

MS Access 2007 Advanced



12 Hours of Instruction
\$399

Prerequisite: Access 2007: Intermediate

Course Description: 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.

Course Content

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