

## WORKING WITH FORM CONTROLS

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Each item in the Form, such as the field name, a field value, the form title, and calculation is called a control. When a Form is created using the Form Wizard, the controls are arranged according to the selections made with the wizard. A Form created with the Form Wizard can be modified in Design View. There are several different options that can be changed, such as:

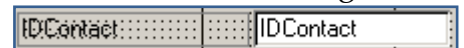
- ☞ Moving and sizing controls.
- ☞ Changing control properties.
- ☞ Changing the appearance of controls with borders, shading, and text effects, such as bold and underline.
- ☞ Organizing controls using group boxes.

### SELECTING CONTROLS

When selecting controls, it is possible to select one control at a time or to select all the controls at once. This exercise can be completed by using the **Access Training** database. To select a control:

*A control must be selected before something can be done with it.*

- ❖ Select the **Representative Directory** form that was created with the **Form Wizard**. The directions for creating this **Form** can be found on the **Access 2007 Training Web Page**.
- ❖ Click the **View** button on the **Home Tab**.
- ❖ In the list select, **Design View**.
- ❖ The **Design View** window will display.
- ❖ To select a control one at a time, click on the control.
- ❖ It may be necessary for you to click the **Selection** button on the **Toolbox** before selecting a control (see illustration at right).
- ❖ To select multiple controls do one of the following:
  - Hold down the **Shift** key and click on each of the controls or labels to be selected.
  - Click the **Selection** button in the **Control Group**. Click and drag diagonally in the Design grid to include all the controls.
    - While dragging, a rectangle will surround the controls to indicate what has been selected.
    - When the mouse button is released, Access selects all the controls within or touching the rectangle.
- ❖ The illustration at the right shows what a control with its label will look like when it is selected.



### MOVING CONTROLS

Sometimes it may be necessary to move a text box, a label box, or another control box independently of each other.

#### Moving a Field and Its Label

To move a field and its label to another position in the form, follow these steps:

- ❖ Make sure the control to be moved is not selected.
- ❖ Point anywhere within the control (either the label or the textbox).
- ❖ Click and hold the mouse button.




- ❖ The pointer will turn into a black four-headed arrow with the selection button, as illustrated at the right.
- ❖ Drag the control to its new location and then release the mouse button.
- ❖ In a Tabular Form, the fields are moved together instead of independently.



**NOTE:** Once a text box or label is selected, it can also be moved by using the arrow buttons on the keyboard.

## RESIZING CONTROLS

Resize the control by using one of the resizing controls listed below.

To Change	Do This
<b>Box height</b>	 Drag the top or bottom sizing handles to change the height of the box.
<b>Box width</b>	 Drag the left or right sizing handles to change the width of the box.
<b>Box height and width</b>	 Drag a corner sizing handle to change both the height and width of the box at the same time.