

Modifying a Form in Layout View

You can modify forms in either Layout View—for simple modifications—or in Design View—for more complex changes where you want total control over form elements.

Unless you need to make detailed modifications, you'll want to use Layout View. Layout View is easy to use because, for the most part, you can simply click and drag items around the form, and you can see your live data while you work.

✓ Tips

- ✓ The modifications in this lesson can also be performed in Design View, but using Layout View is easier.

Understand controls

Any graphic object that appears on forms and reports is called a control. A text box used to enter and display information, a text label, and a button you click to print a report would all be examples of controls.

✓ Tips

- ✓ Usually text boxes and labels are anchored by default—meaning they are grouped for the purpose of sizing or moving them. To ungroup them and modify them individually, select the control(s), click the **Arrange** tab under Form Layout Tools on the Ribbon, and click the **Remove** button in the Control Layout group.

Move a control

1. Click and drag a control to move it to a new location.

Resize a control

1. Select the control you want to resize, then click and drag the edge of the control to resize it.

Edit a label

1. Select the label you want to edit.
2. Select the text within the label control.
A cursor appears in the label.
3. Edit the text as desired.
4. Click outside the label.
The edit is confirmed.

📖 Exercise

- **Exercise File:** Form.accdb
- **Exercise:** Display the frmCustomers form in Layout View. Delete the DOB text box and label. Then add the DOB field using the Field List pane. Move the Phone field after the ZipCode field and move the DOB field after the Phone field. Change the DOB label to BirthDate. Resize all the text boxes until they are half as wide. Save the changes.

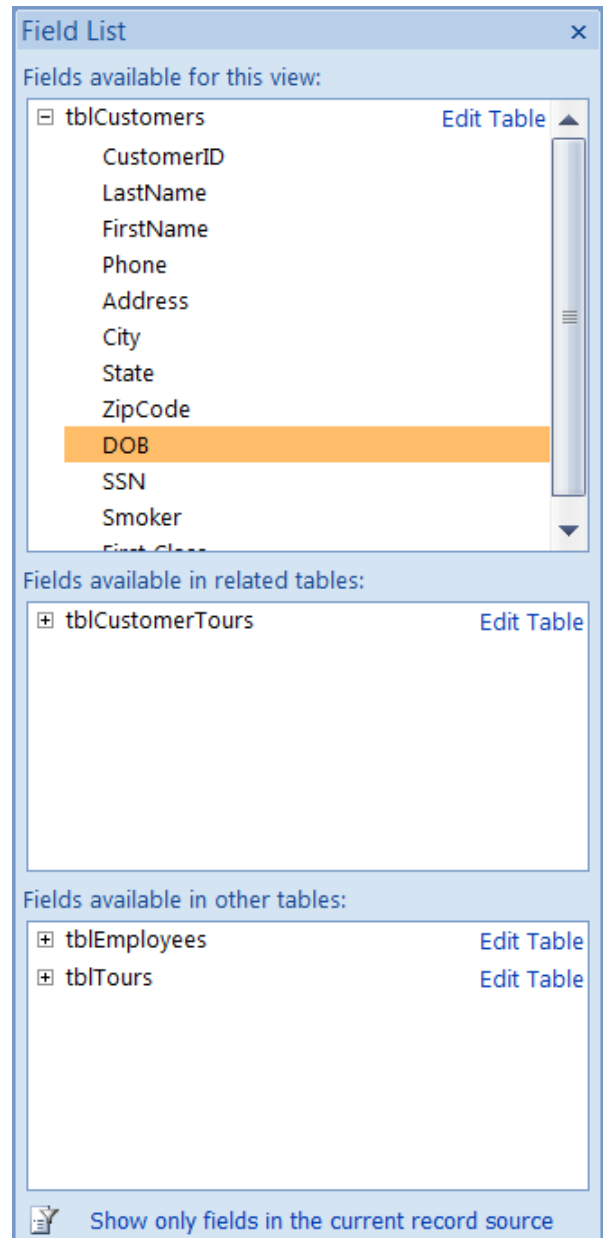


Figure 8-4: Add a field using the Field List pane.

Delete a control

1. Select the control you want to delete, then press the **<Delete>** key.

Add a field

1. Make sure the Field List pane is displayed.
 - ✔ **Tip:** If you don't see the Field List pane, click the **Format** tab under Form Layout Tools on the Ribbon and click the **Add Existing Fields** button in the Controls group.

2. Click and drag the field you want to add from the Field List onto the form.

The field is added to the form wherever you placed it, and Access automatically moves the other fields to accommodate it.

- ✔ **Tip:** The Field List pane can be used in either Layout or Design View.