

Access 2010/2013 Creating Custom Forms - Online

Audience	<p>This course is intended for the person who is familiar with any ribbon-based version of Microsoft Access. Learners should have created a database, entered and edited data, and created multiple table queries using expressions and parameters.</p> <p>The information in this course is important to Access developers. Forms are used as the data entry tool for menu driven applications. Producing forms quickly and professionally requires relational database skills and graphic drawing skills.</p>
Description	<p>The course uses a combination of lecture and hands-on practice (with independent exercises after class) to familiarize students with Microsoft Access forms. The focus of this course is to use built-in tools to create customized forms as learners place, size, and format fields within forms; insert lines, rectangles, custom check boxes, and combo boxes; and set the record source for a form and control its editing capabilities.</p>
Objectives	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none">■ Create forms based on single and multiple table queries with sorting■ Set the section and control properties for a custom form■ Place, size, and move label and text box controls■ Customize the editing capabilities of a form■ Create check boxes and combo boxes
Length	3 hours

I. Basic Form Skills

- A. Form Views
- B. Form Design Tools
- C. Selecting Controls/Sections
- D. Sizing a Control
- E. Sizing a Section
- F. Deleting a Control
- G. Coping a Control
- H. Moving a Control
- I. Aligning Controls
- J. Spacing Controls

II. Creating a Custom Form

- A. Starting a Blank Form
- B. Displaying Properties
- C. Setting Custom Form Properties
- D. Setting Label Control Properties
- E. Setting Text Box Control Properties
- F. Adding Headers and Footers in a Form
- G. Creating a Label Control



- H. Placing Fields
- I. Setting Tab Order

III. Enhancing the Form

- A. Creating A Form Template
- B. Adding a Line/Rectangle Control
- C. Adding a Check Box Control
- D. Adding a Combo Box Control

IV. Form Properties

- A. Form Properties Summary
- B. Changing the Source for Records in a Form
- C. Changing Editing Capabilities of a Form
- D. Creating Additional Viewing Space