

Course Description: Students will learn advanced options for creating forms in a Microsoft Access database. Learn to design forms from scratch, add macros to forms, create a menu system so users can easily navigate the database, use forms as query criteria, learn to use various form controls, learn to use form properties, learn to add a Splash Screen to the database, and more.

Module 1 – Review of Basic Form Options

- Creating a Form
- Understanding Form Views
- Customizing Forms
- Form Controls
 - Labels
 - Text Boxes
 - Combo Boxes
 - Check Boxes
- Setting the Tab Order
- Modifying Form Properties

Module 2 – Customized Forms

- Using Forms as Query Criteria
 - Designing the Form
 - Adding Form Controls
 - Adding Command Buttons
 - Creating the Macros
 - Creating the Query
 - Setting the Form as Query Criteria
- Working with Subforms
 - Creating the Main Form
 - Adding a Tab Control
 - Creating the Subform
 - Joining the Forms

Module 3 – Advanced Form Options

- Displaying a Report for the Selected Record
- Adding an Inventory Check to a Form
 - Adding Conditional Logic
 - Adding a Custom Message
 - Adding an Else If to the Program Flow
- Creating a Dual Purpose Form
- Controlling Objects with Macros

Module 4 – Creating a Menu Navigation System

- Creating a Splash Screen
 - Designing the Form
 - Adding Functionality with Macros
- Creating the Switchboard Navigation Forms
- Using Option Groups and Buttons
- Creating the Macros for the Switchboard Menu
- Using Conditions in Macros
- Creating Submacros
- Assigning Macros to Events
- Setting Database Options