

ExecuTrain End User Computer Skills

Access 2003: Advanced

1 Day

Description

Your training in and use of Microsoft® Office Access 2003 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft Office Access 2003. You're now ready to extend your knowledge into some of the more specialized and advanced capabilities

Prerequisites

To ensure the successful completion of Microsoft Office Access 2003: Advanced, we recommend completion of the following courses, or equivalent knowledge (familiarity with basic and intermediate features of Access tables, relationships, queries, forms, and reports):

- ✓ Access 2003: Basic
- ✓ Access 2003: Intermediate

Objectives

- ✓ restructure an existing set of data to improve the design of a database.
- ✓ use a variety of techniques to summarize and present data with queries.
- ✓ create and revise basic and advanced Access macros.
- ✓ create macros that improve data entry efficiency and integrity.
- ✓ Import, export and interact with XML documents
- ✓ protect the database.
- ✓ maintain an Access database by using various utility tools.

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

Appendix A: Microsoft Office Specialist exam objectives map

Topic A: Comprehensive exam objectives