FastCourse Series

# Access Chapter 9: Customizing the Database Interface and Startup Options

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# Learning Objectives

- After studying this chapter, you will be able to:
  - Set Access options
  - Split a database
  - Explore switchboards and create a navigation form
  - Set and modify startup options



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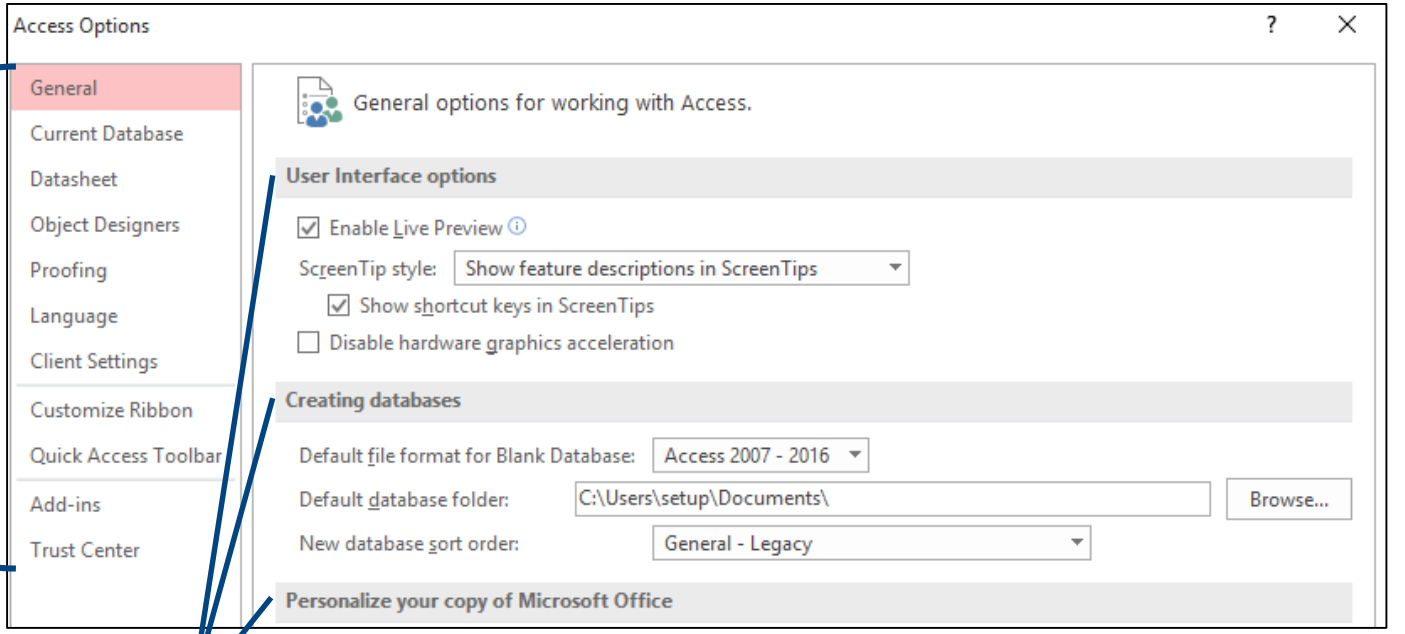
# Setting Access Options




**Option categories**

**Option groups show the current settings.**

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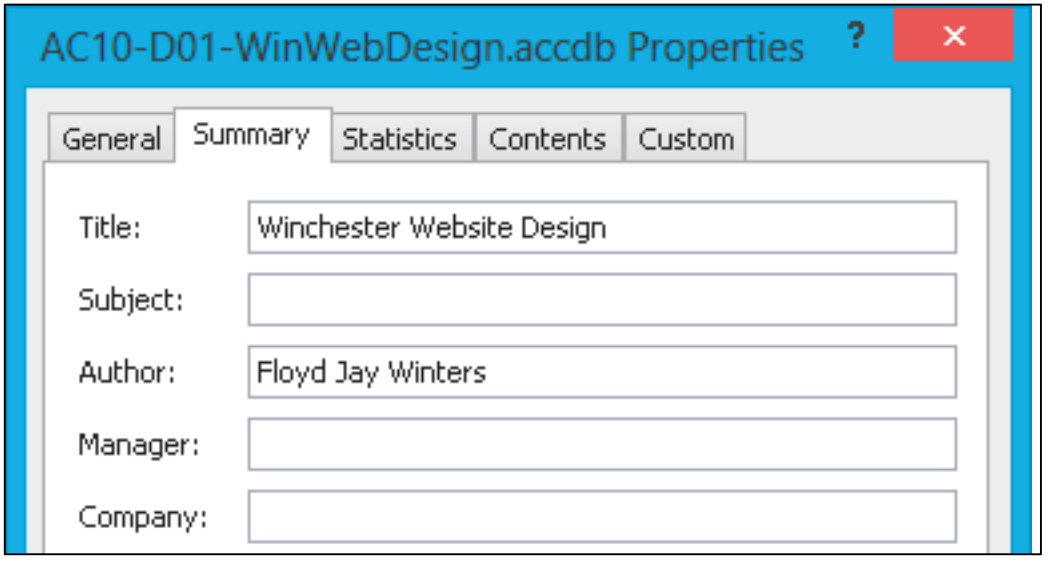
# Setting Access Options (cont.)

- Datasheet Effects
- Setting Personal Information
- Identify/describe a database – title, author, date/time

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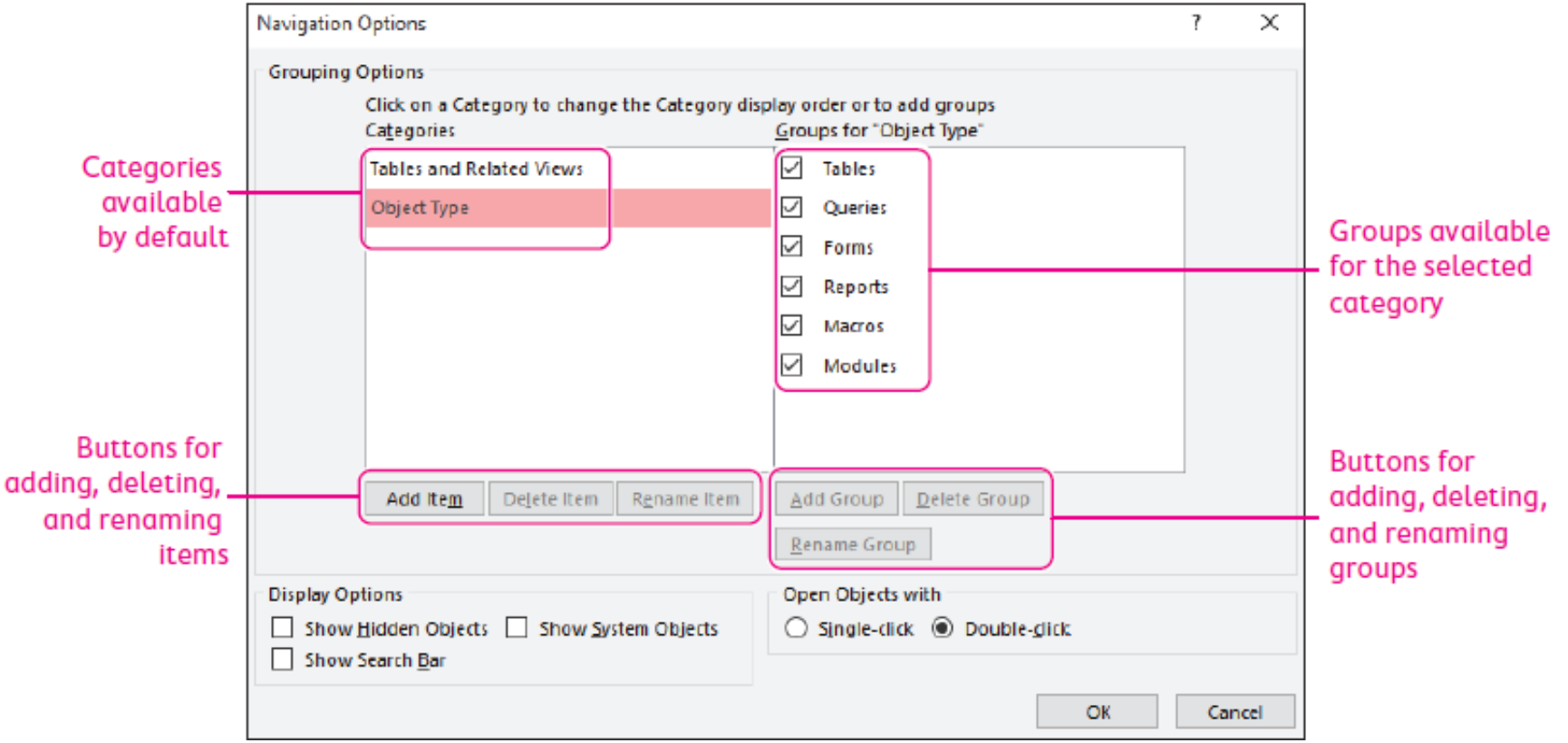
# Setting Access Options (cont.)

- Customizing the Navigation Pane



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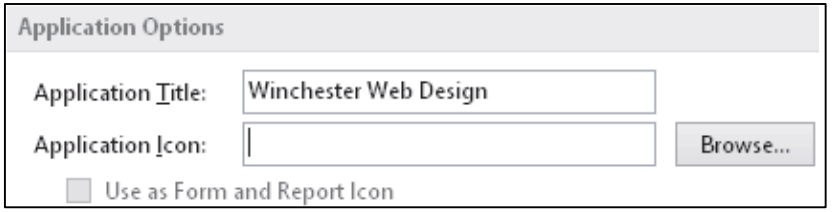
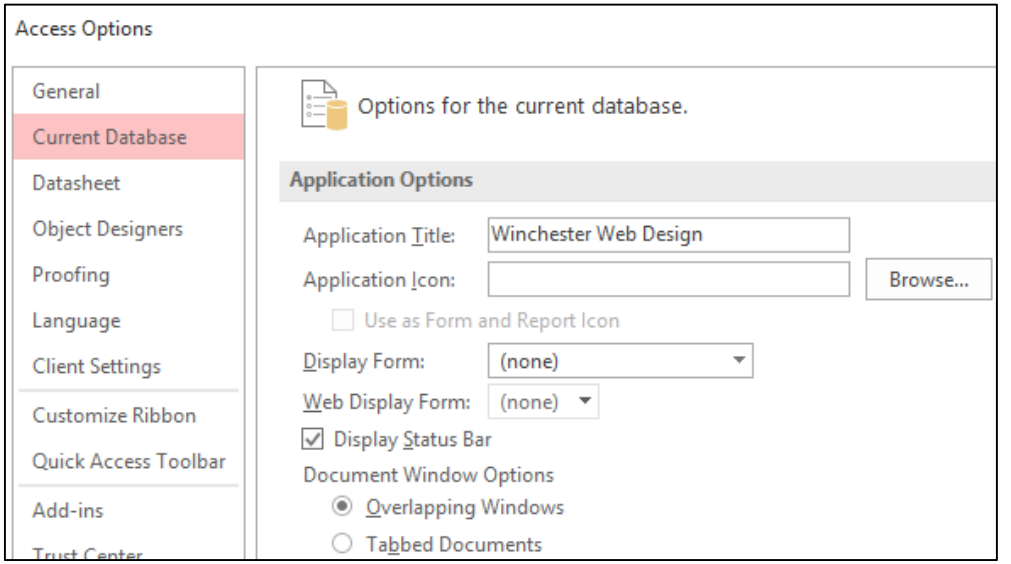
# Setting Access Options (cont.)

- Setting Up Current Database Formats
  - Customize the title in the database title bar.




  - Set datasheet, object, and other options.



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# Splitting a Database

- By default, Access databases open as a shared database to allow multiple users to utilize the data.
- Record locking – Access locks a record that is being edited by one user so another user cannot simultaneously edit the record.

- Database splitting allows users to create objects while protecting data integrity.
- The database splitter converts a database into two files.

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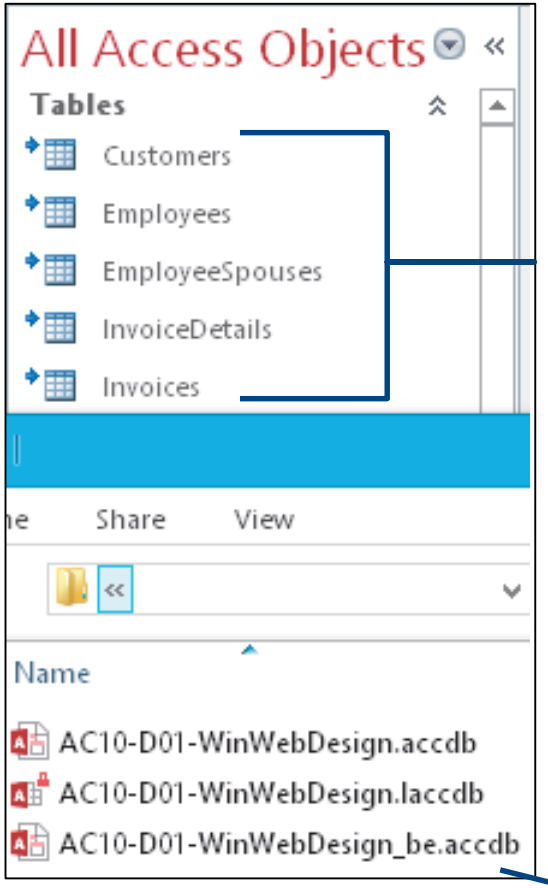
# Splitting a Database (cont.)




**Blue arrows showing tables that cannot be changed**

**The back end of a split database**

- Front end
  - Forms, reports, and queries that data entry personnel use to interact with the database
- Back end
  - Tables that contain data used by other objects

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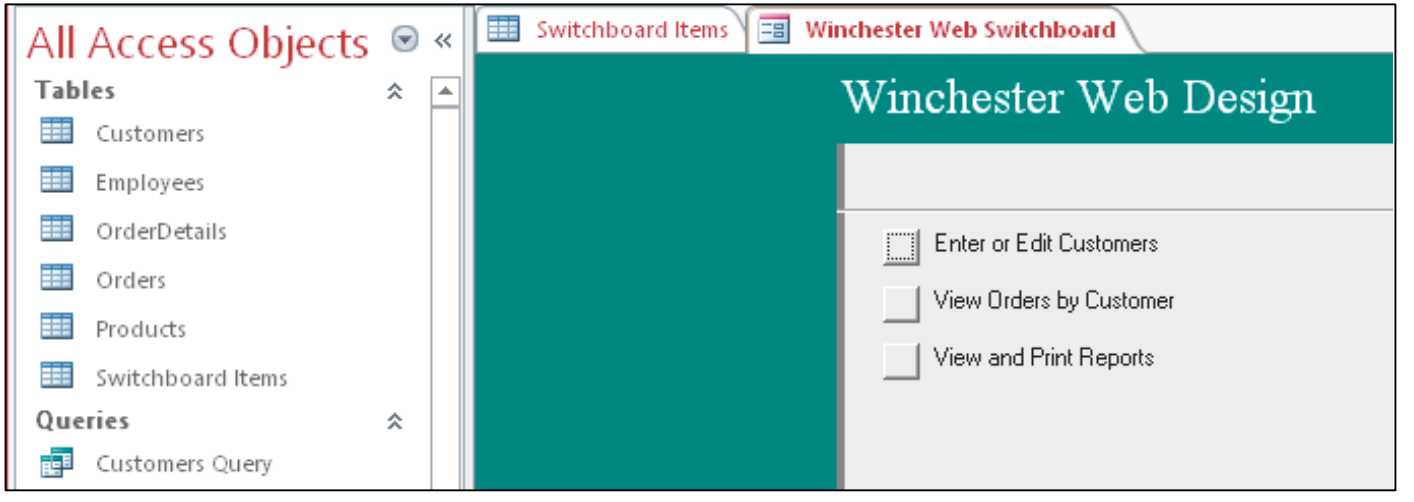
# Database Switchboards

- An interface with menus and buttons for opening database objects and performing common tasks
- The Switchboard Manager command button must first be added to the Ribbon!

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# Navigation Forms

- Similar to the older switchboard
- Tab based; open like a regular form

***Tip! When you create a tab that matches the name of a form or report, Access automatically assigns the object to the tab.***

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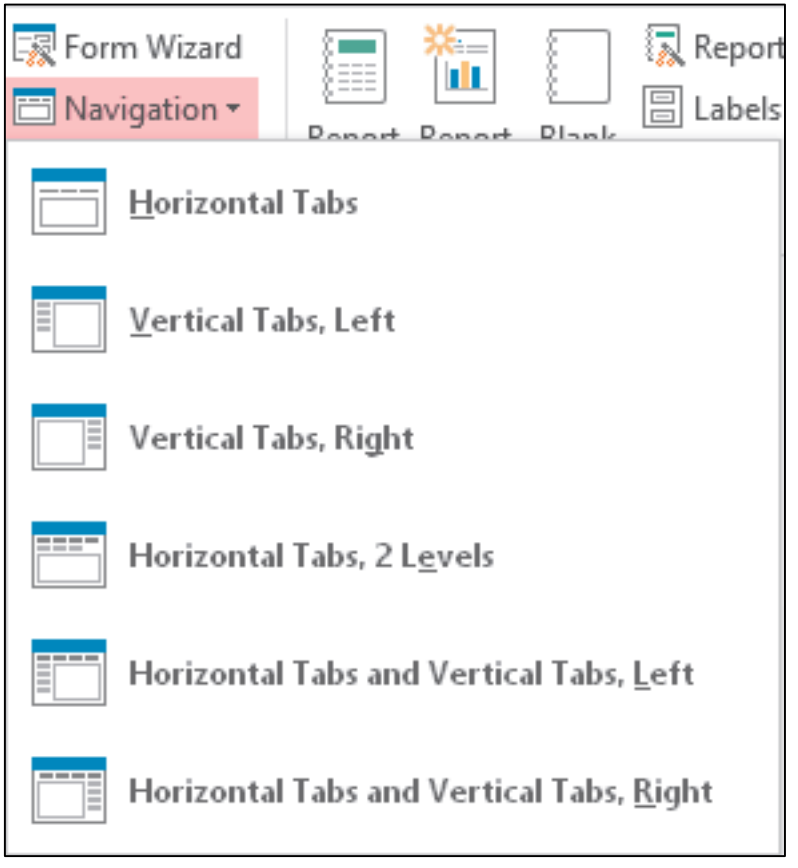
# Navigation Form Layouts

- Access offers six different navigation form layouts.
- You can change fonts, colors, and themes.



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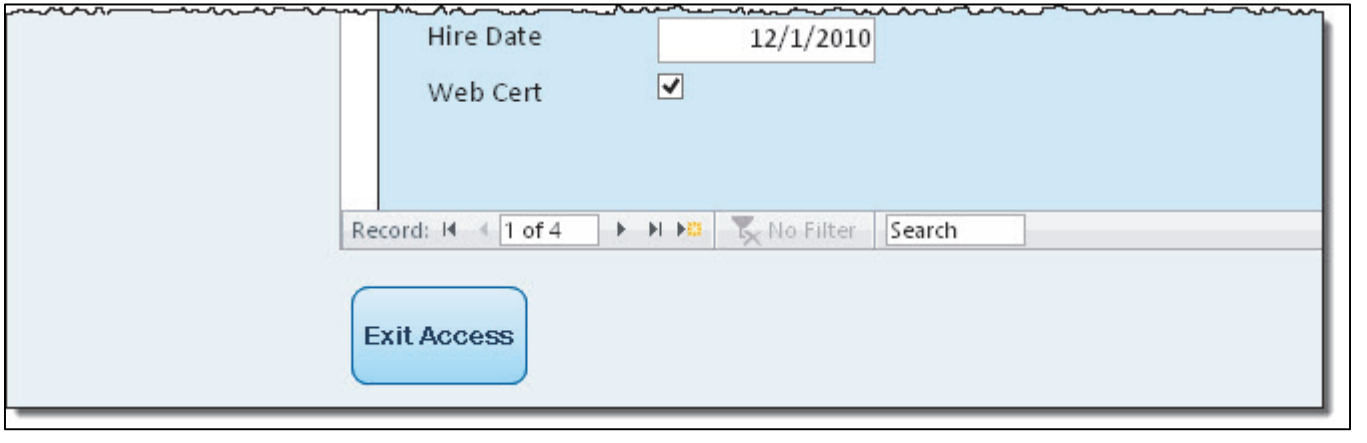
# Adding Custom Command Buttons

- You can add custom command buttons to navigation forms to increase efficiency:
  - You can adjust the size and of position command buttons.
  - You can add display text for command buttons.



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# Setting Startup Options to Open a Form

- You can set startup options that have Access open an object, such as a form, each time you open the database.
- These are recommended for switchboard and Navigation Forms.
- Set these options at File→Options→Current Database.



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