

## **Access 2007 Level 3**

### **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 Charts

### **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 Subforms/Subreports

### **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 Other Form Techniques

### **Using PivotTables and PivotCharts**

- Creating a PivotTable View
- Creating a PivotChart View
- Using PivotTables and PivotCharts

### **Working with Indexes**

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

### **Using Access and the Internet**

- Working with Hyperlinks
- Creating a Hyperlink Field
- Inserting a Hyperlink Field
- Editing a Hyperlink Field
- Deleting a Hyperlink Field
- Using Access and the Internet

### **Using Access Database Security**

- Encrypting a Database with a Password
- Opening and Decrypting a Database
- Removing a Database Password
- Using Access Database Security

## **Creating Macros**

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

## **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
- Using Macros

## **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
- Customizing the Navigation Pane

## **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
- Collecting Data by E-mail

## **Exporting Data**

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