

## **Access 2007 - Level 3**

## **Course Outline**

This course covers topics which explain how to use charts, sub forms or subreports, other form techniques, PivotTables and PivotCharts, indexes and hyperlinks. It also considers the application of database security.

This course also focuses on macros, customizing the navigation pane, collection data by e-mail and the export of data.

### **Prerequisites:**

Access 2007, Level 2

### **Objectives:**

- Use Charts
- Use Subforms/Subreports
- Use Other Form Techniques
- Use PivotTables and PivotCharts
- Work with Indexes
- Use Access and the Internet
- Use Access Database Security
- Create Macros
- Use Macros
- Customize the Navigation Pane
- Collect Data By E-mail
- Export Data