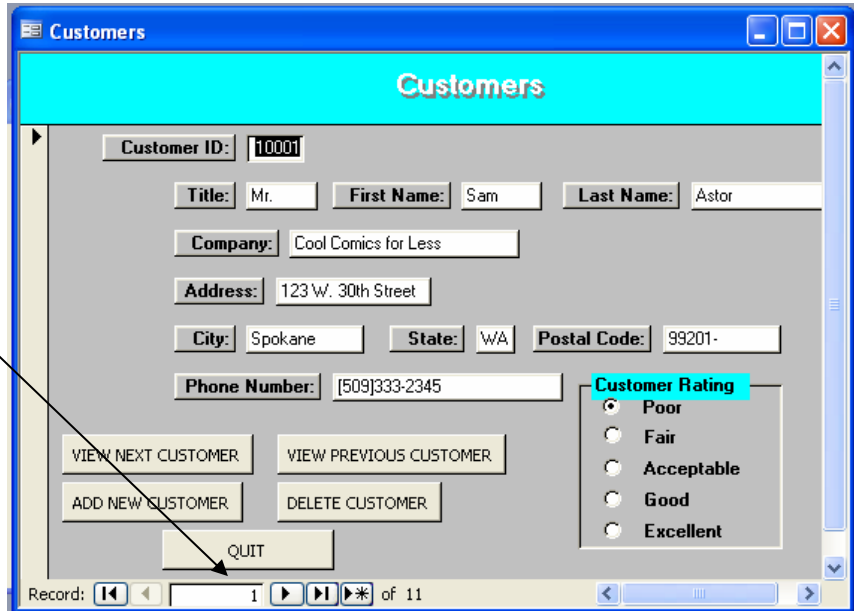


Miscellaneous Exercise

Turning off Navigational Buttons and Create Custom Switchboard Menu

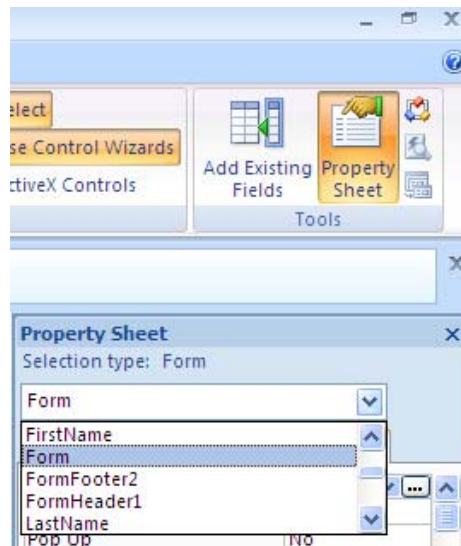
Next you want to turn off the Navigational Buttons provided by Access.



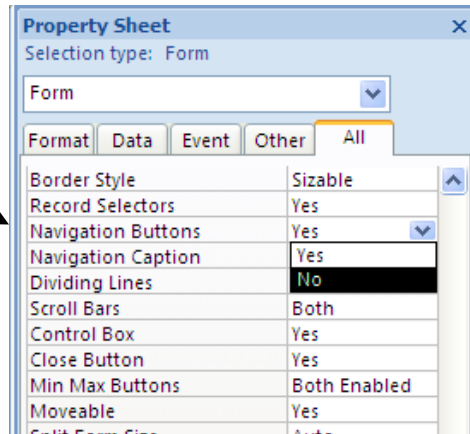
To turn off Navigational buttons, you must first be sure that you are in Design form. Under the *Design* Tab, select *Property Sheet*, the last button on the right.



You will want to choose from the properties for FORM.

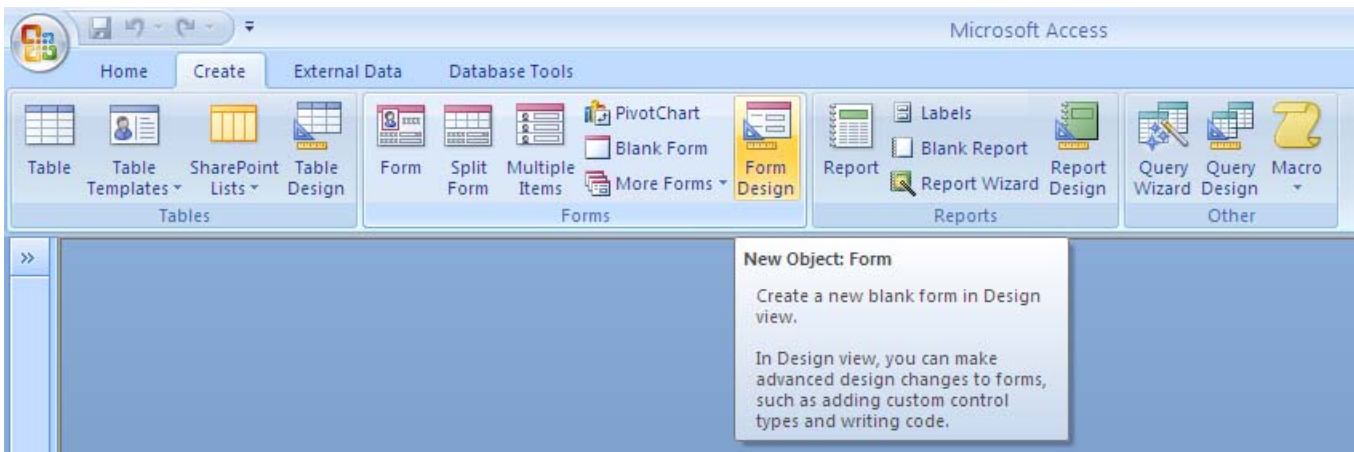


Under **NAVIGATIONAL BUTTONS**
click the drop down box and switch to **NO**.

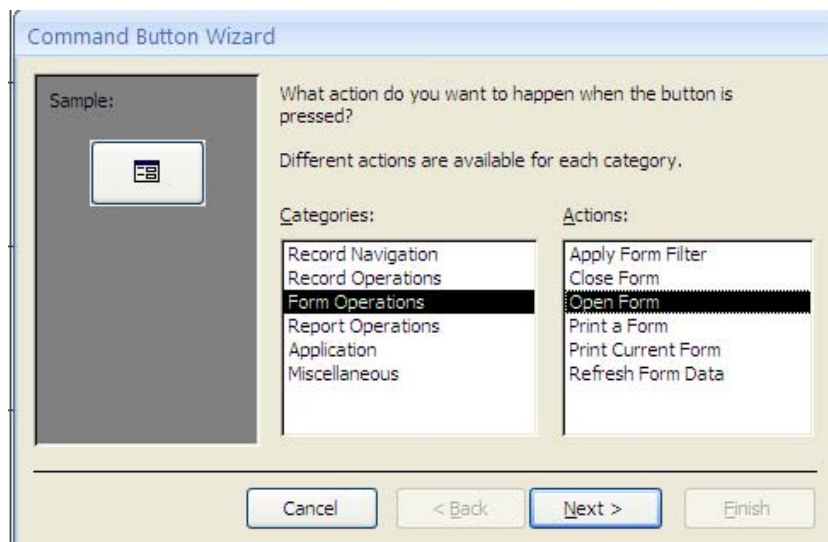


Creating a Switchboard Menu

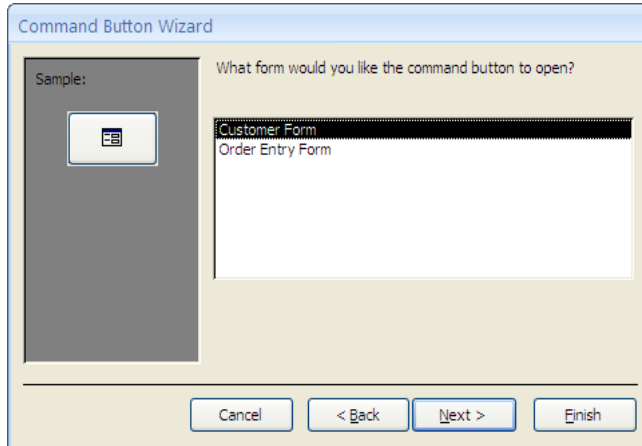
- 1) To create the switchboard form, under the *Create Tab*, select *Form Design*.



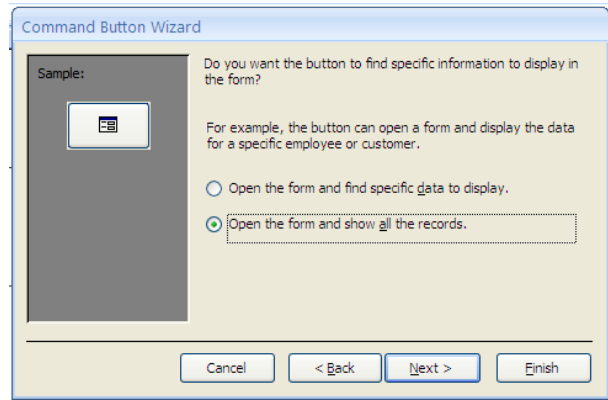
- 2) To create switchboard buttons, follow the previous instructions for creating a button. When creating buttons that will direct you to a form, you will want to select **FORM OPERATIONS**. To view or add another customer, select **OPEN FORM**. Then select **NEXT**.



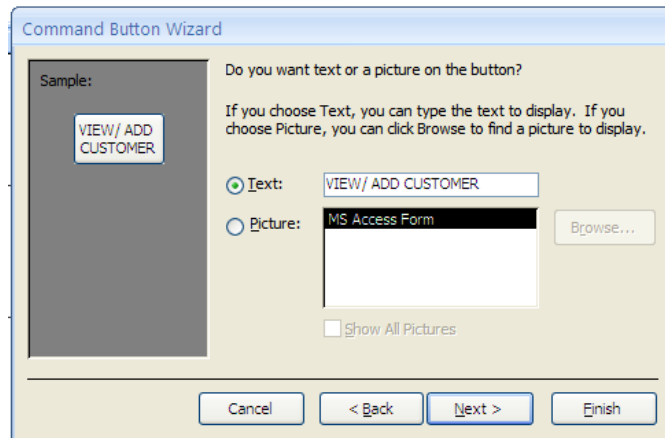
- 3) Because you are creating a CUSTOMER button, select CUSTOMER FORM from the list of choices and click NEXT.



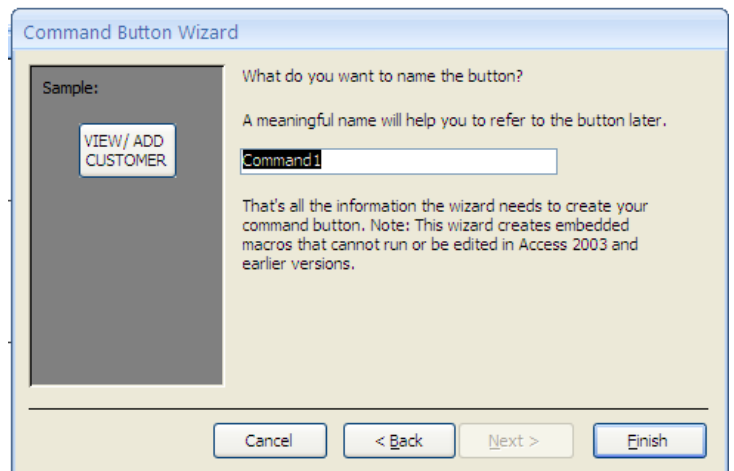
- 4) You will want to select the OPEN THE FORM AND SHOW ALL THE RECORDS option and click NEXT.



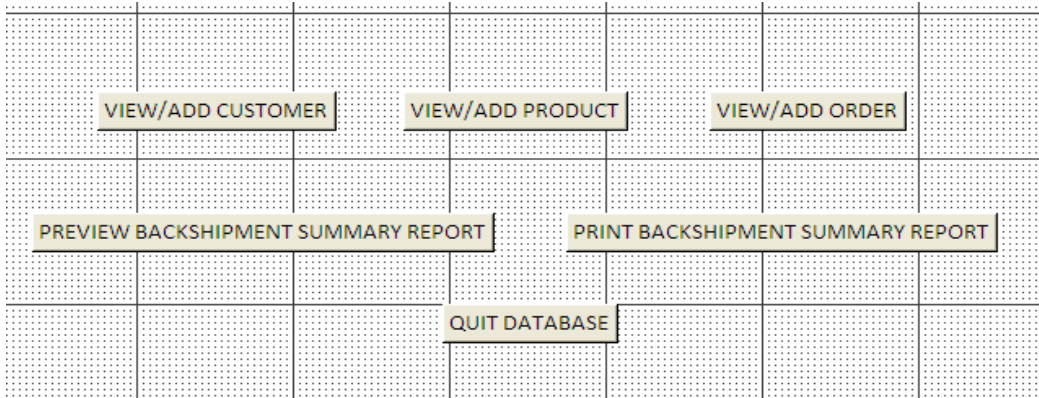
- 5) Select TEXT and change the text to VIEW/ ADD CUSTOMER. Then select NEXT.



- 6) Once again, you may change the button name or leave it as the default. Then click FINISH.

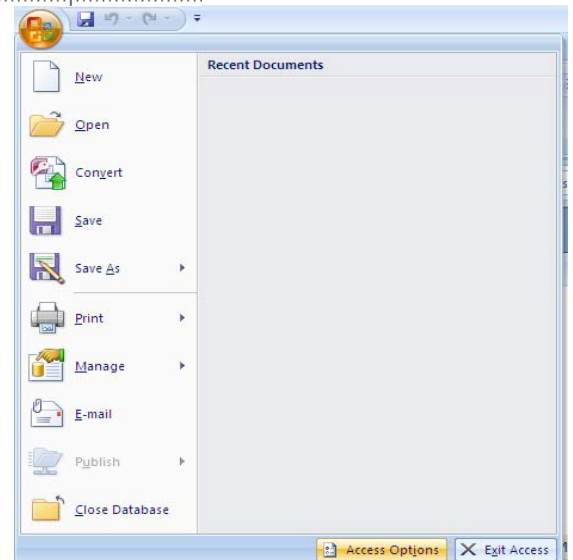


- 7) You will also want to create buttons that VIEW/ ADD PRODUCT, VIEW/ ADD ORDER, PREVIEW BACKSHIPMENT SUMMARY REPORT, PRINT BACKSHIPMENT SUMMARY REPORT, and QUIT DATABASE. Your form should look as follows:



Once again you will want to switch the already present NAVIGATIONAL BUTTONS to off.

- 8) Finally, you will want this switchboard menu to be the first thing that pops up every time you open the database. To do this, click on the round button in the top left hand corner, the FILE button and click on ACCESS OPTIONS on the bottom right hand corner of the Menu.



- 9) Under the CURRENT DATABASE menu, locate DISPLAY FORM. In the drop down menu, select SWITCHBOARD MENU and Press OK. This will allow for your switchboard to appear first every time the database is opened.

