



Creative People Consulting, Inc.

Mobile Software and Technology Training

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Microsoft® Office Access 2003: Level 3

Course Description

Your training in

Topic 5A: Change the Display of Data Conditionally

Topic 5B: Display a Calendar on a Form

Topic 5C: Organize Information with Tab Pages

Lesson 6: Making Reports More Effective

Topic 6A: Cancel Printing of a Blank Report

Topic 6B: Include a Chart in a Report

Topic 6C: Arrange Data in Columns

Topic 6D: Create a Report Snapshot

Lesson 7: Maintaining an Access Database

Topic 7A: Link Tables to External Data Sources

Topic 7B: Back Up a Database

Topic 7C: Compact and Repair a Database

Topic 7D: Protect a Database with a Password

Topic 7E: Determine Object Dependency

Topic 7F: Document a Database

Topic 7G: Analyze the Performance of a Database

Appendix A: Microsoft Office Specialist Program