

RESIZING-ALIGNING LABELS/MOVING CONTROLS

To complete this exercise, you will need **Potential Income Report** from the **Jobs** database.

- ❖ Open the **Potential Income Report** from the **Jobs** database in **Design** view.
- ❖ Click the **NAICSCode** label.
- ❖ Hold down the **Shift** key.
- ❖ Click **all** the other **labels** in the **Header** and **Detail** sections.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Point to **Size** in the list that appears.
- ❖ Click **To Fit** in the next list. Access will resize all the label boxes to fit the captions.
- ❖ Click an **Empty** area of the grid to deselect all selected controls.
- ❖ Click the **NAISCDesc** label in the **NAISCDesc Header** section.
- ❖ Position the pointer on the move handle in the upper-left corner of the label.
- ❖ When the pointer changes to a hand shape with one finger pointing upward, drag the label to the upper-left corner of the **NAISCDesc Header** section.
- ❖ Click the **NAISCDesc** text box.
- ❖ Position the pointer on the move handle in the upper-left corner of the text box.
- ❖ Drag the text box to the position shown on the illustration at the right.
- ❖ Select the **NAISCCode** text box and move it to the **4.5-inch mark** on the **Horizontal** ruler.
- ❖ Use the same procedures to move the fields in the detail section to the positions indicated in the diagram.
- ❖ **Remember:** You can select the field and label and then use the arrow keys on the keyboard to move the items around.
- ❖ Save the report by clicking the **Save** button on the toolbar.

Page Header			
NAISCDesc Header			
NAISCS Desc:	NAISCDesc	NAISCS Code:	NAISCSCode
Detail			
Employer Name:	EmployerName	Employer ID:	EmployerID
Address:	Address	Contact First Name:	ContactFirstName
City:	City	Contact Last Name:	ContactLastName
State/Prov:	State/Prov	Position:	Position
Postal Code:	PostalCode	Phone:	Phone
Country:	Country	Web Site:	<input checked="" type="checkbox"/>
Comments:	Comments		

Aligning Labels

- ❖ Click in an empty area of the grid to deselect all controls.
- ❖ Right-click the **Employer Name Label**.
- ❖ Hold down the **Shift** key and select the other six labels under the **Employer Name Label**.
- ❖ The seven labels in the left column of the **Detail** section should be selected.
- ❖ Right-click one selected label.
- ❖ Point to **Align** on the shortcut menu.
- ❖ Click **Right** to right-align this label.
- ❖ Repeat the steps above to right-align the labels in the right column of the **Detail** section.

Resizing Text Boxes/Setting the Can Grow Property

- ❖ Click the **Comments** text box in the **Detail** section.
- ❖ Position the pointer on its middle-right sizing handle until it changes to a double-pointed arrow.
- ❖ Drag the right border to the right to the **4.5-inch mark** on the **Horizontal** ruler.
- ❖ Position the pointer in the middle-bottom sizing handle of the **Comments** text box.
- ❖ Drag the bottom border up until it is the same height as the bottom of the **Comments** label.

- ❖ Using the same method, resize the width of the following text boxes as indicated:
 - **Employee Name** = 3 -inch mark.
 - **Address** = 2.5-inch mark.
 - **NAICSDesc** = 2.5-inch mark.
- ❖ Click the **Comments** text box.
- ❖ Click the **Can Grow** box in the **Properties** box and choose **Yes** from the drop-down list.
- ❖ Save the report and then switch to **Print Preview**.
- ❖ Scroll through the report by clicking the scroll buttons at the bottom of the window and the scroll bar at the side of the window.
- ❖ Navigate to the record for Seaview Restaurant (page 7 or 8) to view the **Comments** box and see if the **Can Grow** feature worked.
- ❖ Three lines should appear in the **Comments** box for that record.
- ❖ Click the **Close** button on the **Print Preview** toolbar to return to **Design View**.