ADD A TITLE TO A FORM IN DESIGN VIEW

For this exercise, you will use Access Training: Database1.

Labels that aren’t associated with a text box may be added to a form that provides instructions or other information that would help to make the form more “user-friendly.” A label to add a title to a form would be placed in the Form Header. This title will appear at the top of each form page. The Form must be in Design View or Layout View to complete this operation. To add a title, complete the following steps:

✶ Open the Payment Detail Form in Design View.
✶ Click the Design Tab.
✶ In the Header/Footer Group, click the Title button (see illustration).
✶ The Form Header area above the detail area and the Footer area below the detail area will be displayed.
✶ The Title will appear in the Header section of the form.
✶ In the Title box, input Payment Detail Form.
✶ Press Enter when finished.
✶ Click the Title box to select it.
✶ On the Format Tab in the Font Group make the following changes (see illustration below).

- Change the Font Name to an appropriate font.
- Change the Font Size to an appropriate size.
- Change the Font Weight to Bold.
- Change the Font Color to a color of your choice.
- Change the Text Alignment to Center.
✶ Click the Design Tab.
✶ In the Tools Group, click the Property Sheet button (see illustration below).

- Click the Format Tab, if necessary.
  - Change the Height of the Label to 0.5”.
  - Change the Width of the Label box to 3”.
- Click the Other tab.
  - Select the text in the Name box.
  - Input Payment Detail.
✶ Close the Property Sheet.
✶ Close the Form and Save the changes.