

Microsoft ®

# Access 2007

## Course Outline

Advanced Level

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### FORM CUSTOMISATION

- Linking a form to a table
- Placing controls on the form
- Aligning controls on a form
- Sizing to fit controls on a form
- Special effects
- Setting tab order
- Placing a bound control on the form
- Placing a check box on the form
- Placing a command button on the form
- Placing a group box on the form
- Placing a combo box on the form
- Placing a list box on the form

### TYPES OF FORMS

- Popup forms
- Modal forms
- Split forms

### LIMITING USER ACCESS

- Limiting users from adding new records
- Limiting users from deleting existing records
- Limiting users from editing a records

### EXPORTING FORM TO XML

- Exporting to XML

### REPORTS

- Creating a report
- Creating an AutoFormat template
- Applying an AutoFormat to a report using the Report Wizard
- Applying an AutoFormat to an existing report
- Conditional formatting
- Subreports
- 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
- Editing items within a Switchboard
- Making a Switchboard the default Switchboard
- Displaying Switchboards automatically when opening a database

### CUSTOMISING ACCESS

- Access customisation options
- Current Database options
- Datasheet options
- Object Designers options
- Proofing options
- Customize options
- Add-ins options