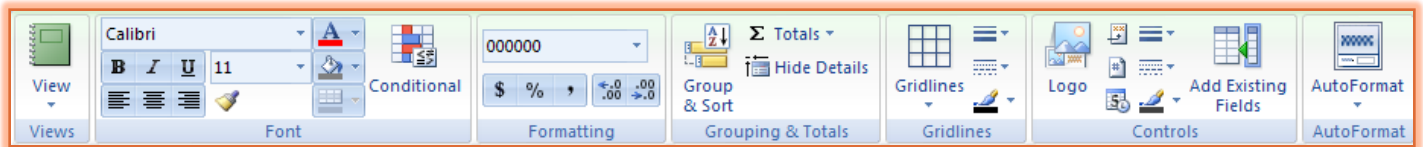


## Report Layout Tools Tab-Format

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 Format Tab.



Groups/Buttons	Description
<b>Views Group</b>	When working with this group, different views may be specified for the report. The best view for making formatting changes to a report is the Layout View.
<b>View</b>	This button is used to change the view of the report. The four options are Report View, Print Preview, Layout View, and Design View. To display these views, click the arrow at the bottom of the View button. Clicking the top of the View button will toggle between Datasheet View and Layout View.
<b>Font Group</b>	When changes are to be made to the font for a selected field, use the buttons in this group.
<b>Font Type</b>	To change the type of font for a selected control in a report, click this button.
<b>Font Color</b>	Use this button to select a different color for the font.
<b>Bold</b>	Click this button to apply bold formatting to selected fields in a report.
<b>Italics</b>	This button is used to italicize selected fields within a report.
<b>Underline</b>	To underline selected fields in a report, click this button.
<b>Font Size</b>	Click this button to change the size of the font for selected fields within a report.
<b>Fill/Back Color</b>	Use this button to change the background for a selected field within a report. A gallery of different color options will appear.
<b>Align Text Left</b>	To align text in a field to the left, click this button. All the entries in the selected field will be aligned to the left.
<b>Center Text</b>	Click this button to center text in a report field. All the entries in the selected field will be centered.
<b>Align Text Right</b>	Use this button to align text on the right side of a selected field in a report. All the entries in the field will be aligned to the right.
<b>Format Painter</b>	This button is used to copy formatting from one field to another one in a report.
<b>Alternate Fill/Back Color</b>	To apply an alternate background color to a field, click this button. A gallery of different color options will appear.
<b>Conditional</b>	Click this button to open the conditional formatting window. In this window, special formatting can be specified for entries in a field that meet specified criteria.

<b>Groups/Buttons</b>	<b>Description</b>
<b>Formatting Group</b>	The options in this group are only available if the selected field is a currency, date, or number field.
<b>Format</b>	Use this button to specify how numbers are to be formatted in a field.
<b>Apply Currency Format</b>	When this button is clicked, formatting with dollar signs and decimal points will be applied to the field. The number of decimal places can be specified by clicking the Increase or Decrease Decimals buttons.
<b>Apply Percent Format</b>	Click this button to change the formatting for a number field to percentage. When the percentage is applied, the number of decimal places can also be specified.
<b>Apply Comma Number Format</b>	To specify a comma for thousands in a number field, click this button.
<b>Increase Decimals</b>	This button is used to specify the number of decimal places that should be displayed in a number field.
<b>Decrease Decimals</b>	Use this button to decrease the number of decimal places in a number field.
<b>Grouping and Totals Group</b>	This group is used to apply grouping levels to a report. It can also be used to insert totals for the group.
<b>Group and Sort</b>	Use this button to group and sort records in a report to make it easier to read. Different group levels may be applied to a report.
<b>Totals</b>	To insert totals for each group in a report, click this button.
<b>Hide Details</b>	When more than one group level is specified for a report, this button can be used to hide all levels except the top one.
<b>Gridlines Group</b>	This group is used to format the gridlines for a report. When gridlines are inserted, they will print when the report is printed.
<b>Gridlines</b>	To specify the type of gridline, click this button. A gallery of different gridline options will appear.
<b>Width</b>	Use this button to specify the width of a gridline. A gallery of different widths will display.
<b>Style</b>	Click this button to display different styles, such as dotted, for a gridline. A gallery of different styles will display.
<b>Color</b>	To change the color of a gridline, click this button. A gallery of different colors will display.
<b>Controls Group</b>	This group is used to insert different controls into a report such as a picture, date, page number, or line.
<b>Logo</b>	Click this button to insert a picture into a report that is to be used as a logo.
<b>Title</b>	Use this button to insert a title into a report.
<b>Insert Page Number</b>	To insert page numbers into a report, click this button. When the button is clicked, a dialog box will appear where options for page numbering can be specified.

Groups/Buttons	Description
<b>Date and Time</b>	This button is used to insert the current date and time into a report. A dialog box will open where the formatting for a number can be specified.
<b>Line Thickness</b>	To display a gallery for different line thickness options, click this button.
<b>Line Type</b>	Use this button to specify what type of line is to be used for the report. A gallery of different line types will display when the button is clicked.
<b>Line Color</b>	Click this button to display a gallery of different colors for the lines in a report.
<b>Add Existing Fields</b>	This button is used to insert a new field that is based on a different field in the report.
<b>AutoFormat Group</b>	This group is used to apply predefined formatting to a report.
<b>AutoFormat</b>	Use this button to apply an existing predefined format to a report. A gallery of different formats will appear when the button is clicked.