

Course:**Access 2010: Advanced, First Look Edition**

Course Details**Access 2010: Advanced, First Look Edition****Course Number:** 1-4260-1984-X**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series course builds on the skills and concepts taught in Access 2010: Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

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: Hyperlink fields

Unit 6: Database management

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

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.