

Course Syllabus: Microsoft Access 2007 Advanced

Working with Reports

Creating a Report
Working in Layout View
Adding a Logo
Working in Design View
Adjusting Page Margins and Orientation
Adding Page Numbers and Dates
Grouping and Sorting
Summarize Data using Totals
Understanding Report Sections

Formatting Forms and Reports

Formatting Fonts
Changing Text Alignment
Changing Colors
Applying Special Effects
Using Conditional Formatting
Adding Pictures, Lines and Gridlines
Working with Number Formatting
Using AutoFormat

Working with Macros

Creating and Running a Macro
Editing a Macro
Working with Macro Groups
Assigning a Macro to an Event
Creating Conditional Expressions
Assigning a Macro to a Keystroke Shortcut
Macro Action Reference

Advanced Topics

Importing Information
Exporting Information
Linking Information from an External Source
Using Hyperlink Fields
Displaying Database Object Dependencies
Setting a Password in Access
Compacting and Repairing a Database