

Access 2007: Advanced

(Course Number: OFFT-3880)

Topic-Level Outline

Prerequisites: *Access 2007: Intermediate* or equivalent experience

Participants 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.

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

Working with Windows SharePoint Services

Database management

Optimizing resources

Protecting databases

Setting options and properties

Internet integration

Hyperlink fields

Working with Outlook 2007