Microsoft Access 365, Part 4 of 5: Forms

Meet the expert: I’m Kari Hoien. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I’ve helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

Prerequisites: Knowledge of data types, database structure and use of other Microsoft tools and interface ribbons is very useful, but not required.

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Course description: Microsoft Access is a database management system (DBMS) used to store and manage data allowing a user to create forms, query information and create reports. This course covers how to use Forms as well as forms for navigation and advanced features.

Course outline:

Create Basic Forms Part 1
• Introduction
• Basic Forms
• Form Features
• Look up
• Form Types
• Form Types Demo
• Ways to Create Forms
• Creating Forms
• Summary

Create Basic Forms Part 2
• Introduction
• Form Views
• Form Views Demo
• Basic Form Functions
• Using Form Functions
• Design
• Form Controls
• Calculated Field
• Combo Boxes
• Drop Down Value
• Button
• Summary

Using Forms
• Introduction
• Using Forms
• Forms Demo
• GoTo box

• Sorting
• Filtering
• Summary

Forms for Navigation
• Introduction
• Forms for Navication
• Switchboards
• Set Initial Form
• Navigation Forms
• Custom Navigation
• Database Options for
  Navigation
• Summary

Advanced Forms
• Introduction
• Advanced Form Features
• Using Advanced Features
• Link to a File
• Link to Send Email
• Image
• Outline and Fill
• Properties
• Other Formatting Tools
• Arrange tab
• SplitForm
• Conditional Formatting
• Tabbed Forms
• SubForm
• Summary