

Course Outline

Microsoft Access Advanced



Duration: 2 days (12 hours)

Learning Objectives:

- Use SQL statements and examine them in Access, create aliases for fields, write SQL statements to create queries, and attach an SQL statement to a command button.
- Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria, and create action queries to add, delete, and modify data in tables and to make new tables.
- Create and run macros to automate tasks and attach macros to the events of database objects.
- Create data validation and data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, and create macros to import and export database objects.
- Save to previous versions. Split, compact, repair, and back up a database. Encrypt and password-protect database files. Configure Access Options and populate database file properties.
- Create, populate, and modify a hyperlink field. Collect data via e-mail by using Outlook 2007.

Certification Track

This course is designed to help you pass the Microsoft Certified Application Specialist exam for Access 2007.

Target Audience:

You should be comfortable using a personal computer and Microsoft Windows XP or later. You should also have some experience using Access 2007. You will get the most out of this course if your goal is to become proficient using more advanced Access features and functions, such as querying with SQL, using crosstab, parameter, and action queries, creating and running macros, importing, exporting, and linking database objects, optimizing a database, and basic database security.

Prerequisites:

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the following courses or have equivalent experience: Windows XP: Basic, or Windows Vista: Basic and Access 2007: Basic and Access 2007: Intermediate.

Topics Covered:

- Querying with SQL
 - SQL and Access
 - Writing SQL statements
 - Attaching SQL queries to controls

- Advanced queries
 - Creating crosstab queries
 - Creating parameter queries
 - Using action queries
- Macros
 - Creating, running, and modifying macros
 - Attaching macros to the events of database objects
- Advanced macros
 - Creating macros to provide user interaction
 - Creating macros that require user input
 - Creating the AutoKeys and AutoExec macros
 - Creating macros for data transfer
- Importing, exporting, and linking
 - Importing objects
 - Exporting objects
 - Interacting with XML documents
 - Linking Access objects
 - Working with Windows SharePoint Services
- Database management
 - Optimizing resources
 - Protecting databases
 - Setting options and properties
- Internet integration
 - Hyperlink fields
 - Working with Outlook 2007
- Advanced form design
 - Adding unbound controls
 - Adding Graphics
 - Adding calculated values
 - Adding combo boxes
 - Advanced form types
- Reports and printing
 - Customized headers and footers
 - Adding calculated values
 - Printing
 - Labels
- Charts
 - Charts in forms
 - Charts in reports
- PivotTables and PivotCharts
 - PivotTables
 - Modifying PivotTables
 - PivotCharts

- PivotTable forms