

Access 2007

Advanced user

6Modules - 52topics

Tables (Level 3)

Training in advanced skills with tables

Changing a table's structure

Validation rules

Input masks

Lookup fields: value list

Multifield primary key

Indexing a table

Relationships between tables

Total number of topics in the module: 7

Queries (Level 3)

Training in advanced skills with queries

Criteria involving operators

Adding a calculated field to a query

Statistics without grouping

Statistics on groups

Statistics on selected records in groups

Parameter queries

Find Unmatched queries

Find Duplicates queries

Crosstab queries

Total number of topics in the module: 9

Forms, Reports (Level 3)

Training in advanced skills with forms and reports

Form properties

Preventing access to fields

Changing the order of access to fields

Creating a subform

Using a form to enter data in several tables at once

Sorting information in a report

Grouping records in a report

Printing groups on separate pages of a report

Mailing labels

Total number of topics in the module: 9

Creating controls (Level 3)

Training in advanced skills in creating controls

- Creating a text box control
- Creating a check box/button
- Creating an option group
- Creating a label
- Calculated controls
- Calculating statistics in forms and reports
- Creating a list of data from another table in a form
- Creating a rectangle/line control

Numbering pages in a report or form

Inserting a picture

Total number of topics in the module: 10

Managing controls (Level 3)

Training in advanced skills with managing controls

- Selecting a control
- Deleting a control
- Moving controls
- Aligning and spacing controls
- Copying/moving controls to another section
- Changing the height of a section
- Resizing controls
- Formatting text in a control
- Aligning text in a control
- Formatting controls
- Copying a format from one control to another
- Grouping/ungrouping controls
- Formatting the values displayed by a control

Total number of topics in the module: 13

Analysing data (Level 3)

Training in advanced skills with pivot tables and charts

- Creating a pivot table
- Grouping data in a pivot table
- Adding a totals field to a pivot table
- Pivot charts

Total number of topics in the module: 4