Access 2016: Lesson 8 Key Terms

**bound control** Uses a field in a table or query as the data source.

**calculated control** A control that displays the result of a calculation, or expression.

**conditional formatting** Changes the appearance of a control or the value in a control when certain conditions are met.

**control** An object that displays data, performs actions, and lets you improve the look and usability of a form or report.

**control layouts** Used to align your controls horizontally and vertically to give your report or form a uniform appearance.

**control tab order** The order in which the selection moves from field to field when the Tab key is pressed.

**Control Wizard** Helps you create controls such as command buttons, list boxes, combo boxes, and option groups.

**Expression Builder** A feature that provides the names of the fields and controls in a database, lists the operators available, and has built-in functions to help you create an expression.

**stacked layout** A layout in which the controls are arranged vertically with a label on the left and the control on the right.

**tabular layout** A layout in which the controls are arranged in rows and columns like a spreadsheet, with labels across the top.

**unbound control** A control that displays information such as lines, shapes, or pictures; it is not bound to a field.