

Access 2007 Advanced

Description: 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; work with Windows SharePoint Services; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields; and use Outlook 2007 to update data.

Days: 1

Prerequisites: Access 2007 Intermediate or equivalent experience

Unit 1: Querying with SQL

Topic A: SQL and Access

- Discussing Structured Query Language
- Examining an SQL statement in Access

Topic B: Writing SQL statements

- Writing an SQL SELECT statement
- Using the WHERE clause
- Creating aliases
- Displaying matching records from related tables
- Finding unmatched records
- Getting context-sensitive help in SQL

Topic C: Attaching SQL queries to controls

- Assigning an SQL-specific query to a command button

Unit 2: Advanced queries

Topic A: Creating crosstab queries

- Viewing a crosstab query
- Using the Crosstab Query Wizard

Topic B: Creating parameter queries

- Creating a single-criterion parameter query
- Creating a query with multiple parameters
- Using a wildcard in a parameter query

Topic C: Using action queries

- Adding records to a table with an append query
- Deleting records with a delete query
- Modifying records with an update query
- Creating a Make Table query

Unit 3: Macros

Topic A: Creating, running, and modifying macros

- Creating and running a macro
- Modifying a macro

Topic B: Attaching macros to the events of database objects

- Attaching a macro to the Open event of a form
- Attaching a macro to a command button

Unit 4: Advanced macros

Topic A: Creating macros to provide user interaction

- Creating a data validation macro
- Creating a data-entry macro

Topic B: Creating macros that require user input

- Creating a macro that runs a parameter query

Topic C: Creating the AutoKeys and AutoExec macros

- Creating an AutoKeys macro
- Creating an AutoExec macro

Topic D: Creating macros for data transfer

- Importing a database object by using a macro
- Exporting data to a spreadsheet by using a macro

Unit 5: Importing, exporting, and linking

Topic A: Importing objects

- Importing multiple objects
- Importing an object from Excel
- Using a Saved Import specification
- Importing a CSV file

Topic B: Exporting objects

- Exporting an object
- Using a Saved Export specification

Topic C: Interacting with XML documents

- Exporting and importing XML documents
- Exporting to an XML document with an XSL file
- Saving to an XPS file

Topic D: Linking Access objects

- Linking to an Access table
- Updating the links
- Linking to an Excel workbook

Topic E: Working with Windows SharePoint Services

- Discussing Windows SharePoint Services

Unit 6: Database management

Topic A: Optimizing resources

- Converting a database to a prior version
- Analyzing performance
- Splitting a database
- Using the Compact and Repair Database utility
- Backing up a database

Topic B: Protecting databases

- Encrypting a database with a password
- Removing a password and encryption

Topic C: Setting options and properties

- Setting Access Options
- Creating and populating properties

Unit 7: Internet integration

Topic A: Hyperlink fields

- Creating a hyperlink field
- Inserting data in a hyperlink field
- Modifying data in a hyperlink field

Topic B: Working with Outlook 2007

- Collecting data via e-mail

Upcoming Classes

May 22, 2012

Jun 12, 2012

Jul 17, 2012

Aug 07, 2012

Sep 10, 2012
Oct 23, 2012
Nov 12, 2012
Dec 13, 2012