

CREATING A BOUND TEXT BOX CONTROL

This exercise will use the **Potential Income Report** from the **Jobs** database.

When creating a form, a text box is bound to a field by identifying the field from which the control gets its data. Dragging the field from the Field List of the form can create a control that is bound to a selected field. The Field List displays the fields of the form's underlying table or query.

- ❖ Open the **Potential Income** report from the **Jobs** database in **Design** view.
- ❖ Click the **Report Design Tools, Design Tab**, if necessary.
- ❖ In the **Tools Group**, click the **Add Existing Field** button.
- ❖ Click the field name **NAISCCode** in the **Field List**.
- ❖ Drag the **NAISCCode** field to the **NAICSDesc Header** section.
- ❖ The mouse pointer will become a rectangular shape.
- ❖ Move to the **5-inch mark** on the **Horizontal** ruler to place the field control at that point.
- ❖ Release the mouse button to place the field at this position.
- ❖ For the field that was selected, two parts appear in the report:
 - A text box where the actual field value will be displayed.
 - A label showing the field name.
- ❖ Close the **Field List** window.
- ❖ Click somewhere in the report to deselect the **NAISCCode** textbox and label.
- ❖ Click the **NAICSDesc** text box.
- ❖ Click the **Format Painter** button in the **Font Group**.
- ❖ Click the **NAISCCode** textbox to apply the formatting to this textbox and the label.
- ❖ Select the labels on the left side of the report. These are the ones that start with the **NAICSDesc** label. To select more than one label:
 - Click the first label.
 - The label border will change to a gold color.
 - Hold down the **Shift** key.
 - Click the rest of the labels.
 - Release the **Shift** key.
- ❖ Make sure that you have selected the labels in the **NAICSDesc Header** section as well as the labels in the **Detail** section.
- ❖ Right-click on one of the selected labels.
- ❖ Move the mouse pointer over **Align**.
- ❖ Click **Align Right**.
- ❖ Complete the same process to align the labels on the right side of the report. These are the ones for the column that starts with **NAISCCode**.
- ❖ Select all the labels in the **Detail** section of the report.
- ❖ Apply **Bold** formatting to the labels.
- ❖ To view the report, click the **View** button on the **Report Design** toolbar.
- ❖ Click the **Close** button to save the report.
- ❖ If prompted, click **Yes** to save the report with the name **Potential Income**.