Access 2007 Creating Custom Forms - Online

Audience

This course is intended for the person who is familiar with any version of Microsoft Access. He/she should have created a database, entered and edited data, and created multiple table queries. An understanding of expressions in queries is needed. Students should be experienced users of the mouse.

The information in this course is important to both users and developers. Forms allow easier, more consistent data entry and editing. For developers, forms are used as the screens for menu driven applications. Producing forms quickly and professionally requires organizational database skills and graphic drawing skills.

Description

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 learn how to use the built-in tools within Access, allowing students to create customized forms. You learn to place, size, and format fields within their forms. You insert lines and rectangles and custom check boxes and combo boxes are created. You also learn how to set the record source for a form and control its editing capabilities.

Objectives

Upon successful completion of the class, students should be able to:

- 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