

Access - Building forms

Duration: 1 day

Audience: Pour tous

Who is this training for?

Any user or database manager

Training objectives

- Identify the role of forms in the database
- Identify the role of forms and reports in the database

Summary

This course allows you to design and use forms in Microsoft Access to facilitate data entry, consultation and management. You will learn how to create, modify and customize forms, structure their appearance and optimize their use in a database.

Course outline

Chapter 1 - Creating Forms

- Using the Form Wizard
- Creating a Blank Form
- Accessing Form Operating Modes
- Manipulating Form Sections
- Changing How Records Are Displayed
- Establishing the Tab Order
- Changing the Appearance of a Form Window
- Viewing History in Memo Fields

Chapter 2 - Changing the Location, Size, and Appearance of Controls

- Manipulating Controls
- Manipulating Organizing controls in design view (Tabular, Stacked)

- Identify control types
- Add a control
- Change the organization settings for tabular controls
- Control access to dependent controls in a form
- Change the value of a control
- Change the value of a control's property

Chapter 3 - Manage Form Styles and Templates

- Create a Template
- Use, Create and Edit Automatic Formatting with Themes
- Reproduce Formatting
- Use Conditional Formatting
- Adding Images in Forms Continuously
- Use Margins and Verticality of a Control
- Use Tooltips
- Control Access to Dependent Controls in a Form

Chapter 4 - Create Nested and Independent Forms

- Use Multi-Table Query-Based Forms
- Use the Subform
- Edit the subform
- Create Pivot Tables

Approach and methodology

Practice-oriented training, alternating demonstrations and progressive exercises. Participants design and customize forms for different purposes, manipulating sections, controls, styles, and subforms in a realistic application context.

Prerequisites

Have completed the training : Access - Data Structuring and Normalization or equivalent content

Recommendations

Intermediate knowledge of Microsoft Access, including tables, relationships, and select queries.