

Course Overview



Microsoft ACCESS

1 Day

Forms and Reports

Course Description

This course builds on the knowledge gained in the introductory course. Delegates will learn more about creating forms and sub-forms to develop a user interface. Form controls are explained along with methods for adding user-friendly functionality to your applications.

Advanced report design is also covered in this course. Delegates will learn how to create calculated controls and running summaries to present data from the database.

Along with the technicalities of reporting and form building, time will be spent on formatting and layout techniques.

Course Objectives

Upon completion of this course, you will be able to:

- Design and develop user-friendly forms for data capture and display
- Use the form design and layout view with confidence
- Use the forms toolbox to select and add controls to a form
- Move, align and space paired controls on a form
- Create and edit sub forms
- Design, develop and change the layout of a report
- Use report editing tools to format a report
- Create, add and edit charts in a report

Course contents

Using Form Design View

- Using the form design workspace
- Selecting and using the tools and palettes required from the form design toolbar

Creating a switchboard

- Using the Switchboard Manager
- Creating a custom Switchboard

Working with Form Controls

- Moving, sizing, aligning and spacing paired controls
- Adding labels, images, rectangles and lines
- Creating combo and list boxes
- Adding command buttons and using active x controls
- Setting the tab order

Designing Reports

- Editing and sizing the report design sections
- Adding, editing, moving and sizing report controls
- Formatting report objects
- Using the label wizard

Formatting Form Objects and Sections

- Using the properties sheet to modify the properties of form sections and objects
- Using the editing tools to format the font, font size and style of form text
- Using the formatting toolbar to change control styles
- Creating and editing sub-forms
- Working with headers and footers

Customising reports

- Adding calculated controls to a report
- Grouping data and creating running summaries
- Inserting date and time controls
- Inserting page breaks and changing the report margins

Working with charts

- Creating and editing charts for reports or forms
- Working with Microsoft Graph to edit chart data

Who should attend?

Anyone planning to attend this course should have attended the Introduction to Access course or be confident with the basic principles of building Access databases