

**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