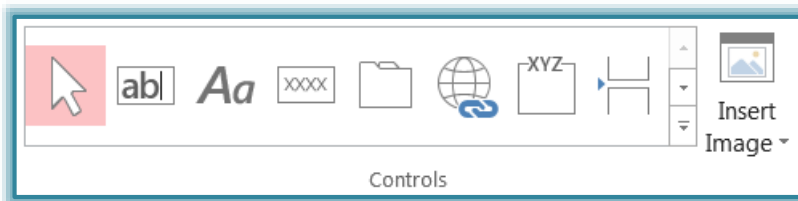


CREATE LABEL CONTROLS

A Label Control is used to add descriptive text such as a title, caption, or instructions to a form or a report. Because labels are unbound, they don't display values from a field or expression. They don't change as the user moves from record to record. A label created with the **Label** tool is not attached to any other control. Therefore, this type of label is useful for information such as the title of a form or the heading for a column in a tabular report. To create a label that will show a heading for the report, complete the steps below.

- 🖥️ Open **Access Training-Database 1**, if necessary.
- 🖥️ Open the **Representatives** form in **Design View**.
- 🖥️ Click the **Form Design Tools, Design Tab**, if necessary.
- 🖥️ In the **Controls Group**, click the **Label** button (see illustration below).



- 🖥️ Place the insert point at the 1-inch mark or the **Header Section** on the form
- 🖥️ Drag the **Label** icon to the **Header Section** of the form at the **6.25-inch mark**.
- 🖥️ With the left mouse button still clicked, drag down so that the **Label** is about **0.5-inches** in height.
- 🖥️ Release the mouse button.
- 🖥️ Input a heading for the form into the box and then press **Enter**.
- 🖥️ To change the formatting for the **Label**, click one of the options in the **Font Group** under the **Design Tab**.
- 🖥️ Click the **Save** button on the **Quick Access Toolbar** to save the **Form Design**.
- 🖥️ Close the **Form** by doing one of the following:
 - ☆ Click on the **Close** button in the upper right corner of the window.
 - ☆ Right-click the **Form Tab** and then select **Close**.

Refer back to the **Control Buttons** document on the **Access 2013 Web Page** for an explanation of each of the buttons in the **Controls Group**.