

## Course Outline

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### Microsoft Access Advanced



**Duration:** 2 days (12 hours)

#### Learning Objectives:

- Use SQL statements and examine them in Access, create aliases for fields, write SQL statements to create queries, and attach an SQL statement to a command button.
- Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria, and create action queries to add, delete, and modify data in tables and to make new tables.
- Create and run macros to automate tasks and attach macros to the events of database objects.
- Create data validation and data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, and create macros to import and export database objects.
- Save to previous versions. Split, compact, repair, and back up a database. Encrypt and password-protect database files. Configure Access Options and populate database file properties.

#### Topics Covered:

- Querying with SQL
  - Topic A: SQL and Access
  - Topic B: Writing SQL statements
  - Topic C: Attaching SQL queries to controls
- Advanced queries
  - Topic A: Creating crosstab queries
  - Topic B: Creating parameter queries
  - Topic C: Using action queries
- Macros
  - Topic A: Creating, running, and modifying macros
  - Topic B: Attaching macros to the events of database object
- 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
- 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
- Database management
  - Topic A: Optimizing resources
  - Topic B: Protecting databases
  - Topic C: Setting options and properties
  
- Advanced form design
  - Topic A: Adding unbound controls
  - Topic B: Adding graphics
  - Topic C: Adding calculated values
  - Topic D: Adding combo boxes
  - Topic E: Advanced form types
- Reports and printing
  - Topic A: Customized headers and footers
  - Topic B: Calculated values
  - Topic C: Printing
  - Topic D: Labels
- Charts
  - Topic A: Charts in forms
  - Topic B: Charts in reports
- PivotTables and PivotCharts
  - Topic A: PivotTables
  - Topic B: Modifying PivotTables
  - Topic C: PivotCharts
  - Topic D: PivotTable forms