Formation MS Office Access - Forms in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

**ID :** 650

**Goal :** Create basic or complex forms allowing database users to work efficiently with tables, requests, status, diagrams, pivot tables, pivot table charts, etc.

**Audience :** Users needing to improve the ergonomy and the efficiency of a database.

**Prerequisites :** Attendees should know the various objects of MS Access (tables, requests, status, fields, lists, functions, macros, etc.)

**Goals :**

- Introduction
- Create AutoForms
- Forms type presentation
- Change forms properties (selection toolbar, record buttons, scrolling bars, anchoring, etc.)
- Use search function in forms (create ad hoc button)
- Use filters by form and by selection
- Conditional formatting in forms
- Form design (picture insertion, background format, create header and footers, etc.)
- Form fields properties (hidden, read only, locked, etc.)
- Use the various form components (captions, text fields, toggle buttons, scroll lists, options zone, tabs, picture box, etc.)
- Alignment techniques for form components
- Use of subforms and linked forms
- Insert diagrams (charts) in forms
- Create forms with pivot tables
- Create forms with pivot table charts
- Form field link with queries
- Input validation with macros
- Startup form creation and database startup settings
- Database splitting
- Training Conclusion

**Pedagogical method :** Ths training is based on examples adapted to attendees' expectations.

**Suggested duration for presentiel training (days) :** 1
**Suggested duration for on-line training (days) :** 1.2

**Daily price in face-to-face : 375 CHF**
**Daily price in remote : 180 CHF**
**Daily price in remote for students : contact us (only if student card!)**
**Daily price in remote (with recording) : 1875 CHF**
Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

**Tags :** MS access training, ms access, training, database, forms, gui, interface, subforms.

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