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