Creating a List Box

For this exercise, you will be using the **Access Training (Chamber)** database.

A List Box is almost identical to the Combo Box except that the List Box can show multiple columns even when the focus is not in the control. The other difference is that typing in a list box works differently than in a Combo Box. A List Box is created in the same way as a Combo Box, except the **List Box** tool on the Toolbox is used. Since these two boxes are so similar, it is possible to use the command **Format, Change To** and choose **List Box** or **Combo Box** to go back and forth between the two control types.

- Click the **Forms** link in the **Objects** page.
- Click the option to **Create a form in Design View**.
- In the **Properties** box, make sure **Form** is selected.
- Click the **Data** tab and then choose **Invoices** from the **Record Source** list.
- The **Field List** should appear in the window.
- In the **Field List** box:
  - Select the **ID Invoice** field.
  - Hold down the **Shift** key and then select the **Terms code** field.
- Click and drag these fields to the **Form** grid.
- Move to about the **one-inch (1)** horizontal mark on the grid and then release the mouse button.
- Click the **List Box Control** button on the **Toolbox**.
- Drag this **Control** over to the **Detail** section of the **Form**.
- Release the mouse button.
- The **List Box Wizard** will be displayed.
- Click the option button for; **I will type the values that I want**.
- Click **Next** to move to the second step in the wizard.
- In the **Number of Columns** box, input the number **2**.
- Input the following information:
  - **Col 1** = **1**, **2**, **3**
  - **Col 2** = **Client Only**, **Agent Only, Both**
- Click **Next** to move to the third step in the wizard.
- In this box, read the information at the top of the box and then make sure that **Col1** is selected.
- Click **Next** to move to the **fourth** step in the wizard.
- In this box, select the option to **Remember the value for later use**.
- Click **Next** to move to the last step in the wizard.
- In the **Name** box, input **Client ID**.
- Click the **Finish** button.
- Click the **Data** tab in the **Properties** box.
- Click the **Control Source** box and then select **Client ID** from the list.
- Change the **Height** of the field box to approximately **1-inch** by moving the mouse pointer to the bottom of the text box and then dragging the box up when the mouse pointer turns to a double-black arrow.
- **Close** the **Form** and **Save** it as **Invoices**.