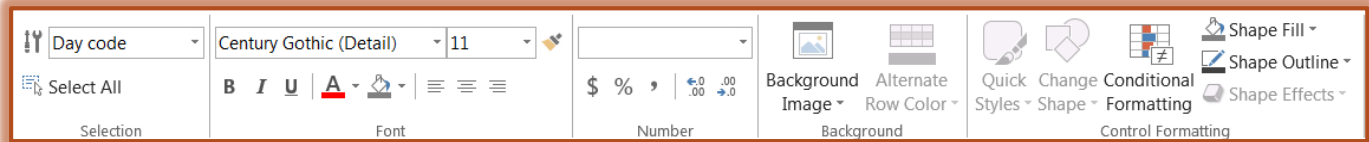


## Report Layout Tools-Format Tab

This ribbon is used to change the formatting of reports in Access. There are three tabs within this ribbon that can be used to perform different tasks in relation to the report. The table below lists and describes the tabs, groups, and buttons available on the Format Tab. This tab is available in both Layout View and Design View. Buttons that are dimmed are not available in Layout View.



Groups/Buttons	Description
<b>Selection Group</b>	
<b>Select Object</b>	Click this button to select an object. A list of the objects in the report will appear. An orange border will appear around the selected object.
<b>Select All</b>	Use this button to select all the objects in the report. Orange borders will appear around each of the objects.
<b>Font Group</b>	
<b>Font Type</b>	To change the type of font for a selected control in a report, click this button.
<b>Font Size</b>	Click this button to change the size of the font for selected fields within a report.
<b>Format Painter</b>	This button is used to copy formatting from one field to another one in a report.
<b>Bold</b>	Click this button to apply bold formatting to selected fields in a report.
<b>Italics</b>	This button is used to italicize selected fields within a report.
<b>Underline</b>	To underline selected fields in a report, click this button.
<b>Font Color</b>	Use this button to select a different color for the font.
<b>Background Color</b>	Use this button to change the background for a selected field within a report. A gallery of different color options will appear.
<b>Align Text Left</b>	To align text in a field to the left, click this button. All the entries in the selected field will be aligned to the left.
<b>Center Text</b>	Click this button to center text in a report field. All the entries in the selected field will be centered.
<b>Align Text Right</b>	Use this button to align text on the right side of a selected field in a report. All the entries in the field will be aligned to the right.
<b>Number Group</b>	
<b>Format</b>	Use this button to specify how numbers are to be formatted in a field.
<b>Apply Currency Format</b>	When this button is clicked, formatting with dollar signs and decimal points will be applied to the field. The number of decimal places can be specified by clicking either the Increase or Decrease Decimal buttons.

<b>Groups/Buttons</b>	<b>Description</b>
<b>Apply Percent Format</b>	Click this button to change the formatting for a number field to percentage. When the percentage is applied, the number of decimal places can also be specified.
<b>Apply Comma Number Format</b>	To specify a comma for thousands in a number field, click this button. The number of decimal places can be specified.
<b>Increase Decimals</b>	This button is used to specify the number of decimal places that should be displayed in a number field.
<b>Decrease Decimals</b>	Use this button to decrease the number of decimal places in a number field.
<b>Background Group</b>	
<b>Background Image</b>	To apply a background image to the report, click this button. Click the browse button to open the Insert Picture window.
<b>Alternate Row Color</b>	To apply an alternate color to each row in a report, click this button. The report must be formatted as a datasheet. A gallery of different color options will appear.
<b>Conditional Formatting Group</b>	
<b>Quick Styles</b>	This button is used to apply a visual style to a selected control.
<b>Change Shape</b>	To change the shape of a selected control, click this button.
<b>Conditional Formatting</b>	Click this button to open the conditional formatting window. In this window, special formatting can be specified for entries in a field that meet specified criteria.
<b>Shape Fill</b>	Use this button to fill the selected control with a solid color or a gradient.
<b>Shape Outline</b>	To change the outline color of a selected shape, click this button.
<b>Shape Effects</b>	Click this button to apply visual effects to the selected shape such as bevel, shadow, soft edges, and glow.