

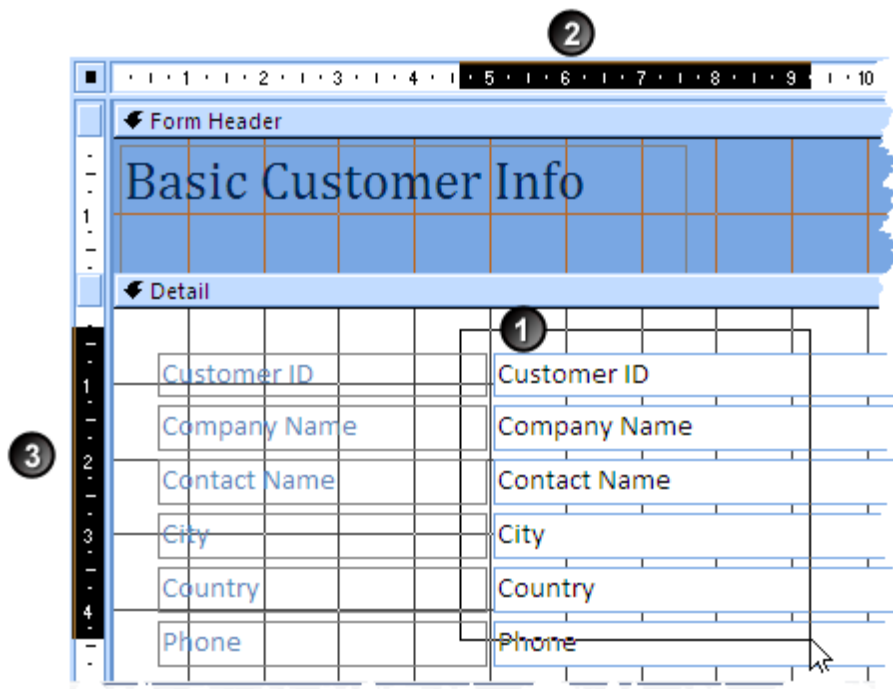
Microsoft Access – Different Ways of Control Selection



Different Ways of Control Selection

A single control can be selected by clicking on an individual item.

Multiple items can be selected by clicking on the first one and then holding down the shift key while clicking on the other items required.



Other ways of making multiple selections are:

1. Draw a rectangle through the items to be selected.
2. On the top ruler position the cursor so that vertically all the controls underneath are the items required. If all of them cannot be selected from just one position, then again you can drag along the ruler.
3. On the left ruler position the cursor so that horizontally all the controls are the items required. If all of them cannot be selected from just one position, then again you can drag along the ruler.

