Creating a Switchboard

In Microsoft Access 2010
Creating a Switchboard

This tutorial assumes the Microsoft Access 2010 Tutorial has been completed to create the Basic Sales System Database

Objective: to create a switchboard to display forms and reports

A switchboard is a form

The switchboard above has a button which will open the customer form, open the customer phone list report and exit from the basic sales system application.

Steps
Create a blank form
Add a label for the heading
Add buttons for the operations required
Use the Command Button Wizard to provide the logic for the button.
**Add a button to access a Form**

Choose Form Operations from the Categories
Choose Open Form from the Actions

Choose open the form and show all the records option

Give the button an icon and name

Name the button control

Select the form to be opened
Add a button to access a Report

The operations are similar to adding a form.
Other useful buttons

Quit Application

Use the property sheet to change the appearance of a button.

Buttons can be resized

More than one switchboard can be constructed so that a menu and sub menus can be designed.
Final Results
Design View

Result in Form View

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