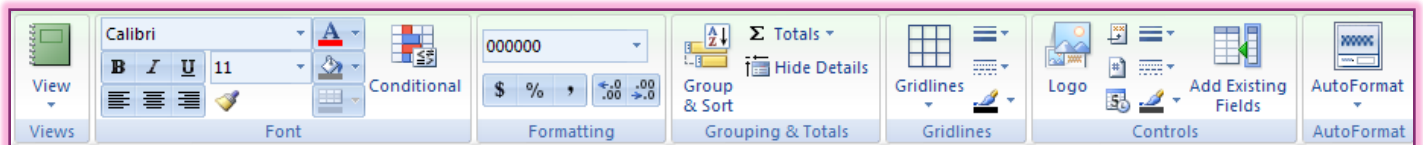


Report Layout Tools Tab-Arrange

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



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