



## Database Management Access

### LAP 3-Unit C: Using Forms

Name \_\_\_\_\_

Period \_\_\_\_\_

Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_

**DoDEA Standards**

- ◆ Previously used standards from Database Management LAP's 1 and 2 apply plus the following standards
- ◆PT2b Employ technology in the development of strategies for solving problems in the real world.
- ◆PT3a Communicate ideas to justify position, persuade and convince others, and responsibly challenge existing procedures and policies.

**Objectives (Notice objectives marked with MOUS- relates to the certification training)**

- ◆ Plan a form
- ◆ Create a form
- ◆ Move and resize controls
- ◆ Modify labels
- ◆ Modify text boxes
- ◆ Modify tab order
- ◆ Enter and edit records
- ◆ Insert an image

**Resource**

Title: Illustrated Series: Microsoft Access 2000--Complete  
 Author(s): Lisa Friedrichsen  
 Unit C Using Forms

**Time Frame** 5 Hours

### Introduction

This unit introduces you to the form object which generally serves as the primary interface for the user to the database. As a form designer, you will have to become comfortable with quite a bit of new terminology including controls (bound, unbound, and calculated), as well as the different types of controls displayed in Table C-1.

Make sure you realize that regardless of whether a form is created through the wizard or directly in Form Design view, it can be modified later. Also you should realize that mouse pointers are particularly important in Form Design view as identified by Table C-2. This area of Access lends itself to trial and error, so you will definitely use the Undo button many times as you attempt to master Form Design view.

**Assignments**

**Where appropriate and possible, written answers must be in complete sentences and keyed.  
Turn in completed activities as directed by instructor.**

\_\_\_\_\_ **Read:** p. C-1 —notice that MOUS marked objectives are included in the certification training/testing

\_\_\_\_\_ **Read:** pp. C-2 to C-4

\_\_\_\_\_ **Read and Complete:** pp. C-4 to C-18

\_\_\_\_\_ **Complete:** pp. C-19 Practice: Concepts Review questions 1-18

\_\_\_\_\_ **Complete:** pp. C-20 Practice: Skills Review questions 1-8

\_\_\_\_\_ **Complete:** pp. C-21 Practice: Independent Challenges--select 1 of the first 3 and do

\_\_\_\_\_ **Complete:** pp. C-23 Practice: Independent Challenges—Do *Web Work* if Internet available

\_\_\_\_\_ **Complete:** pp. C-24 Practice: Visual Workshop

**Self Assessment - "I/I can . . . "**

- \_\_\_\_\_ Plan a form
- \_\_\_\_\_ Create a form
- \_\_\_\_\_ Move and resize controls
- \_\_\_\_\_ Modify labels
- \_\_\_\_\_ Modify text boxes
- \_\_\_\_\_ Modify tab order
- \_\_\_\_\_ Enter and edit records
- \_\_\_\_\_ Insert an image

**Please ask instructor for additional instructions or assessment materials**