

## USING CONTROL WIZARDS

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These wizards are used to create controls on a form. Although there are many controls that can be used on a form, the procedures for creating each control are quite similar with minor variations depending on the type of control. Controls can be used to:

- ☞ Make the form look more professional.
- ☞ Decrease the amount of typing when entering records.
- ☞ Decrease the possibility of typing errors, making for far more reliable data.

There are several different types of controls available. These controls and what they do are listed in the table on **Toolbox Control Buttons**. This table is listed below the one on **Types of Controls**. Most of these controls are created using the **Control Wizard** which provides step-by-step questions to help create each control.














### TYPES OF CONTROLS








There are three kinds of controls that can be used when designing or editing a Form. The table below explains each of these controls.

Control Type	Explanation
<b>Bound</b>	This is a control whose source of data is a field in a table or query. Bound controls may be used to enter, update, or display data values from fields in a database. The values can be text, dates, numbers, values, pictures, or graphs. It is not possible to perform calculations with a bound control. These controls are used to display data from the underlying record source and to edit and enter new data.
<b>Unbound</b>	This type of control contains a label or text box. It is usually used to show information, lines, and pictures; to identify other controls or areas on the form. Calculations can be created with an unbound control. This type of control does not change from record to record. It exists only to clarify or enhance the appearance of the form.
<b>Calculated</b>	This is a control whose source of data is an expression rather than a field. It is used to calculate any values used in the form including totals, subtotals, averages, percentages and so forth. To determine what to include in the control, create an expression as the source for the data. An expression is a combination of operators such as + and -, control names, field names, functions that return a single value, and constant values.

To create a control, select one of the items in the Toolbox, explained in the table below, for the type of item to be created. After the control has been selected, drag the control to the Design grid where the control is to appear. Information on creating these controls is available under the **Controls** links on the **Access Web Page**.

## Toolbox Control Buttons

Button	Description
Select Objects	 Click this button and then click the control that has been added to the form to select that control. To select multiple controls that are grouped together, click this button and then drag a rectangle shape around all the controls to be selected.
Control Wizards	 Click this button to use the Control Wizards when they are available. It is used to turn the Control Wizard on and off.
Label	 This button creates a text label. It is used to create labels that are independent of other controls, such as text needed for user instructions or the name of the form in the heading.
Text Box	 This button is used to create a text box where a user can enter text (or numbers) for the selected field in the record. This option can be used for a control that has been assigned a text or number data type.
Option Group	 This button is used to create a box around a group of option boxes. When a group box is used, the user is only allowed to select from one of the buttons enclosed by a group box.
Toggle Button	 This control is used to create a button that allows the user to make a yes or no selection by clicking the toggle button. This button is used for fields that contain the Yes/No data type.
Option Button	 This control creates an option button (radio button) that allows the user to make a single selection from at least two choices. This button should be used for fields assigned the Yes/No data type.
Check Box	 This option creates a check box that allows a user to make multiple yes or no selections. This button should be used for fields that have had the Yes/No data type assigned.
Combo Box	 This button is used to create a Combo Box in which the user has the option to enter or select from a list of choices. Options can be displayed from another table or can be added manually to the list.
List Box	 This option creates a list box that allows a user to select from a list of choices. Options for the List Box may be entered manually or by using information provided by another table.
Command Button	 This option creates a button that runs a macro or Microsoft Visual Basic function when the user clicks the button in the form.
Image	 This option is used to insert a frame that allows for the insertion of a graphic image into the form. This button would be used when a clip art image or a logo needs to be inserted into all records in a table.
Unbound Object Frame	 This option inserts an OLE object from another source. This button is used to insert an object that is linked to another program and needs to be updated to reflect recent changes.

Button	Description
<b>Bound Object Frame</b>	 <p>This button inserts an OLE object from another source within the same database. It is used to insert an object that is linked to another source in the database and needs to be updated to reflect recent changes.</p>
<b>Page Break</b>	 <p>This option forces the fields that start at the insertion point to appear on the next screen.</p>
<b>Tab Control</b>	 <p>This option creates a tab in the form. Creating tabs in the form gives the form the appearance of a dialog box in a program so that related controls can appear together on their own tab.</p>
<b>Subform/Subreport</b>	 <p>This option inserts another form within the current form at the insertion point.</p>
<b>Line</b>	 <p>This option is used to draw a line on the form.</p>
<b>Rectangle</b>	 <p>To create a rectangle or border on the form, use this button.</p>
<b>More Controls</b>	 <p>Click this option to display other toolboxes.</p>