

Access 2010: Advanced

1 day

Description

This ILT Series course builds on the skills and concepts taught in Access 2010: Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Access 2010 exam. For comprehensive certification training, students should complete Access 2010: Basic, Intermediate, and Advanced.

Prerequisites

- Access 2010: Intermediate

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

Topic A: Importing objects

Topic B: Exporting objects

Topic C: Interacting with XML documents

Topic D: Linking Access objects

Topic E: Hyperlink fields

Unit 6: Database management

Topic A: Optimizing resources

Topic B: Protecting databases

Topic C: Setting options and properties