

WORK WITH CONTROLS

Each item in a report or form, such as field names, field values, and a report/form title, is represented by a control. When a report or form is created using a wizard, the controls are arranged and sized according to the options that were chosen. When a report/form is created in Design View, the controls need to be inserted. A report/form can be modified or created in Design View by:

- ☞ Creating new controls.
- ☞ Deleting controls.
- ☞ Moving controls.
- ☞ Sizing controls.
- ☞ Changing control properties.
- ☞ Changing the appearance of controls by formatting them. This includes applying borders and text effects.
- ☞ Adding borders and shading.

There are three kinds of controls that may be used in reports or forms. They are described in the table below.

Control	Description
Bound	This is a control whose source of data is a field in a table or query. Bound controls may be used to enter, update, or display data values from fields in a database. The values can be text, dates, numbers, values, pictures, or graphs. It is not possible to perform calculations with a bound control. These controls are used to display data from the underlying record source and to edit and enter new data.
Unbound	This type of control contains a label or text box. It is usually used to show information, lines, and pictures; to identify other controls or areas in the report or form. Calculations can be created with an unbound control. This type of control does not change from record to record. It exists only to clarify or enhance the appearance of the report or form.
Calculated	This is a control whose source of data is an expression rather than a field. It is used to calculate any values used in the report/form including totals, subtotals, averages, percentages and so forth. To determine what to include in the control, create an expression as the source for the data. An expression is a combination of operators such as + and -, control names, field names, functions that return a single value, and constant values.

For an explanation of each of the controls that can be used in forms and reports, go to the **Control Buttons** document in either the **Forms** or **Reports** group on the **Access 2013 Training Web Page**.