CREATING A LIST BOX

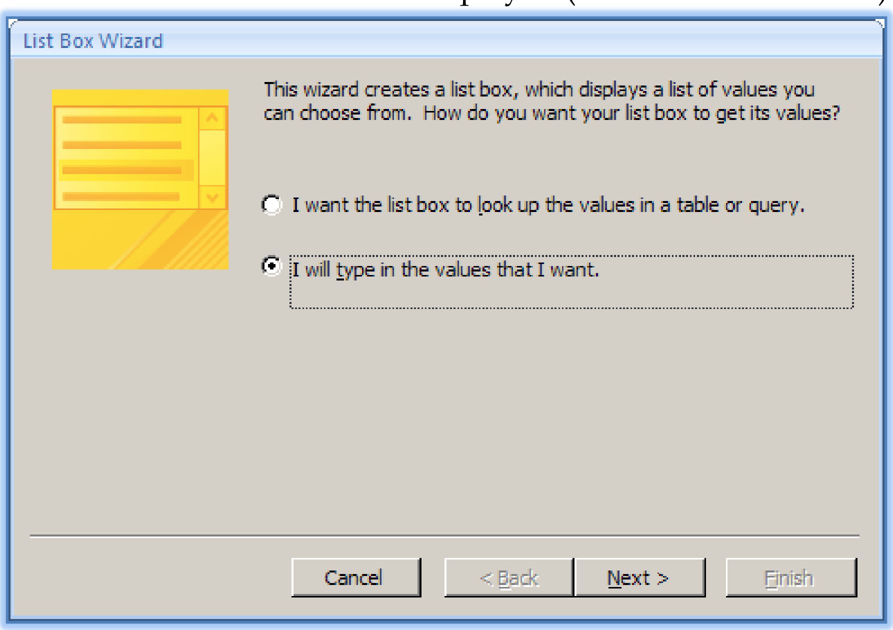
For this exercise, you will be using the **Access Training** database.

A List Box is almost identical to the Combo Box except that the List Box can show multiple columns even when the focus is not in the control. The other difference is that typing in a list box works differently than in a Combo Box. A List Box is created in the same way as a Combo Box, except the **List Box** tool in the **Controls Group** is used. Since these two boxes are so similar, it is possible to use the command **Format, Change To** and choose **List Box** or **Combo Box** to go back and forth between the two control types.

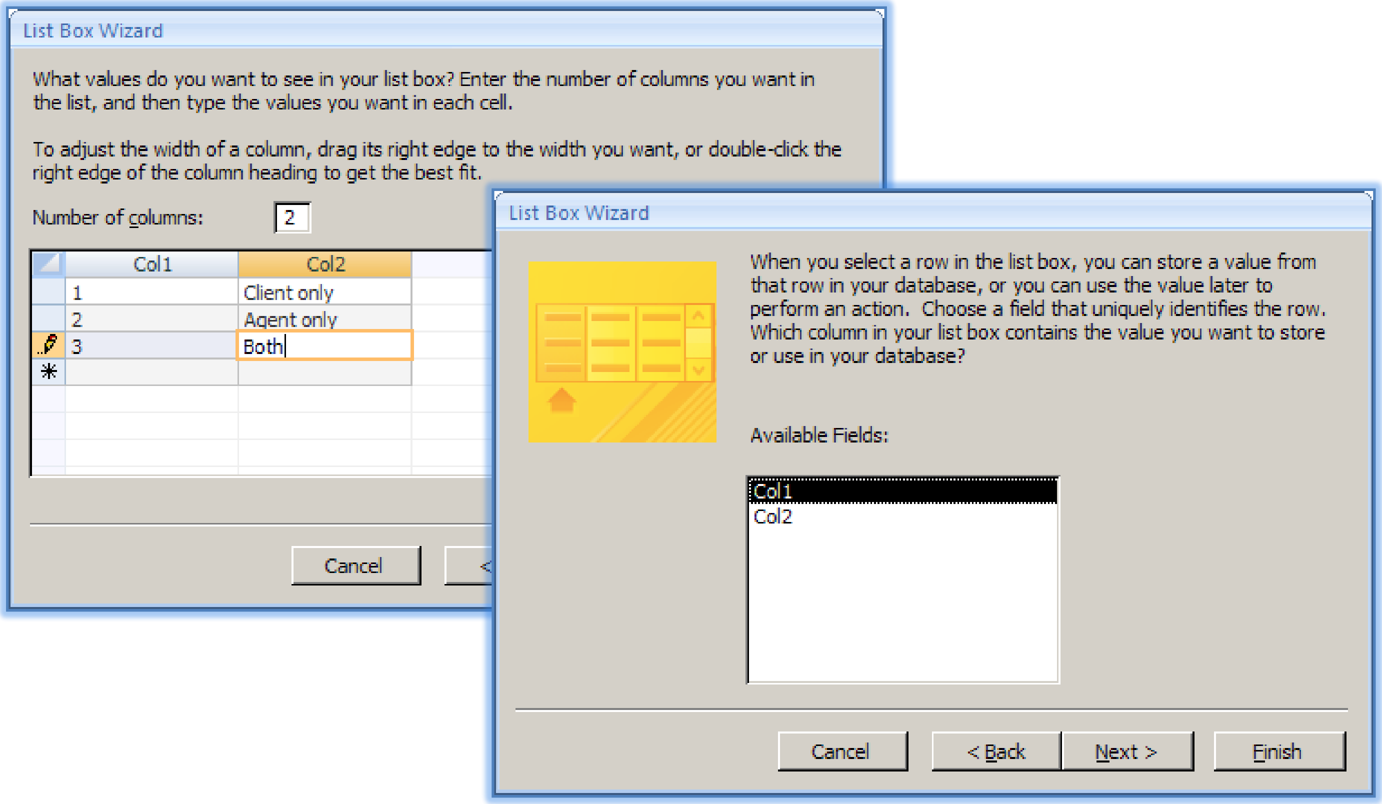
- Click the **Create Tab**.
- In the **Forms Group**, click **Form Design**.
- The **Field List** will appear on the right side of the window.
- In the **Field List** box:
  - Click the plus (+) sign next to **Invoices**.
  - Select the **ID Invoice** field.
  - Drag this field to the **one-inch (1)** horizontal mark on the design grid.
  - Release the mouse button to insert the field into the design grid.
  - Click the **Client ID** field
  - Hold down the **Shift** key and then select the **Terms code** field.
  - Click and drag these fields to the **Form** grid directly below the **ID Invoice** field.
- Click the **Control Wizard** button in the **Controls Group** to activate it, if necessary (see illustration top right).

- Click the **List Box Control** button in the **Controls Group** (see illustration bottom right).

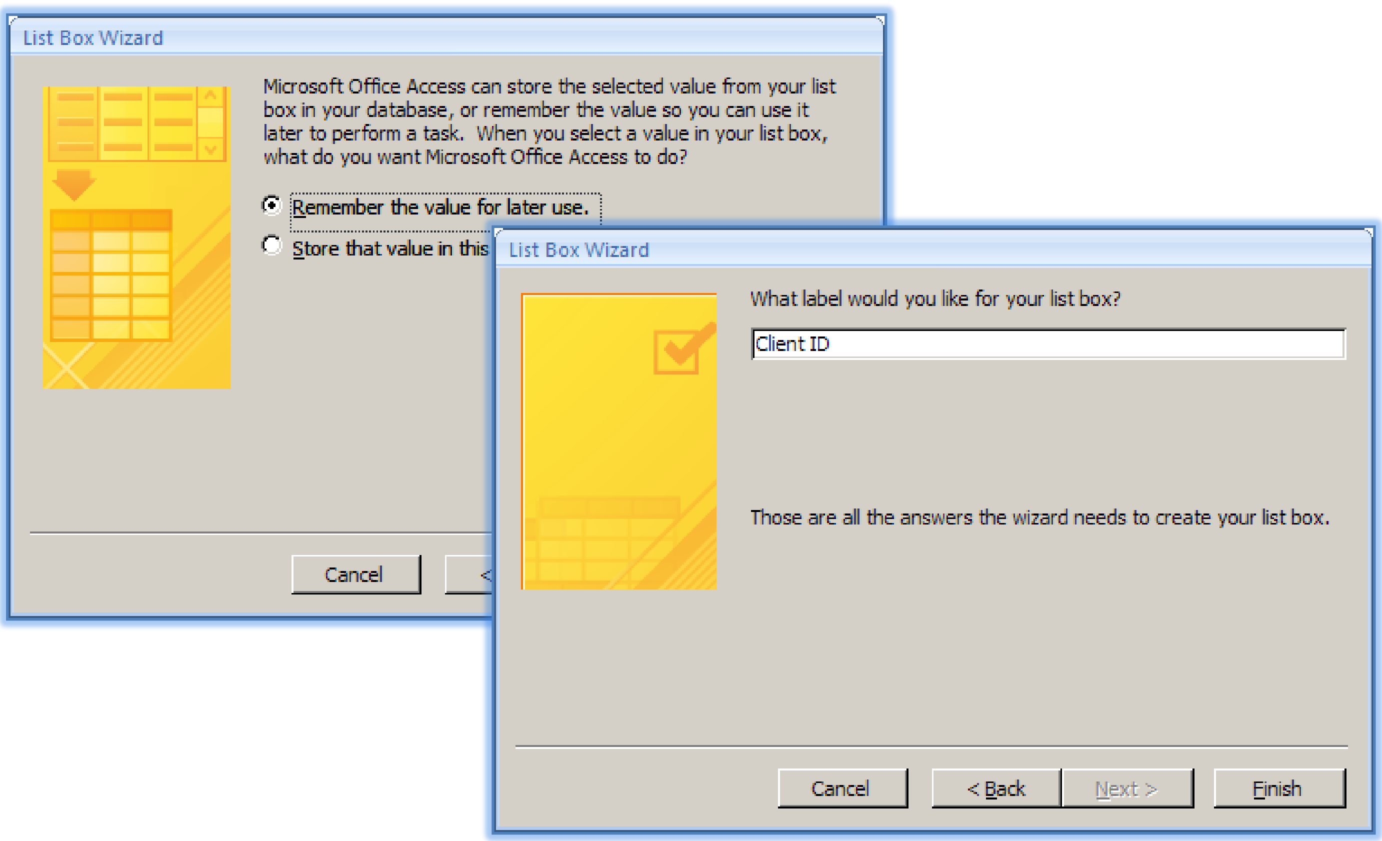
- Drag this **Control** over to the **Detail** section of the **Form**.
- Release the mouse button.
- The first step in the **List Box Wizard** will be displayed (see illustration below).



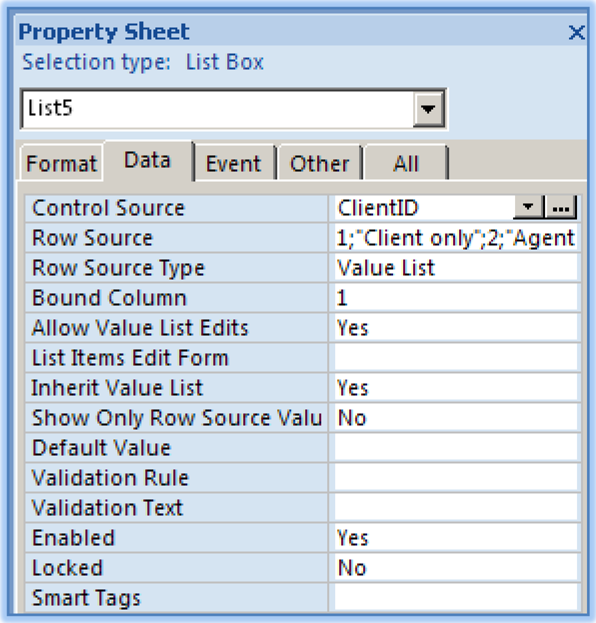
- Click the option button for; **I will type the values that I want**.
- Click **Next** to move to the second step in the wizard (see illustration on next page).
- In the **Number of Columns** box, input the number **2**.



- ❖ Input the following information:
  - ➢ **Col 1** = **1**, **2**, **3**
  - ➢ **Col 2** = **Client Only**, **Agent Only, Both**
- ❖ Click **Next** to move to the third step in the wizard (see illustration above right).
- ❖ In this box, read the information at the top of the box and then make sure that **Col1** is selected.
- ❖ Click **Next** to move to the **fourth** step in the wizard (see illustration below left).



- In this box, select the option to **Remember the value for later use**.
- Click **Next** to move to the last step in the wizard (see illustration on previous page right).
- In the **Name** box, input **Client ID**.
- Click the **Finish** button.
- In the **Tools Group**, click the **Property Sheet** button.
- Click the **Data** tab in the **Property Sheet** window.
- Click the **Control Source** box and then select **Client ID** from the list (see illustration below).



- Change the **Height** of the field box to approximately **1-inch** by moving the mouse pointer to the bottom of the text box and then dragging the box up when the mouse pointer turns to a double-black arrow.
- **Close** the **Form** and **Save** it as **Invoices**.