

Access 2013 Advanced

Formatting Controls

The controls are the fields and labels on your table. You can format them to change the way they look or the visibility or tooltip.

To format controls, use the following procedure.

1. Click on the control (field or label) that you want to format.
2. To change the font size or add enhancements, make a selection from the View Design tab on the Ribbon.
3. To change the alignment within the area of the control, select the left, center, or right icons from the View Design tab on the Ribbon.
4. To change the color of the text, select the Color tool from the View Design tab on the Ribbon.

Adding From Outlook

In a database that includes contacts, you can add data from your Outlook contacts.

To add contacts from Outlook, use the following procedure.

1. Open the table where you want to import the contacts.
2. Select More from the Home tab on the Ribbon.
3. Select Add From Outlook.
4. In the *Choose Profile* dialog box, select the Outlook Profile Name that you want to use from the drop down list. Select OK.
5. In the *Select Names to Add* dialog box, highlight the contacts that you want to import. You can hold down the Shift key to select multiple contacts contiguously, or hold down the Ctrl key to select noncontiguous names. Select Add. Select OK.
6. Access displays a confirmation window when the action is complete. Select OK. Then you can view your contacts in your table.

Changing Control Properties

To change control properties, use the following procedure.

1. Click on the control (field or label) that you want to change.
2. Select the Data icon that pops up to the right of the control.
3. In the *Data* dialog box, you can change the Control name that is used by expressions and macros. Be careful changing this, because it may be referenced elsewhere in your app.
4. To change the binding or create one for an unbound control, select a new field from the Control Source drop down list.
5. To include a default value (which the user can change, if needed), enter the Default Value.
6. Click the X in the top right of the *Data* dialog to close it.
7. Save the changes to your table.