



Microsoft Access 2007 Advanced

1.0 Database Management

- 1.1 Compact and Repair a Database
- 1.2 Backing up Your Database
- 1.3 Editing Database Properties

2.0 Writing Advanced Queries

- 2.1 Create Unmatched and Duplicate Queries
- 2.2 Group and Summarize Records Using Criteria
- 2.3 Summarize Data Using a Crosstab Query
- 2.4 Create a PivotTable and a PivotChart

3.0 Simplifying Tasks with Macros

- 3.1 Create a Macro
- 3.2 Attach a Macro
- 3.3 Restrict Records Using a Condition
- 3.4 Validate Data Using a Macro
- 3.5 Automate Data Entry Using a Macro

4.0 Making Effective Use of Forms

- 4.1 Display a Calendar on a Form
- 4.2 Organize Information with Tab Pages

5.0 Making Reports More Effective

- 5.1 Include a Chart in a Report
- 5.2 Print Data in Columns
- 5.3 Cancel Printing of a Blank Report
- 5.4 Create a Report Snapshot

6.0 Maintaining an Access Database

- 6.1 Link Tables to External Data Sources
- 6.2 Determine Object Dependencies
- 6.3 Document a Database
- 6.4 Analyze the Performance of a Database