

CREATING LABEL CONTROLS

A Label Control is used to add descriptive text such as a title, caption, or instructions to a form. Because labels are unbound, they don't display values from a field or expression. They don't change as the user moves from record to record. A label created with the **Label** tool is not attached to any other control. Therefore, this type of label is useful for information such as the title of a form or the heading for a column in a tabular report. To create a label that will show a heading for the report, complete the steps below.

- ❖ Open the **Access Training** database, if necessary.
- ❖ Open the **Representative Directory** form in **Design View**.
- ❖ Click the **Form Design Tools, Design Tab**, if necessary.
- ❖ In the **Controls Group**, click the **Label** button (see illustration at right).
- ❖ Refer back to the **Control Buttons** document on the **Access 2007 Web Page** for an explanation of each of the buttons in the **Controls Group**.
- ❖ Drag the **Label** icon to the **Header Section** of the form at the **4 3/4-inch mark**.
- ❖ With the left mouse button still clicked, drag the mouse down and to the left until the box is the desired size.
- ❖ Release the mouse button.
- ❖ Input a heading for the report into the box and then press **Enter**.
- ❖ To change the formatting for the report, click one of the options in the **Font Group** under the **Design Tab**.
- ❖ Click the **Save** button on the **Quick Access Toolbar** to save the form design.
- ❖ Close the **Form** by clicking on the **Close** button in the upper right corner of the window.

