

Access 2007: Advanced

1 Day

Description

Your training in and use of Microsoft® Office Access™ 2007 has provided you with a solid foundation in the basic and intermediate skills of working in Microsoft® Office Access™ 2007. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

Target Student:

This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for students pursuing the Microsoft® Office Specialist Certification for Microsoft® Office Access™ 2007, and it is a prerequisite to take more advanced courses in Microsoft® Office Access™ 2007.

Prerequisites

To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. The following Element K courses or equivalent knowledge are recommended:

- ✓ Microsoft® Office Access™ 2007: Basic
- ✓ Microsoft® Office Access™ 2007: Intermediate

Certification

This course is one of a series of ExecuTrain courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Objectives

You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and performing database maintenance.

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