



Database Management Access

LAP 12-Unit L: Creating Advanced Forms and Reports

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ◆ Previously used standards from Database Management LAP's 1-11 apply plus the following standards
- ◆PT4b Evaluate information critically and completely.
- ◆PT4c Use information accurately and creatively.
- ◆PT4d Use information technology to analyze, organize, and present information.

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

- ◆ Add Check Boxes and Toggle Buttons
- ◆ Use Conditional Formatting
- ◆ Create Custom Help
- ◆ Add Tab Controls
- ◆ Add Charts
- ◆ Modify Charts
- ◆ Add Subreport Controls
- ◆ Modify Section Properties

Resource

Title: Illustrated Series: Microsoft Access 2000--Complete
 Author(s): Lisa Friedrichsen
 Unit L: Creating Advanced Forms and Reports

Time Frame 5 Hours

Introduction

This unit covers many advanced controls on forms and reports such as toggle buttons, tab controls, charts, and subreports. You will learn which controls can be interchanged with others, and will further expand your understanding of bound controls and properties. This unit also covers other important form and report features such as conditional formatting, custom Help, and section 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. L-1 notice that MOUS marked objectives are included in the certification training/testing
- _____ **Read and Complete:** pp. L-2 to L-17
- _____ **Complete:** pp. L-18-19 Practice: Concepts Review questions 1-17
- _____ **Complete:** pp. L-19-22 Practice: Skills Review questions 1-8
- _____ **Complete:** pp. L-22-23 Practice: Independent Challenges--select 1 of the first 3 and do
- _____ **Complete:** pp. L-23 Practice: Independent Challenges—Do *Web Work* if Internet available
- _____ **Complete:** pp. L-24 Practice: Visual Workshop

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

- _____ Add Check Boxes and Toggle Buttons
- _____ ♦ Use Conditional Formatting
- _____ ♦ Create Custom Help
- _____ ♦ Add Tab Controls
- _____ ♦ Add Charts
- _____ ♦ Modify Charts
- _____ ♦ Add Subreport Controls
- _____ ♦ Modify Section Properties

Please ask instructor for additional instructions or assessment materials