



CORPORATE & CAREER TRAINING

ACCESS 2007 - FORMS & REPORTS

TRAINING OUTLINE

8 HOURS

I. USING CONTROLS AND LAYOUTS

- Switching Views
- Using Controls
- Using Control Layouts
- Using a Stacked Layout
- Using a Tabular Layout
- Removing a Control from a Layout
- Moving Controls
- Viewing the Properties of an Object
- Changing a Control Property

II. MANIPULATING FORM CONTROLS

- Selecting Non-adjacent Controls
- Selecting Adjacent Controls
- Deleting Controls
- Sizing a Control by Dragging
- Sizing Controls Automatically
- Setting Control Margins
- Setting Control Padding
- Hiding the Ruler
- Disabling the Snap to Grid Feature
- Displaying the Field List
- Adding a Field
- Adding a Field from Another Table
- Moving Part of a Paired Control
- Aligning Controls
- Spacing Controls

III. USING DESIGN VIEW

- Adding a Label
- Adding an Image
- Adding a Rectangle
- Adding a Line
- Editing an Unbound Control
- Using Multiple Undo/Redo in Design View

IV. USING ADVANCED FORM DESIGN

- Using Forms in Design View
- Creating a Combo Box
- Editing List Items
- Creating a List Box
- Creating an Option Group
- Adding a Logic Control
- Setting the Tab Order Automatically
- Setting the Tab Order Manually
- Adding a Form Header and Footer
- Creating a Blank Form

V. USING ADVANCED REPORT DESIGN

- Adding Report Sections in Design View
- Creating a Calculated Control
- Grouping Data in a Report
- Creating a Running Summary
- Inserting a Date/Time Control
- Inserting a Page Break
- Changing the Report Margins
- Using the Label Wizard
- Creating a Report without Using a Wizard

VI. 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

VII. USING SPLIT FORMS AND COMMAND BUTTONS

- 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

VIII. USING PIVOTTABLES AND PIVOTCHARTS

- Creating a PivotTable View
- Creating a PivotChart View