Access 2010: Advanced

Code: CT11-362
Duration: 1 day(s)

Outline

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
Hyperlink fields

Database management
Optimising resources
Protecting databases
Setting options and properties

After completing this course, students will know how to:

- Use SQL statements in Access; create aliases for fields; write SQL statements to create queries; and attach a SQL statement to a command button.
- Create crosstab queries to summarise 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 AutoKeys and AutoExec macros; and create macros to import and export database objects.
- Import Access objects from another Access database, from Excel, and from a CSV file; export objects from one database to another; export and import XML documents; save objects as XPS files; link Access objects between databases and to Excel workbooks; and create hyperlink fields.
- Save databases in file formats for previous versions of Access; use the Performance Analyzer; split, compact, repair, and back up databases; encrypt and password-protect database files; configure Access Options; and populate database file properties.

Prerequisites

Access 2010: Intermediate or equivalent experience