

Software Solutions

Microsoft Access Level Three

Advanced Form Design



The aim of this Level Three course is to build on the knowledge gained in the “The Essentials” Access course, and to extend the Access users knowledge of advanced form design. Attendees must be completely conversant with the material in the Level One course before attending the Level Three course. Level Two is not a pre-requisite to Level Three but is an advantage to learners.

COURSE CONTENT

TABLE RELATIONSHIPS

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|---|--|
| <input type="checkbox"/> UNDERSTANDING RELATIONSHIPS, | <input type="checkbox"/> TYPES OF RELATIONSHIPS |
| <input type="checkbox"/> ENFORCED REFERENTIAL INTEGRITY | <input type="checkbox"/> CASCADE UPDATE AND CASCADE DELETE |

FORMS

| | |
|--|---|
| <input type="checkbox"/> THE FORM TOOL | <input type="checkbox"/> SWITCHING FORM VIEWS |
| <input type="checkbox"/> CREATING & MODIFYING A FORM IN LAYOUT VIEW | <input type="checkbox"/> ADDING, MOVING, RESIZING & DELETING CONTROLS |
| <input type="checkbox"/> CREATING A FORM IN DESIGN VIEW | <input type="checkbox"/> FORM RECORD SOURCE |
| <input type="checkbox"/> INCREASING THE FORM SIZE | <input type="checkbox"/> ADD EXISTING FIELDS |
| <input type="checkbox"/> THE FIELD, FIELD LABEL & FIELD MANIPULATION | <input type="checkbox"/> FIELD MOUSE POINTERS |
| <input type="checkbox"/> DELETING FIELDS ON A FORM | <input type="checkbox"/> DELETING LABELS ON A FORM |
| <input type="checkbox"/> MICRO-MOVEMENT OR MICRO-SIZING OF FIELDS | <input type="checkbox"/> MOVING THE FIELD OR THE LABEL ONLY |
| <input type="checkbox"/> METHODS OF SELECTING FIELDS | <input type="checkbox"/> RESIZING FIELDS ON A FORM |
| <input type="checkbox"/> ALIGNING FIELDS | <input type="checkbox"/> SIZING FIELDS |
| <input type="checkbox"/> SPACING FIELDS | <input type="checkbox"/> CONTROL LAYOUTS |
| <input type="checkbox"/> ADDING TITLES AND LABELS TO YOUR FORM | <input type="checkbox"/> FORMATTING CONTROLS |
| <input type="checkbox"/> USING DRAWING TOOLS | <input type="checkbox"/> ADDING AND MODIFYING CALCULATED CONTROLS |
| <input type="checkbox"/> INFORMATION ON FIELD PROPERTIES | <input type="checkbox"/> SETTING TAB ORDER |
| <input type="checkbox"/> ADDING SECTIONS | <input type="checkbox"/> FORM HEADER AND FORM FOOTER |
| <input type="checkbox"/> ADD OR REMOVE A FORM HEADER & FORM FOOTER | <input type="checkbox"/> MODIFY SECTION PROPERTIES |
| <input type="checkbox"/> ADD OR REMOVE A PAGE HEADER & PAGE FOOTER | <input type="checkbox"/> DETAIL SECTION |
| <input type="checkbox"/> SETTING SECTION PROPERTIES | <input type="checkbox"/> SETTING FORM PROPERTIES |
| <input type="checkbox"/> CREATING A COMBO BOX | <input type="checkbox"/> CONTROL WIZARDS |
| <input type="checkbox"/> CREATE A COMBO BOX WHERE VALUES ARE TYPED | <input type="checkbox"/> COMBO BOX PROPERTIES |
| <input type="checkbox"/> CREATE A COMBO BOX VALUES ARE LOOKED UP | <input type="checkbox"/> COMBO BOX PROPERTIES |
| <input type="checkbox"/> CREATING A COMBO BOX TO FIND A RECORD | <input type="checkbox"/> CREATING A LIST BOX |
| <input type="checkbox"/> CREATING AN OPTION GROUP | <input type="checkbox"/> ADD A LOGO OR PICTURE |
| <input type="checkbox"/> ADDING MACROS TO A FORM | <input type="checkbox"/> CREATING BUTTONS |
| <input type="checkbox"/> DLOOKUP FUNCTIONS | <input type="checkbox"/> CREATING SPLIT & DATASHEET FORMS |
| <input type="checkbox"/> CREATING MULTIPLE ITEM FORMS | <input type="checkbox"/> CREATING PIVOTTABLE FORMS |

SUBFORMS

| | |
|--|--|
| <input type="checkbox"/> CREATE A MAINFORM | <input type="checkbox"/> CREATE A FIND RECORD LIST BOX |
| <input type="checkbox"/> CREATE A SUBFORM | <input type="checkbox"/> EMBED A SUBFORM IN A MAINFORM |
| <input type="checkbox"/> APPLYING THEMES | <input type="checkbox"/> CONDITIONAL FORMATTING |

DATABASE FINISHING TOUCHES

| | |
|---|---|
| <input type="checkbox"/> AUTOMATING DATABASE WITH MACROS | <input type="checkbox"/> SHORTCUT KEYS AND MACROS |
| <input type="checkbox"/> CONTROL TOOLTIPS | <input type="checkbox"/> MACRO BUTTONS |
| <input type="checkbox"/> INTERFACE FORM | <input type="checkbox"/> QUERIES COMBO BOX & MACRO |
| <input type="checkbox"/> IF STATEMENT MACROS | <input type="checkbox"/> MACRO CONDITIONS |
| <input type="checkbox"/> REPORTS OPTION BOX & MACROS | <input type="checkbox"/> AUTOEXEC MACRO |
| <input type="checkbox"/> CURRENT DATABASE OPTION SETTINGS | <input type="checkbox"/> CUSTOMISING DATABASE STARTUP |
| <input type="checkbox"/> DATABASE SHORTCUT | <input type="checkbox"/> AUTOKEYS MACRO & SUBMACROS |

SPLIT DATABASE

| | |
|--|---|
| <input type="checkbox"/> LINKING TABLES & LINK TABLE MANAGER | <input type="checkbox"/> FRONTEND & BACKEND DATABASES |
| <input type="checkbox"/> WORKING WITH OBJECT DEPENDENCIES | |

MICROSOFT ACCESS SHORTCUT KEYS