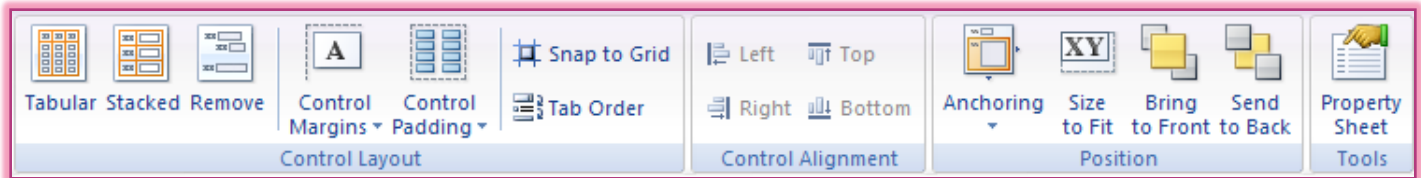


## Forms Layout Tools Tab-Arrange

This ribbon is used to change the formatting of forms in Access. There are two tabs within this ribbon that can be used to perform different tasks in relation to the form. The table below lists and describes the tabs, groups, and buttons available on the Arrange Tab.



Groups/Buttons	Description
<b>Control Layout</b>	This group is used to specify how a form is laid out.
<b>Tabular</b>	To create a form with the field names at the top and the data displayed in columns below the headings, click this button. This form will look similar to a worksheet.
<b>Stacked</b>	Use this button to create a form similar to a paper form. The fields will appear on the left and the data on the right.
<b>Remove</b>	Click this button to remove the layout applied to controls.
<b>Control Margins</b>	This button is used to specify the layout of information displayed in a form.
<b>Control Padding</b>	To specify the spacing between the gridlines and the gridlines of a layout, click this button.
<b>Snap to Grid</b>	Use this button to align controls in a form.
<b>Tab Order</b>	To specify the order of tabs for controls in a form, click this button.
<b>Control Alignment Group</b>	This group is used to specify how different controls in a form will be aligned.
<b>Align Left</b>	To align controls to the left in a form, click this button.
<b>Align Top</b>	Use this button to align controls to the top of a section in a form.
<b>Align Right</b>	Click this button to align controls to the right in a form.
<b>Align Bottom</b>	To align controls to the bottom of a section in a form, click this button.
<b>Position Group</b>	This group is used to determine how different controls are positioned in a form.
<b>Anchoring</b>	This button is used to tie a section or control to another section or control so that they move or resize in conjunction with the parent.
<b>Size to Fit</b>	Use this button to fit the form to a desired size.
<b>Bring to Front</b>	To bring a control in front of other controls in a form, click this button.
<b>Send to Back</b>	Click this button to send a selected control to the back of all other controls.
<b>Tools Group</b>	To apply different attributes to a form, use this group.
<b>Property Sheet</b>	This button is used to open the properties sheet for a selected control. In this sheet, changes can be made to the layout of the form.