

## Access 2003: Advanced

1 day

### Description

This ILT Series course teaches advanced-level functions and features of Access 2003. Students will learn how to: query with SQL; use crosstab, parameter, and action queries; create and run macros; import, export, and link database objects; optimize, replicate, and synchronize databases; and maintain database security.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Access 2003 exam. For comprehensive certification training, students should complete Access 2003: Basic, Intermediate, and Advanced.

### Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Access 2003: Basic*
- *Access 2003: Intermediate*
- *Previous experience with Excel is recommended*

### Course Outline

#### **Unit 1: Querying with SQL**

Topic A: SQL and Access  
Topic B: Writing SQL statements  
Topic C: Attaching SQL queries to controls

#### **Unit 2: Advanced queries**

Topic A: Creating crosstab queries  
Topic B: Creating parameter queries  
Topic C: Using action queries

#### **Unit 3: Macros**

Topic A: Creating, running, and modifying macros  
Topic B: Attaching macros to the events of database objects

#### **Unit 4: Advanced macros**

Topic A: Creating macros to provide user interaction  
Topic B: Creating macros that require user input  
Topic C: Creating the AutoKeys and AutoExec macros  
Topic D: Creating macros for data transfer

#### **Unit 5: Importing, exporting, and linking objects**

Topic A: Importing objects  
Topic B: Exporting objects  
Topic C: Interacting with the XML documents  
Topic D: Linking Access objects  
Topic E: Working with Windows SharePoint Services

#### **Unit 6: Database management**

Topic A: Optimizing resources  
Topic B: Replicating and synchronizing databases

#### **Unit 7: Security fundamentals**

Topic A: Protecting databases  
Topic B: Encrypting and decrypting databases  
Topic C: User-level security