Course Syllabus: Microsoft Access 2003 Advanced

Formatting Forms and Reports

Formatting Fonts with the Formatting Toolbar
Changing Text Alignment
Using AutoFormat
Changing Colors
Applying Special Effects
Using the Format Painter
Adding Pictures and Lines
Aligning Controls with One Another
Changing a Control's Formatting Properties

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 Combination
Macro Action Reference

Advanced Functions

Importing Information
Exporting Information
Importing Objects from another Access Database
Linking Information from an External Source
Analyzing Records with Microsoft Excel
Exporting Records to Microsoft Word
Mail Merging Records to Microsoft Word
Using Hyperlink Fields
Using OLE Object Fields
Viewing Database Dependencies