

Compacting a Database

Using Name AutoCorrect Backing Up a Database

Creating PivotTables & PivotCharts

Adding a Database Password

Creating a PivotTable View

Creating a PivotChart View

MICROSOFT OFFICE ACCESS 2010

ADVANCED DESIGN, LINKING TO DATA & MACROS

View Schedule Register Now Importing & Linking to External Data **Advanced Report Design** Importing Data Adding Report Sections in Design View Linking Data to an Access Table Creating a Calculated Control Using the Linked Table Manager Creating a Running Summary Exporting Data Inserting a Date/Time Control Inserting a Page Break **Advanced Database Features** Changing the Report Margins Using the Label Wizard **Converting Files** Printing a Relationship Document

Creating a Report without Using a Wizard ٠

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

Splitting Forms

- 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

Creating Macros

- Working with Macros •
- Opening the Macro Tools Window
- Creating a Macro
- **Displaying Macro Design Arguments**
- Assigning an Argument to an Action ٠
- Saving a Macro
- Using Single Step Mode for Testing
- Running a Macro
- Editing an Existing Macro

Macro

- 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

Customizing The Navigation Pane

- Creating Custom Categories
- **Creating Custom Groups**
- Adding Database Objects to a Group
- Show/Hide the Unassigned Objects Group
- Deleting Objects from a Group

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

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
- Adding a Form Header & Footer
- Creating a Blank Form

Collecting Data By E-mail

Opening & Decrypting a Database

Removing a Database Password

Understanding When to Use Data Collection Using the Collect Data By E-mail Wizard

Encrypting a Database with a Password

- Setting Data Collection by E-mail Options
- Manually Processing Replies

Working with Indexes