

## ExecuTrain Course Outline

### Access 2010: Advanced

Course length: 1 day

#### Description:

This course builds on the skills and concepts taught in Access 2010: Intermediate. Students will learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and back up databases; password-protect and encrypt databases; and set Access options and properties.

#### Course Contents:

##### Unit 1: Querying with SQL

Topic A: SQL and Access

Topic B: Writing SQL statements

Topic C: Attaching SQL queries to controls

##### Unit 2: Advanced queries

Topic A: Creating crosstab queries

Topic B: Creating parameter queries

Topic C: Using action queries

##### Unit 3: Macros

Topic A: Creating, running, and modifying macros

Topic B: Attaching macros to the events of database objects

##### Unit 4: Advanced macros

Topic A: Creating macros to provide user interaction

Topic B: Creating macros that require user input

Topic C: Creating AutoKeys and AutoExec macros

Topic D: Creating macros for data transfer

##### Unit 5: Importing, exporting, and linking objects

Topic A: Importing objects

Topic B: Exporting objects

Topic C: Working with XML documents

Topic D: Linking Access objects

Topic E: Using hyperlink fields

##### Unit 6: Database management

Topic A: Optimizing resources

Topic B: Protecting databases

Topic C: Setting options and properties

■ ExecuTrain of Dubai ■

■ Tel: 04-3374888 ■ Fax: 04-33 74 889 ■

■ [www.executrain.com](http://www.executrain.com) / [www.executrain.ae](http://www.executrain.ae) ■ [training@executrain.ae](mailto:training@executrain.ae) ■