

Course ACS0703: Microsoft Access 2007 – Advanced Level

One Day, Instructor Led

Prerequisites

- Access 2007 - Intermediate

Course Details

Unit 1: Querying with SQL

- SQL and Access
- Writing SQL statements
- Attaching SQL queries to controls

Unit 2: Advanced queries

- Creating crosstab queries
- Creating parameter queries

Unit 3: Macros

- Creating, running, and modifying macros
- Attaching macros to events

Unit 4: Advanced macros

- Macros to provide user interaction

- Creating macros that require user input

Unit 5: Importing, exporting, and linking

- Importing objects
- Exporting objects
- Linking objects

Unit 6: Database management

- Optimizing resources
- Protecting databases

Unit 7: Internet integration

- Hyperlink fields
- Working with Outlook 2007

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Note