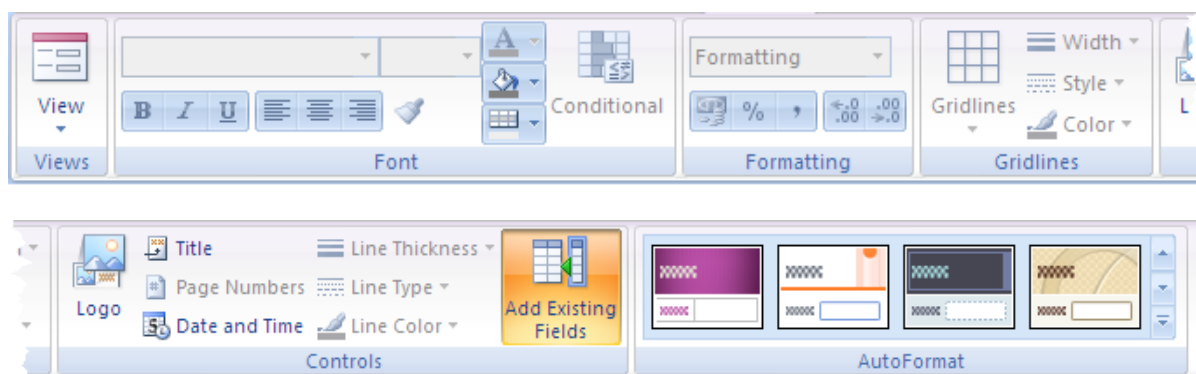


Microsoft Access – Changing-the appearance of the Controls



Changing the appearance of the controls

Once an item is selected the appearance can be changed by clicking on the appropriate button on the ribbon.



With AutoFormat it doesn't matter whether one field is selected or all of the fields, AutoFormat changes the whole form to the format selected.

Changing the size of the controls

When changing the size of controls, select the control required and position the cursor on the edge of the selected control. The mouse pointer becomes a double headed arrow. Then drag in the direction required.

Changing the control in this way will change the size of all of the same type of controls, not just the selected one.

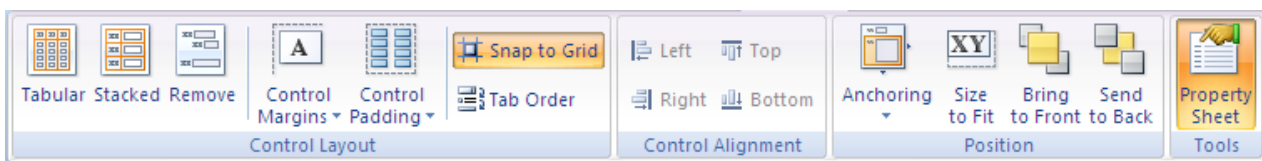
Microsoft Access – Changing-the appearance of the Controls



The arrangement of controls

The positioning of the controls can be changed by using the Arrange ribbon.

Depending on the function of the button, it will impact on just the selected control or the whole series of controls.



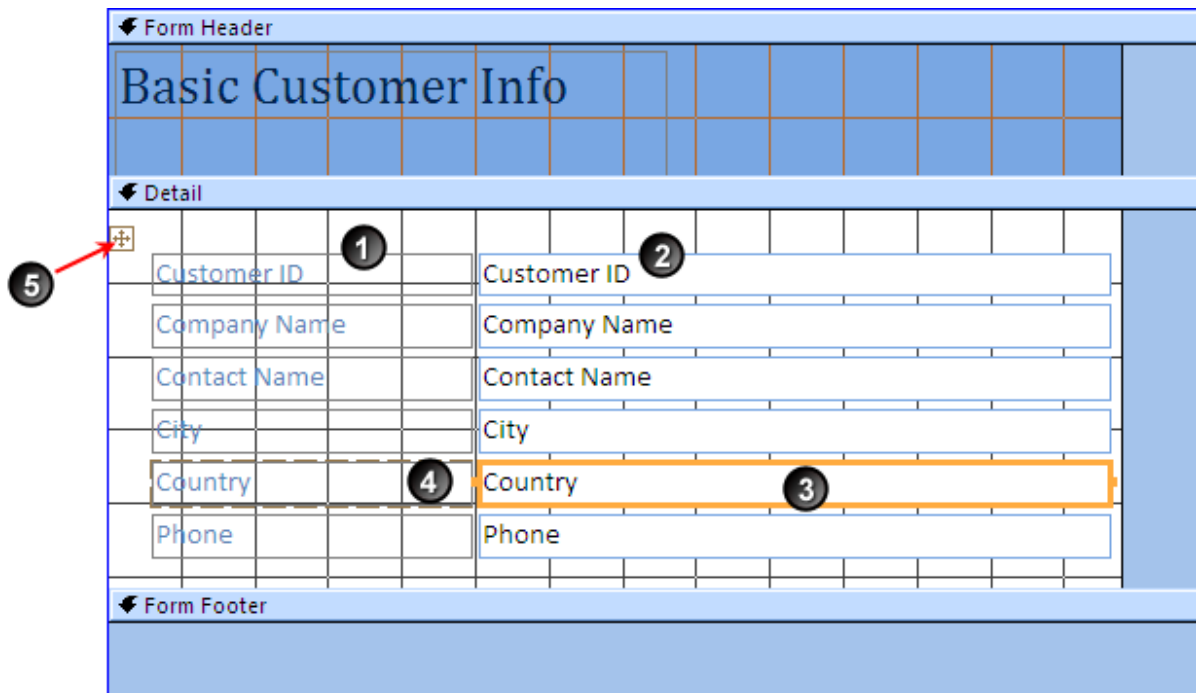
Controls in Design View

When working in design view you need to know what the items are:

1. Label – where static headings are displayed.
2. Text box where information from the tables and queries are displayed.
3. Selected item (is demonstrated by the orange outline).
4. Associated item connected to selected item (shown by grey dashed outline).

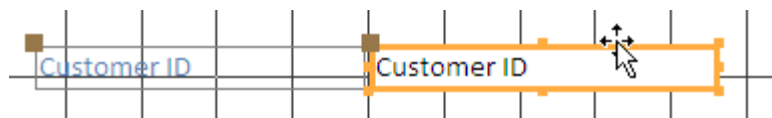
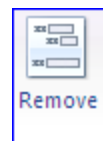
Microsoft Access – Changing-the appearance of the Controls

5. Control Layout - If the form has been generated where you have chosen a layout then the individual fields and labels are controlled together.



that type not just the selected one.

If the controls are to be changed individually then the control layout needs to be taken off. This can be done by selecting the grouped controls by clicking on the control Layout symbol and then clicking on the Remove button (in the Control Layout section of the Arrange Ribbon).



Once the controls are individual then they are highlighted in a slightly different way.

There are handles around the item. The large handle in the top left hand corner will allow you to move just that item. The other handles will allow you to resize the control(s) depending on how you drag on the handle. If you position the mouse pointer on the edge of the selected item, it will display as a four headed arrow (as above) – this allows you to move the selected item(s) **and** the associated label(s).

