



## Microsoft Access 2003 Advanced Forms, Reports & Macros

### MANIPULATING CONTROLS

- Using Controls
- Selecting Controls
- Deleting Controls
- Moving & Sizing Controls
- Viewing the Properties of an Object
- Changing a Control Property

### USING DESIGN VIEW

- Hiding the Ruler
- Disabling the Snap to Grid Feature
- Displaying the Field List
- Adding a Field & a Label
- Moving Part of a Paired Control
- Aligning & Spacing Controls
- Using the Toolbox
- Adding an Image
- Adding Rectangles & Lines
- Editing an Unbound Control
- Using Multiple Undo/Redo in Design View

### USING ADVANCED FORM DESIGN

- Using Forms in Design View
- Creating a Combo Box
- 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 & Footer
- Creating a Blank Form

### USING ADVANCED REPORT DESIGN

- Adding Report Sections in Design View
- Creating a Calculated Control
- Grouping Data in a Report
- Creating Group Headers & Footers
- Creating a Running Summary
- Inserting a Date/Time Control
- Controlling Page Breaks & Margins
- Using the Label Wizard
- Creating a Report without Using a Wizard

### 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 Total

### USING OTHER FORM TECHNIQUES

- Adding a Command Button
- Saving a Form as a Report
- Creating a PivotTable or PivotChart View

### USING ACTIVEX CONTROLS

- Working with ActiveX Controls
- Registering an ActiveX Control
- Adding an ActiveX Control
- Attaching an ActiveX Control

### CREATING MACROS

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

### USING MACROS

- Using Properties
- Assigning a Macro to a Control
- Creating a Command Button
- Adding a Condition to a Macro
- Creating a Group Macro
- Creating an Autoexec Macro