



Microsoft Access 2007 Mini-Series: Forms and Reports Course Outline

Section 1 - Designing Forms

- Creating Forms
- Form Views
- Entering Records
- The Navigation Pane
- Modifying Form Design
- Aligning Controls
- AutoFormat
- Adding Logos
- Tab Order
- Form Headers
- Deleting Controls
- Adding Fields
- Closing Forms

Section 2 - Calculations in Forms

- Creating Calculated Fields
- The Property Sheet

Section 3 -Combo Boxes and Subforms

- Combo Boxes
- The Control Wizard
- Subforms
- The Subform Button
- Split Forms
- Multiple Items Forms

Section 4 - Generating Reports

- The Report Wizard
- Editing Reports in Design View
- Sizing and Moving Controls
- Report Labels
- Information Icons
- Page Breaks
- Calculations
- Running Sums