

Lesson | 3

Simplifying Data Entry with Lookups and Forms

Exercise 13

- Create a Lookup
- Create a Value List
- Lookup Field Values from another Table
- Create a Multivalued Field

Exercise 14

- Create a Quick Form
- Create a Form with a Wizard
- Create a Form from Scratch
- AutoFormat a Form

Exercise 15

- Understanding Layout View
- Adjust the Control Margins and Control Padding
- Move Fields in the Layout
- Size a Control
- Delete a Control
- Reset Tab Order
- Align Controls with One Another
- Change Control Formatting

Exercise 16

- Work in Form Design View
- Select and Move Controls
- Resize Controls
- Work with Headers and Footers
- Add Page Number Codes
- Add Date/Time Codes
- Move Controls Between Sections
- Insert an Unbound Label
- Insert a Form Title

END OF LESSON PROJECTS

Exercise 17

- Critical Thinking

Exercise 18

- Curriculum Integration