**Microsoft Access 2016 Norwalk Community College**

**Key Terms — Session 3 — Forms**

Combo Box: An interactive control that combines the ability for the user to choose a value from a list (as a list box) or type a value (as a text box).

Controls: The various components of forms and reports, including text boxes, labels, command buttons, combo boxes, lines, and so forth.

Filter By Form: A data-filtering tool that lets you create complex filters, combining a number of criteria in one or more fields.

Filter By Selection: A data-filtering tool quickly filters your data by looking for all matches with the value in the currently selected field.

Filter: A data-filtering tool that enables you to filter records by clicking checkboxes representing the various values in a field.

Find: A search tool that provides a more focused search, looking for a match only in a particular field.

Form Design View: A tool that provides the ability make major changes to a form.

Form Header and Footer: An area for controls that are intended to appear at the top and bottom of a form. respectively.

Form Header: The area that remains at the top of a form even if you scroll down on a long form.

Form Layout View: A tool that presents a form with data as the user would see it but enables you to reformat, resize, and move various components.

Form Wizard: A tool for creating forms that enables you to choose which fields should be in your form and what general layout it should have.

Label: A control that displays text and which is usually used to describe text boxes or other features of a form.

Text Box: A control that displays data or the results of a formula, and allows data editing when used on a form.