



Database Management Access

LAP 7-Unit G: Developing Forms and Subforms

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ Previously used standards from Database Management LAP's 1-6 apply plus the following standards.
- ◆PT4b Evaluate information critically and completely.

Objectives (Notice objectives marked with MOUS—this relates to the certification training)

- ◆ Understand the form/subform relationship
- ◆ Create subforms using the Form Wizard
- ◆ Create subforms using queries
- ◆ Modify subforms
- ◆ Add combo boxes
- ◆ Add option groups
- ◆ Add command buttons
- ◆ Add records with a form/subforms

Resource

Title: Illustrated Series: Microsoft Access 2000--Complete
 Author(s): Lisa Friedrichsen
 Unit G: Developing Forms and Subforms

Time Frame 5 Hours

Introduction

This unit dives into the construction of forms and subforms which further solidifies the one-to-many relational database concepts introduced and explored in Units E and F. In addition, many powerful controls are examined including combo boxes, option groups, option buttons, and command buttons. You will work extensively in Design View of the form object, gaining a better understanding of bound and unbound controls as well as the most important properties.

Assignments

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

- _____ **Read:** p. G-1 —notice that MOUS marked objectives are included in the certification training/testing
- _____ **Read:** pp. G-2 to G-4
- _____ **Read and Complete:** pp. G-4 to G-17
- _____ **Complete:** pp. G-18-19 Practice: Concepts Review questions 1-16
- _____ **Complete:** pp. G-19-21 Practice: Skills Review questions 1-8
- _____ **Complete:** pp. G-21-23 Practice: Independent Challenges--select 1 of the first 3 and do
- _____ **Complete:** pp. G-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- _____ **Complete:** pp. G-24 Practice: Visual Workshop

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

- Understand the form/subform relationship
- Create subforms using the Form Wizard
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- Add combo boxes
- Add option groups
- Add command buttons
- Add records with a form/subforms

Please ask instructor for additional instructions or assessment materials