

Access 2010: Advanced

(Course Number: OFFT-3900)

Topic-Level Outline

Prerequisites: *Access 2010: Intermediate* or equivalent experience

This ILT Series 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.

- 1) Importing and Exporting Data Chapter 19 pgs. 597-635**
 - a) Importing
 - b) Linking
 - c) Appending
 - d) Collecting data with Outlook
 - e) Saving Imports and Exports
 - f) Exporting
 - g) Mail merging to Word

- 2) Queries that Update RecordsChapter 8 pgs. 243-274**
 - a) Crosstab queries
 - b) Make Table queries
 - c) Append queries
 - d) Delete queries
 - e) Update queries

- 3) Access Macros & VBA Chapter 15&16, pgs. 457-518**
 - a) Enhancing forms: Read Only and Add Only forms
 - b) Working with Access macro commands
Safe vs. unsafe commands; conditional; groups; autokeys; autoexec
 - c) Sample Form macros
 - d) Sample Report macros
 - e) Splash screens
 - f) Visual Basic Editor

- 4) Navigation Systems, Switchboards and MenusChapter 14 pgs. 425-450**
 - a) Access Options
 - b) Customizing the Navigation Pane
 - c) Creating Switchboards
 - d) Creating Custom Menus

- 5) Sharing Databases with Multiple UsersChapter 18 pgs. 565-594**
 - a) Converting databases
 - b) Analyzing database performance
 - c) Database documentation
 - d) Record locking
 - e) Encrypting with passwords
 - f) Executable databases (.accde)
 - g) Splitting databases