

Microsoft Access 2007 Advanced: In this course students will build on the skills and concepts taught in Access 2007: Intermediate. 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; optimize databases; password-protect and encrypt databases; set Access options and properties and create hyperlink fields.

- 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

- Database management
 - Optimizing resources
 - Protecting databases
 - Setting options and properties

- Internet integration
 - Hyperlink fields