

## Form Design

- Review Of Creating Forms
- Select Controls
- Move / Resize Controls
- Delete Controls
- Insert Fields
- Format Controls
- Add / Modify Headers
- Change The Tab Order
- Conditional Formatting

## Form Control Properties

- Bound Controls
- Unbound Controls
- Insert The Date Automatically
- Calculated Controls
- Change Form Colour / Background
- Default Values
- Capitalising Text
- Input Masks
- Default Values
- Validation Rules Text
- Required Fields
- Control Tip Text
- Make A Control Read Only
- Use Help

## Form Tools

- Insert A Label
- Insert A Text Box
- Create An Option Group
- Create A Toggle Button
- Create An Option Button
- Insert A Check Box
- Insert A Combo Box
- Insert An Image
- Insert An Image Bound To A Control
- Display a Calendar on a Form

## Form Tools (continued)

- Insert A Word / Excel Object
- Insert A Linked Word / Excel Object
- Insert A Rectangle
- Insert And Use Tab Control
- Create Split Forms / Subforms
- Customise Application Text
- Customise Application Icon
- Hide Navigation Pane

## Buttons & Macros

- Insert A Command Button
- Create A Macro
- Create A User-Friendly Menu
- Copy And Paste Buttons
- AutoExec Macro
- Display a Message Box
- Require Data Entry
- Automate Data Entry
- Use The Where Condition To Link Forms
- Create A Drop-Down Search Box