

Microsoft ®

Access 2007 Course Outline

Advanced Level

1 Day Course

Microsoft
CERTIFIED
*Application
Specialist*

FORMS

- Form customisation
- Linking a form to a table
- Placing controls on the form
- Aligning controls
- Special effects
- Setting tabs
- Placing a bound control
- Placing a check box
- Placing a command button
- Placing a combo box
- Placing a list box
- Pop up forms
- Modal forms
- Split forms
- Limiting user access
- Exporting to XML

REPORTS

- Creating reports
- Creating an AutoFormat template
- Applying an AutoFormat to a report using the wizard
- Applying an AutoFormat to an existing report
- Conditional formatting
- Sub reports

- Formatting reports

ACCESS SWITCHBOARDS

- What is a switchboard
- Creating a switchboard
- Adding a switchboard
- Deleting a switchboard
- Adding items to a switchboard
- Editing a switchboard
- Deleting items within a switchboard
- Making a default switchboard
- Displaying switchboards automatically when opening a database

CUSTOMISING ACCESS

- Customising options
- Current database options
- Datasheet options
- Object designers options
- Proofing options
- Customisation options
- Add-ins options