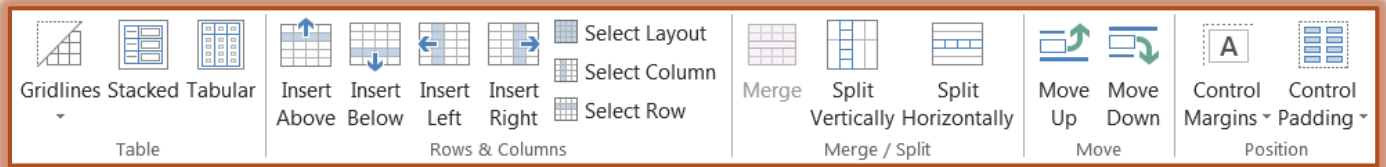


## Report Layout Tools -Arrange Tab

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. Some of the features on this ribbon are available when in Design View, but not when in Layout View. The buttons that are not available in Layout View are dimmed.



Groups/Buttons	Description
<b>Table Group</b>	
<b>Gridlines</b>	This option is used to insert borders around a selected section of a report.
<b>Stacked</b>	Use this button to create a report with the fields on the right and the labels on the left.
<b>Tabular</b>	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. This is the default when a Simple Form is created.
<b>Rows and Columns Group</b>	
<b>Insert Above</b>	This button is used to insert a row above a selected row in a report.
<b>Insert Below</b>	To insert a row below the selected row in a report, click this button.
<b>Insert Left</b>	Use this button to insert a new column to the left of the selected column in a report.
<b>Insert Right</b>	Click this button to insert a column to the right of the selected column in a report.
<b>Select Layout</b>	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.
<b>Select Column</b>	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.
<b>Select Row</b>	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.
<b>Merge/Split Group</b>	
<b>Merge</b>	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.
<b>Split Vertically</b>	This button is used to split the selected control into two separate rows.
<b>Split Horizontally</b>	To split the selected control into two separate columns, click this button.

<b>Move Group</b>	
<b>Move Up</b>	Use this button to move controls up in the report.
<b>Move Down</b>	Click this button to move controls down in the report.
<b>Position Group</b>	
<b>Control Margins</b>	This property button is used to control the spacing around the text inside a control.
<b>Control Padding</b>	This is a property button that is used to control the spacing around the outside of a control.