



# Charis Alexandra Training Ltd

## Editing a Form

Once a form has been generated, whether by using one of the standard buttons or the wizard, you might need to change the form in some way. This can be done by editing the form in design view or layout view.

To have the form in design view or layout view, either right click on the form in the navigation pane and select design or layout view

or

once a form is opened then select the design or layout view from the ribbon.

## Selecting controls in Layout View

To be able to change items on a form they must be selected.

1. To select an individual item click on an item, the orange border will then display around that item.
2. To select all the controls associated with the record click on the four headed arrow just above the first control.
3. To select the title of the form you need to click on the **title** button on the **controls** section of the **format** ribbon



# Charis Alexandra Training Ltd

**3** Basic Customer Info

<b>2</b>	<b>1</b>
Customer ID	ALFKI
Company Name	Alfreds Futterkiste Ltd
Contact Name	Maria Anders
City	Berlin
Country	Germany
Phone	030-0074321

Record: 1 of 92 | No Filter | Search