

Course ACS1003: Microsoft Access 2010 – Advanced Level

One Day, Instructor-Led

Pre-requisites

- Access 2010 – Basic or Equivalent Experience

Course Outline

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
- Using action queries

Unit 3: Macros

- Creating, running, and modifying macros
- Attaching macros to the events of database objects

Unit 4: Advanced macros

- Creating macros to provide user input

- Creating macros that require user input
- Creating the AutoKeys and AutoExec macros
- Creating macros for data transfer

Unit 5: Importing, exporting, and linking objects

- Importing objects
- Exporting objects
- Working with the XML documents
- Linking Access objects
- Using hyperlink fields

Unit 6: Database management

- Optimizing resources
- Protecting databases
- Setting options and properties

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 Notes