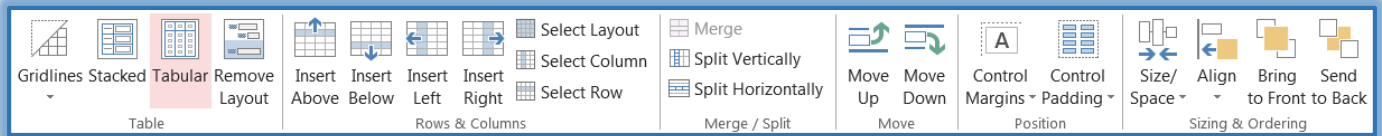


Report Design Tools -Arrange Tab

This ribbon is used to apply different types of formatting to reports in Access. The table below lists and describes the tabs, groups, and buttons available on the Arrange Tab.



Groups/Buttons	Description
Table Group	
Gridlines	This option is used to insert borders around a selected section of a report.
Stacked	Use this button to create a report with the fields on the right and the labels on the left.
Tabular	To create a report 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.
Remove Layout	Click this button to remove the layout applied to controls.
Rows and Columns Group	
Insert Above	This button is used to insert a row above a selected row in a report.
Insert Below	To insert a row below the selected row in a report, click this button.
Insert Left	Use this button to insert a new column to the left of the selected column in a report.
Insert Right	Click this button to insert a column to the right of the selected column in a report.
Select Layout	To select the entire layout of the report, click this button. One of the controls in the report 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 report. 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 report. At least one control in the row 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 report.
Move Down	Click this button to move controls down in the report.

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.
Sizing and Ordering Group	
Size/Space	Use this button to change the sizing or spacing of controls in the form. When the button is clicked a list of possible options will appear.
Align	Click this button to apply alignment features to a control or set of controls. A list of possible options will appear.
Bring to Front	To bring the selected object in front of all other objects so that no part of it is hidden behind another object, click this button.
Send to Back	This button is used to send a selected object behind all other objects.