

Access 2016 - Level 4

The Access 2016 - Level 4 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-730. You will learn how to create and design forms by adding controls. You will also use navigation forms, sort records, apply filters, and set printing options.

The estimated time to complete this course is 2 hours and 46 minutes.

Creating and Designing Forms

Creating and Using Forms

- Forms
- Opening Forms
- Creating New Forms
- Using the Form Wizard
- Adding Fields to Forms
- Choosing the Form Layout
- Moving in Forms
- Form Navigation Buttons
- Adding New Records
- Entering Data in Forms
- Editing Records
- Deleting Records
- Viewing Table Data

Modifying Forms and Controls

- Modifying Forms
- Form Design View
- Form Controls
- Form Design Screen
- Changing the Section Sizes
- Controls on Forms
- Re-sizing Text Boxes
- Moving Controls on Forms
- Selecting Multiple Controls
- Adding Labels to Forms
- Adding Existing Fields
- Deleting Controls
- Changing Label Names
- Inserting Hyperlinks
- Changing the Tab Order
- Saving Forms
- Deleting Forms

Creating Navigation Forms

- Creating Navigation Forms
- Editing the Header
- Adding Date and Time
- Adding Images
- Saving Navigation Forms
- Display Form as Default
- Navigation Options
- Hiding the Navigation Pane

Form Design and Formatting


- Blank Forms
- Applying Themes
- Changing Layouts
- Changing the Field Order
- Position Group Settings
- Adding Margins to Controls
- Adding Padding to Controls
- Anchoring Controls
- Showing Gridlines
- Formatting Controls
- Adding Background Images
- Saving Forms

If you require any further information please contact NYES:

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Adding Controls to Forms

- Creating Combo Boxes
- Modifying Control Properties
- Creating Option Group Controls
- Adding Check Boxes
- Modifying Data Sources
- Adding Unbound Controls
- Adding Images
- Deleting Bound Controls

Sorting, Filters and Printing


- Sorting Records
- Applying Filters
- Filter By Selection
- Filters with Multiple Values
- Toggling Filters
- Print Preview Forms
- Changing Page Orientation
- Formatting the Print Layout
- Changing Page Margins
- Changing the Paper Size

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