

WORKING WITH FORM CONTROLS

Each item in the Form, such as the field name, a field value, the form title, and calculation is called a control. When a Form is created using the Form Wizard, the controls are arranged according to the selections made with the wizard. A Form created with the Form Wizard can be modified in Design View. There are several different options that can be changed, such as:

- ☞ Moving and sizing controls.
- ☞ Changing control properties.
- ☞ Changing the appearance of controls with borders, shading, and text effects, such as bold and underline.
- ☞ Organizing controls using group boxes.

SELECTING CONTROLS

When selecting controls, it is possible to select one control at a time or to select all the controls at once. This exercise can be completed by using the **Access Training (Chamber)** database. To select a control:

A control must be selected before something can be done with it.

- ❖ Select the **Representative Directory** form that was created with the **Form Wizard**.
- ❖ Click the **Design** button to display the form in **Design View**.
- ❖ To select a control one at a time, click on the control.
- ❖ It may be necessary for you to click the **Selection** button on the **Toolbox** before selecting a control (see illustration at right).
- ❖ To select multiple controls do one of the following:
 - Hold down the **shift** key and click on each of the controls or labels to be selected.
 - Click the **Selection** button on the **Toolbox**. Click and drag diagonally in the Design grid to include all the controls.
 - While dragging, a rectangle will surround the controls to indicate what has been selected.
 - When the mouse button is released, Access selects all the controls within or touching the rectangle.
- ❖ The illustration at the right shows what a control with its label will look like when it is selected.



MOVING CONTROLS

Sometimes it may be necessary to move a text box, a label box, or another control box independently of each other.

Moving a Field and Its Label

To move a field and its label to another position in the form, follow these steps:

- ❖ Make sure the control to be moved is not selected.
- ❖ Point anywhere within the control (either the label or the textbox).
- ❖ Click and hold the mouse button.
- ❖ The pointer will turn into a black hand, as illustrated at the right.
- ❖ Drag the control to its new location and then release the mouse button.
- ❖ In a Tabular Form, the fields are moved independently of each other because they are located in different parts of the form.



Moving a Text Box or Label Separately

To move a field or label separately, follow these steps:




- ❖ Select the control containing the field or label to be moved.
- ❖ Point to the move handle for the label or the field, until the **Pointer** changes to the **Move** pointer.
 - This move pointer will have only one finger extended (see illustration at right).
 - This is different than the Move pointer that moves both the label and field.
- ❖ Click and drag the label or field to its new location.
- ❖ Release the mouse button.



NOTE: Once a text box or label is selected, it can also be moved by using the arrow buttons on the keyboard.

RESIZING CONTROLS

Resize the control by using one of the resizing controls listed below.

To Change	Do This
Box height	 Drag the top or bottom sizing handles to change the height of the box.
Box width	 Drag the left or right sizing handles to change the width of the box.
Box height and width	 Drag a corner sizing handle to change both the height and width of the box at the same time.