

ACCESS LEVEL 3

Advanced Techniques

Synopsis:

This module covers topics which explain how to use charts, sub forms or subreports, other form techniques, PivotTables and PivotCharts, indexes and hyperlinks. It also considers the application of database security

Prerequisites:

An understanding of Windows and Access Basic and Intermediate

Objectives:

- Use Charts
- Use Subforms/Subreports
- Use Other Form Techniques
- Use PivotTables and PivotCharts
- Work with Indexes
- Use Access and the Internet
- Use Access Database Security

This module includes:

Using Charts

- Working with Charts
- Adding a Chart to a Form or Report
- Using Microsoft Graph to Edit
- Changing the Chart Type
- Changing the Chart Title
- Formatting the Chart Title
- Adding Data Labels to a Chart

Using Subforms/Subreports

- Working with Subforms/Subreports
- Creating a Subform/Subreport
- Editing the Layout of a Subform
- Displaying a Subform in Datasheet View
- Displaying a Subform/Subreport Total

Using Other Form Techniques

- Creating a Split Form
- Converting an Existing Form to a Split Form
- Editing a Split Form
- Adding a Command Button
- Saving a Form as a Report

Using PivotTables and PivotCharts

- Creating a PivotTable View
- Creating a PivotChart View

Working with Indexes

- Viewing Indexes
- Creating a Single Field Index
- Creating a Multiple Field Index
- Deleting an Index
- Creating a Multiple Field Primary Key

Using Access and the Internet

- Working with Hyperlinks
- Creating a Hyperlink Field
- Inserting a Hyperlink Field
- Editing a Hyperlink Field
- Deleting a Hyperlink Field



MICROSOFT OFFICE 2007 COURSE OUTLINE

ACCESS LEVEL 3

Advanced Techniques

Using Access Database Security

Encrypting a Database with a password

Opening and Decrypting a Database

Removing a Database Password

Using Macros and Customizing Toolbars

Synopsis:

This module focuses on macros, customizing the navigation pane, collection data by e-mail and the export of data.

Prerequisites:

An understanding of Windows and Access Basic and Intermediate

Objectives:

- Create Macros
- Use Macros
- Customize the Navigation Pane
- Collect Data By E-mail
- Export Data

This module includes:

Creating Macros

- Working with Macros
- Opening the Macro Tools Window
- Creating a Macro
- Assigning an Argument to an Action
- Displaying Macro Design Arguments
- Saving a Macro
- Using Single Step Mode for Testing
- Running a Macro
- Editing an Existing Macro

Using Macros

- Using Properties
- Creating Embedded Macros
- Assigning a Macro to a Control
- Creating a Command Button
- Adding a Condition to a Macro
- Creating a Group Macro
- Creating an Autoexec Macro

Customizing the Navigation Pane

- Creating Custom Categories
- Creating Custom Groups
- Adding Database Objects to a Group
- Showing/Hiding the Unassigned Objects Group
- Deleting Objects from a Group

Collecting Data By E-mail

- Understanding When to Use Data Collection
- Using the Collect Data By E-mail Messages Wizard
- Setting Data Collection by E-mail options
- Manually Processing Replies

Exporting Data

- Exporting Data to an Excel Workbook
- Saving Export Setup
- Dragging and Dropping Data into Excel
- Creating Word Mail Merge Documents