

## WORKING WITH CONTROLS

Each item in a report, such as field names, field values, and a report title, is represented by a control. When a report is created using a wizard, the controls are arranged and sized according to the options that were chosen. When a report is created in Design view, the controls need to be inserted into the report. A report can be modified or created in Design View by:














- ☞ Creating new controls.
- ☞ Deleting controls.
- ☞ Moving controls.
- ☞ Sizing controls.
- ☞ Changing control properties.
- ☞ Changing the appearance of controls by formatting them. This includes applying borders and text effects.
- ☞ Adding borders and shading.








There are three kinds of controls that may be used in reports. They are described in the table below.

Control	Description
<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 in the report. 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 report.
<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 report 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.

## TOOLBOX CONTROL BUTTONS

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 are explained in the links under **Report Controls** on the **Access Web** page.

Button	Description
<b>Select Objects</b>	 Click this button and then click the control that has been added to the report 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.
<b>Control Wizards</b>	 Click this button to use the Control Wizards when they are available. It is used to turn the Control Wizard on and off.
<b>Label</b>	 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 report in the heading.
<b>Text Box</b>	 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.
<b>Option Group</b>	 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.
<b>Toggle Button</b>	 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.
<b>Option Button</b>	 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.
<b>Check Box</b>	 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.
<b>Combo Box</b>	 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.
<b>List Box</b>	 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.
<b>Command Button</b>	 This option creates a button that runs a macro or Microsoft Visual Basic function when the user clicks the button in a form.
<b>Image</b>	 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.
<b>Unbound Object Frame</b>	 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>	 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.
<b>Page Break</b>	 This option forces the fields that start at the insertion point to appear on the next screen.
<b>Tab Control</b>	 This option creates a tab in a form. Creating tabs in a form gives the form the appearance of a dialog box in a program so that related controls can appear together on their own tab.
<b>Subform/Subreport</b>	 This option inserts another report within the current report at the insertion point.
<b>Line</b>	 This option is used to draw a line on the report.
<b>Rectangle</b>	 To create a rectangle or border on the report, use this button.
<b>More Controls</b>	 Click this option to display other toolbox controls.