

Microsoft Office Access 2007: Advanced

- Course Length: 1 Day

Course Overview

This course builds on the skills and concepts taught in Access 2007: Intermediate. Students 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.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Access 2007 exam (77-605). For comprehensive certification training, students should complete Access 2007: Basic, Intermediate, and Advanced.

Course Outline

Course Introduction

2m

Course Introduction

Unit 01 - Querying with SQL

33m

Topic A: SQL and Access

Sample SQL Statements

A Query in SQL View

Demo A-1: Examining an SQL Statement in Access

Topic B: Writing SQL Statements

Writing an SQL Statement

Demo B-1: Writing an SQL SELECT Statement

Syntax for WHERE Clause

Demo B-2: Using the WHERE Clause

Aliases

Demo B-3: Creating Aliases

Syntax to Display Matched Records

Demo B-4: Displaying Matching Records from Related Tabs

Syntax to Display Unmatched Records

Demo B-5: Finding Unmatched Records

Context-Sensitive Help

Demo B-6: Getting Context-Sensitive Help in SQL

Topic C: Attaching SQL Queries to Controls

SQL Specific Queries

Create a Union Query

Attach a SQL Query to a Button

Command Button Wizard

Demo C-1: Assigning a SQL-Specific Query to a Command Button

Unit 01 Review

Unit 02 - Advanced Queries

33m

Topic A: Creating Crosstab Queries

A Crosstab Query Result

Demo A-1: Viewing a Crosstab Query

Create a Crosstab Query

Demo A-2: Using the Crosstab Query Wizard

Topic B: Creating Parameter Queries

Create a Single-Criterion Query

Demo B-1: Creating a Single-Criterion Parameter Query

Create a Multiple-Criteria Query

Demo B-2: Creating a Query with Multiple Parameters

Create a Wildcard Query

Demo B-3: Using a Wildcard in a Parameter Query

Topic C: Using Action Queries

Types of Action Queries

Use an Append Query

Demo C-1: Adding Records to a Table with an Append Query

Use a Delete Query

Demo C-2: Deleting Records with a Delete Query

Use an Update Query

Demo C-3: Modifying Records with an Update Query

Use a Make Table Query

Demo C-4: Creating a Make Table Query

Unit 02 Review

Unit 03 – Macros

13m

Topic A: Creating, Running, and Modifying Macros

Sample Macro

Create and Run a Macro

Demo A-1: Creating and Running a Macro

Modify a Macro

Demo A-2: Modifying a Macro

Topic B: Attaching Macros to the Events of Database Objects

The Event Tab

Demo B-1: Attaching a Macro to the Open Event of a Form

Attach a Macro to a Command Button

Demo B-2: Attaching a Macro to a Command Button

Unit 03 Review

Unit 04 - Advanced Macros

27m

Topic A: Creating Macros to Provide User Interaction

A Sample Macro with a Condition

Create a Data Verification Macro

Demo A-1: Creating a Data Validation Macro

Create a Data-Entry Macro

Demo A-2: Creating a Data-Entry Macro

Topic B: Creating Macros that Require User Input

A Macro that Runs a Parameter Query

Demo B-1: Creating a Macro that Runs a Parameter Query

Topic C: Creating the AutoKeys and AutoExec Macros

Create an AutoKeys Macro

Demo C-1: Creating an AutoKeys Macro

Create an AutoExec Macro

Demo C-2: Creating an AutoExec Macro

Topic D: Creating Macros for Data Transfer

The TransferDatabase Action of Macros

Demo D-1: Importing a Database Object by Using a Macro

Export Data to Spreadsheet

Unit 04 Review

Unit 05 - Importing, Exporting, and Linking

44m

Topic A: Importing Objects

Import Objects from a Database

Import Objects Dialog Box

Demo A-1: Importing Multiple Objects

Import Objects from Excel

Demo A-2: Importing an Object from Excel

Manage Data Tasks

Demo A-3: Using a Saved Import Specification

Fixed Width vs. Delimited Format

Demo A-4: Importing a CSV File

Topic B: Exporting Objects

Export Objects from a Database

Export Table Dialog Box

Demo B-1: Exporting an Object

Demo B-2: Using a Saved Export Specification

Topic C: Interacting with the XML Documents

Export as XML

Export XML Dialog Box

Import XML Dialog Box

Demo C-1: Exporting and Importing XML Documents

Export with an XSL File

Demo C-2: Exporting to an XML Document with an XSL File

XML Paper Specification Viewer

Topic D: Linking Access Objects

Link a Table

Demo D-1: Linking to an Access Table

Update a Link

Linked Table Manager Dialog Box

Demo D-2: Updating the Links

Link to an Excel Workbook

Demo D-3: Linking to an Excel Workbook

Topic E: Working with Windows SharePoint Services

Export Table to SharePoint Services Site

Export - SharePoint Site Dialog Box

Import from SharePoint Services

Unit 05 Review

Unit 06 - Database Management

24m

Topic A: Optimizing Resources

Convert to a Prior Version

Demo A-1: Converting a Database to a Prior Version

Performance Analyzer Dialog Box

A Sample Performance Analyzer Result

Demo A-2: Analyzing Performance

Split a Database

Demo A-3: Splitting a Database

Compact and Repair a Database

Demo A-4: Using the Compact and Repair Database Utility

Back Up a Database

Demo A-5: Backing Up a Database

Topic B: Protecting Databases

Encrypt and Password Protect

Demo B-1: Encrypting a Database with a Password

Remove Password and Encryption

Demo B-2: Removing a Password and Encryption

Topic C: Setting Options and Properties

Access Options Dialog Box

Demo C-1: Setting Access Options

Properties Dialog Box

Unit 06 Review

Unit 07 - Internet Integration

9m

Topic A: Hyperlink Fields

Create a Hyperlink Field

Demo A-1: Creating a Hyperlink Field

Insert Hyperlink Dialog Box

Demo A-2: Inserting Data in a Hyperlink Field

Modify Hyperlink Data

Demo A-3: Modifying Data in a Hyperlink Field

Topic B: Working with Outlook 2007

Collect Data by Email

Unit 07 Review

Total Duration: 3h 5m