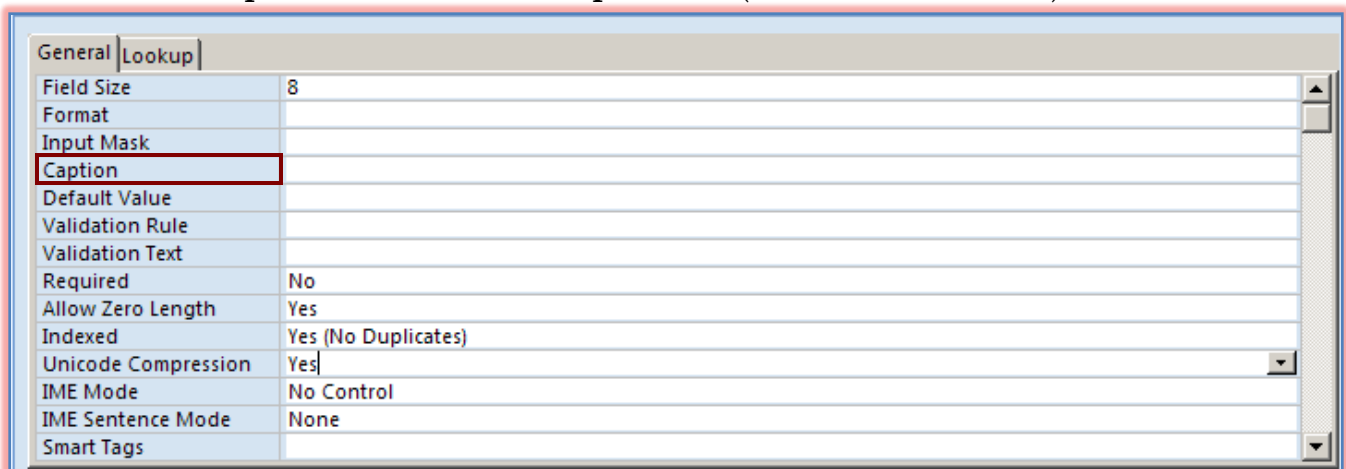


ASSIGNING CAPTIONS TO FIELDS

A caption is used in tables and forms to display a different heading for a field than the actual field name. When the table is displayed in Datasheet View, the caption will appear at the top of each column. To assign a caption to a particular field, complete the steps below.

- ❖ For this exercise, the **Final Sales Merchandise** table from the **Gaither Addresses** database will be used.
- ❖ Do one of the following:
 - Open the table and then right-click on the **Table Tab** and select **Design View**.
 - Right-click the table in the **Navigation Pane**.
 - Open the table and then click the arrow at the bottom of the **View** button in the **View Group** and then select **Design View**.
- ❖ The table will appear in **Design View**.
- ❖ Move the insertion point to the **Stock Number** field.
- ❖ In the **Field Properties** area, click the **Caption** box (see illustration below).



General		Lookup	
Field Size	8		
Format			
Input Mask			
Caption			
Default Value			
Validation Rule			
Validation Text			
Required	No		
Allow Zero Length	Yes		
Indexed	Yes (No Duplicates)		
Unicode Compression	Yes		
IME Mode	No Control		
IME Sentence Mode	None		
Smart Tags			

- ❖ Input **Stock Number** with a space between the words.
- ❖ Complete the same process to change the captions for the following fields.
 - **UnitCost** = **Unit Cost**
 - **QuantityOnHand** = **Quantify on Hand**
 - **DateOfLastOrder** = **Date of Last Order**
 - **NowOnOrder** = **Now on Order**
- ❖ When all the changes have been made, save the table.