



Office Productivity Training

Helping your employees work smarter, not harder

Access 2013 Level 3

Advanced Forms & Reports

Module 1

- Designing Forms
- Customizing the Form
- Saving/Opening the Form
- Using Drawing Tools
- Adding a Chart to a Form

Module 2

- Working with Bound/Unbound Objects
- Adding a Combo/List Box
- Creating an Option Group
- Adding Command Buttons
- Adding Control Tips
- Adding a Background Picture

Module 3

- Creating Custom Reports
- Adding, Resizing and Moving Controls
- Displaying Choices
- Adding a Calculated Control
- Changing Report Type
- Saving Opening Reports

Appendix

- Securing Your Database