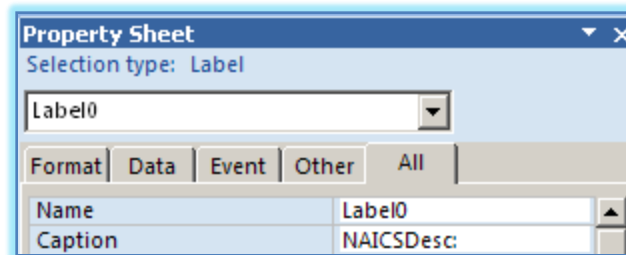


CHANGING THE CAPTION PROPERTY

This exercise will use the **Jobs** database.

The Caption property is used to control the text that appears in the label for the fields. The default Caption property value for a Bound field is the Field Name followed by a colon.

- ❖ Open the **Potential Income** report from the **Jobs** database in **Design** view, if necessary.
- ❖ Click the **Property Sheet** button in the **Tools Group**.
- ❖ Click the **NAICSDesc** label in the **NAICS Header** section of the report.
- ❖ The heading for the properties box should change to **Label** with a number after it (see illustration below).



- ❖ Click in the **Caption** box and put a space before the word **Desc** and spell out the word so that the caption reads **NAICS Description**.
- ❖ Complete the same process to change the **Caption** for the spacing and spelling for all the other headings, where necessary.
- ❖ Click an empty area of the grid to deselect any selected controls.
- ❖ Save the report.