

## **MICROSOFT ACCESS 2007 Advanced Level**

### **OBJECTIVES**

At the end of this course, the participant will be able to create action queries and create Web pages. This course will help the participant by making it easy for them to work in forms.

### **TARGETED CLIENTELE**

Public

### **PREREQUISITES**

Having taken Access, Intermediate Level



## **COURSE SYLLABUS**

### **1. Subforms**

- Add a subform from an existing form
- Add a subform from existing tables and queries
- Remove the move icons from the display

### **2. Independent Forms**

### **3. Sections in Forms**

- Command button control
- Image control
  - Create an image control
  - Modify the way an image is displayed
  - Align an image in its control
  - Create a mosaic effect
  - Replace an image
- Hyperlink control
- Form security
  - Deny data entry in a control
  - Prevent changes in a form

- Help messages
- Display a help message in a ToolTip
- Display a help message on the status bar

#### **4. Creating a Report**

- Reports
- Basic report tool
  - Create a basic report
  - Save a report
- Display mode
  - Understanding the display modes of a report
  - Switch from one display mode to another
- Formatting
  - Change the size of the fields
  - Move a field
  - Delete a field
  - Improve formatting
  - Add field
  - Apply automatic formatting
- Grouping, sorting, and totals
  - Group and sort
  - Sort
  - Change hierarchy
  - Add totals
  - Hide and show details
- Layout and printing
- Report Assistant tool
- Empty report tool
- Report creation tool
  - Create a custom report
  - View/remove sections of a report
  - Adjust the size of a section
  - Move a label in a different section
  - Group, sort, and add totals
  - Add a calculated control
  - Set the properties of a section
  - Paginating a report
  - Insert date in a report
- Label tools

## **5. Layout and Printing**

- Get preview before printing
- Hide "Form header" section
- Paginating a form
- Add date and time in the form header
- Create a page break
- Change margins
- Print a form

## **6. Macros**

## **7. External Data**