.
- Display the **Toolbox**, if necessary, by doing one of the following:
  - Select **View, Toolbox** from the **Menu Bar**.
  - Click the **Toolbox** button on the toolbar (see illustration at right).

- The toolbox will display as illustrated at the right.
- In the **Toolbox**, click the **Label** (Aa) **icon** in the upper left corner of the lower group. Refer back to the **Toolbox Control** table for an explanation of this button.
- Drag the **Label** icon to the **Header Section** of the form at the **4 ¾-inch mark**.
- With the left mouse button still clicked, drag the mouse down and to the left until the box is the desired size.
- Release the mouse button.
- Input **Phone 2** into the box and then press **Enter.**
- Click the **Save** button on the toolbar to save the form design.
- Close the **Form** by clicking on the **Close** button in the upper right corner of the window.