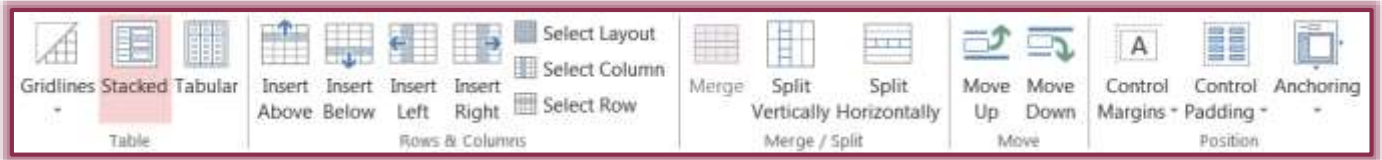


Forms Layout Tools Tab-Arrange

This ribbon is used to change the formatting of forms in Access. There are three tabs within this ribbon that can be used to perform different tasks in relation to the form. The table below lists and describes the tabs, groups, and buttons available on the Arrange Tab. This tab is available in both Layout View and Design View, except the Sizing and Reordering Group. This group is only available in Design View.



Groups/Buttons	Description
Table Group	
Gridlines	This option is used to insert borders around a selected section of a form.
Stacked	Use this button to create a form similar to a paper form. The fields will appear on the left and the data on the right.
Tabular	To create a form with the field names at the top and the data displayed in columns below the headings, click this button. This form will look similar to a worksheet.
Rows & Columns Group	
Insert Above	This button is used to insert a row above a selected row in a form.
Insert Below	To insert a row below the selected row in a form, click this button.
Insert Left	Use this button to insert a new column to the left of the selected column in a form.
Insert Right	Click this button to insert a column to the right of the selected column in a form.
Select Layout	To select the entire layout of the form, click this button. One of the controls in the form must be selected before the button is clicked. Otherwise the layout will not be selected.
Select Column	This button is used to select one column in a form. One control in the column must be selected before this button is clicked in order to select the column.
Select Row	Use this button to select a row within the form. At least one control must be selected before the button is clicked. Otherwise the row will not be selected.
Merge/Split Group	
Merge	Click this button to merge two or more controls so they appear as one. The items must be selected before the merge button is selected.
Split Vertically	This button is used to split the selected control into two separate rows.
Split Horizontally	To split the selected control into two separate columns, click this button.
Move Group	
Move Up	Use this button to move controls up in the form.
Move Down	Click this button to move controls down in the form.

Groups/Buttons	Description
Position Group	
Control Margins	This property button is used to control the spacing around the text inside a control.
Control Padding	This is a property button that is used to control the spacing around the outside of a control.
Anchoring	To tie a control to a section of another control so that it moves or resizes in conjunction with movement or resizing of the parent, click this button.