

Course Fee: \$129 + GST

Course Duration: 3 hrs (half day)

Course Objective

The objective of this course is to show you how to create user-friendly forms for viewing and entering data in Microsoft Access. Upon successful completion of this course, you should be able to:

- Understand how to open and navigate a form
- Create forms
- Using the toolbox toolbar
- Manipulate form layout by adding, aligning and sizing controls
- Add calculated controls to your form
- Change Form and control properties
- Create combo box controls, subforms, tabbed pages, command buttons and option groups
- Create a macro, and run it from a command button
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Prerequisites

The material in this class assumes that you have completed Microsoft Access Foundations and Access Design and have a good working knowledge of Microsoft Windows. It is not a suitable introduction for people who have little or no experience using Access.

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.