

Access 2007: Advanced

1 day

Description

This ILT Series course builds on the skills and concepts taught in Access 2007: Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; work with XML documents; work with Windows SharePoint Services; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields; and use Outlook 2007 to update data.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (77-605). For comprehensive certification training, students should complete Access 2007: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Access 2007: Basic*
- *Access 2007: 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

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

Unit 6: Database management

Topic A: Optimizing resources
Topic B: Protecting databases
Topic C: Setting options and properties

Unit 7: Internet integration

Topic A: Hyperlink fields
Topic B: Working with Outlook 2007