



## Microsoft Office Access 2003 - Form Design

If you have ever input data into a poorly designed data entry form, you will understand the frustration that data entry clerks sometimes feel. In this class, you will learn many ways to improve data entry accuracy and efficiency. Careful attention to detail in form design will reduce errors and input time.

In addition to using forms to input and view data, you can also use a form to link multiple tables. By placing one or more subforms on a main form, you can input data into several tables at the same time.

If you apply what you learn in this class, you will enjoy an appreciative response from people who use your forms.

Microsoft Office Access 2003 Form Design is a 4-hour class.

### PREREQUISITES

- Introduction to Windows or Equivalent Experience
- Microsoft Office Access 2003 Introduction: Table Design/Data Entry
- Microsoft Office Access 2003 Intermediate: Query Design

### CONTENT

- Use the Form Wizard to create a form
- Create single column and tabular forms
- Modify a form
- Add multiple tabbed pages to a form
- Move and align form controls
- Insert memo fields into forms
- Add scroll bars
- Create calculated controls
- Use the toolbox
- Work with command buttons, list boxes, combo boxes, text boxes, check boxes, option groups and calendars
- Create a hyperlink button
- Use drawing tools
- Frame objects
- Change the tab order on a form
- Create subforms within main forms

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