

# Microsoft Office Access 2010: Advanced

- **Course Length:** 1 Day

## Course Overview

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.

## Course Overview

<b><u>Course Introduction</u></b>	2m
Course Introduction	
<b><u>Unit 01 - Querying with SQL</u></b>	30m
<b>Topic A: SQL and Access</b>	
Sample SQL Statements	
A Query in SQL View	
Demo - A2: Examining a SQL Statement in Access	
<b>Topic B: Writing SQL Statements</b>	
Writing a SQL Statement	
Demo - B1: Writing a SQL SELECT Statement	
Syntax for WHERE Clause	
Demo - B2: Using the WHERE Clause	
Aliases	
Demo - B3: Creating Aliases	
Syntax to Display Matched Records	
Demo - B4: Displaying Matching Records from Related Tables	
Syntax to Display Unmatched Records	
Demo - B5: Finding Unmatched Records	
Context-Sensitive Help	
Demo - B6: Getting Context-Sensitive Help on SQL	
<b>Topic C: Attaching SQL Queries to Controls</b>	
SQL-Specific Queries	
Create a Union Query	
Attach a SQL Query to a Button	
Command Button Wizard	
Demo - C1: Assigning a SQL Query to a Command Button	
Unit 01 Review	
<b><u>Unit 02 - Advanced Queries</u></b>	34m
<b>Topic A: Creating Crosstab Queries</b>	
A Crosstab Query Result	
Demo - A-1: Viewing a Crosstab Query	
Create a Crosstab Query	

The Crosstab Query Wizard

Demo - A-2: Using the Crosstab Query Wizard

**Topic B: Creating Parameter Queries**

Create a Single-Criterion Query

Demo - B1: Creating a Single-Criterion Parameter Query

Create a Multiple-Criteria Query

Demo - B2: Creating a Query with Multiple Parameters

Create a Wildcard Query

Demo - B3: Using a Wildcard in a Parameter Query

**Topic C: Using Action Queries**

Types of Action Queries

Use an Append Query

Demo - C1: Adding Records to a Table with an Append Query

Use a Delete Query

Demo - C2: Deleting Records with a Delete Query

Use an Update Query

Demo - C3: Modifying Records with an Update Query

Use a Make Table Query

Demo - C4: Creating a Make Table Query

Unit 02 Review

**Unit 03 - Macros**

14m

**Topic A: Creating, Running, and Modifying Macros**

Sample Macro

The Macro Tools | Design Tab

Demo - A1: Creating and Running a Macro

Demo - A2: Modifying a Macro

**Topic B: Attaching Macros to the Events of Database Objects**

The Event Tab

Demo - B1: Attaching a Macro to the Open Event of a Form

Attach Macro to Command Button

Demo - B2: Attaching a Macro to a Command Button

Unit 03 Review

**Unit 04 - Advanced Macros**

39m

**Topic A: Creating Macros to Provide User Interaction**

Sample Macro with a Condition

Create a Data Validation Macro

Demo - A1: Creating a Data Validation Macro

Create a Data Entry Macro

Demo - A2: Creating a Data Entry Macro

**Topic B: Creating Macros that Require User Input**

Macro to Run a Parameter Query

Demo - B1: Creating a Macro that Runs a Parameter Query

**Topic C: Creating AutoKeys and AutoExec Macros**

The AutoKeys Macro

Demo - C1: Creating an AutoKeys Macro

Create an AutoExec Macro

Demo - C2: Creating an AutoExec Macro

**Topic D: Creating Macros for Data Transfer**

The ImportExportData Action  
Demo - D1: Importing a Database Object by Using a Macro  
Export Data to a Spreadsheet  
Demo - D2: Exporting Data to a Spreadsheet by Using a Macro  
Unit 04 Review

## **Unit 05 - Importing, Exporting, and Linking**

54m

### **Topic A: Importing Objects**

Import Objects from a Database  
The Import Objects Dialog Box  
Demo - A1: Importing Multiple Objects  
Import Objects from Excel  
Demo - A2: Importing an Object from Excel  
Manage Data Tasks  
Demo - A3: Using a Saved Import Specification  
Fixed Width vs. Delimited Format  
Demo - A4: Importing a CSV File

### **Topic B: Exporting Objects**

Export Objects from a Database  
The Export Table Dialog Box  
Demo - B1: Exporting an Object  
Demo - B2: Using a Saved Export Specification

### **Topic C: Working with XML Documents**

Export as XML  
The Export XML Dialog Box  
The Import XML Dialog Box  
Demo - C1: Exporting and Importing XML Documents  
Export with an XSL File  
Demo - C2: Exporting to an XML Document with an XSL File  
Publish as PDF or XPS  
Demo - C3: Saving a Table as an XPS File

### **Topic D: Linking Access Objects**

Link a Table  
Demo - D1: Linking to an Access Table  
Update a Link  
Linked Table Manager  
Demo - D2: Updating Links  
Link to an Excel Workbook  
Demo - D3: Linking to an Excel Workbook

### **Topic E: Using Hyperlink Fields**

Create a Hyperlink Field  
Demo - E1: Creating a Hyperlink Field  
The Insert Hyperlink Dialog Box  
Demo - E2: Inserting Data in a Hyperlink Field  
Modify Hyperlink Data  
Demo - E3: Modifying Data in a Hyperlink Field  
Unit 05 Review

## **Unit 06 - Database Management**

29m

### **Topic A: Optimizing Resources**

Convert to a Prior Version  
Demo - A1: Converting a Database to a Prior Version  
The Performance Analyzer  
Performance Analyzer Results  
Demo - A2: Analyzing Performance  
Split a Database  
Demo - A3: Splitting a Database  
Compact and Repair a Database  
Demo - A4: Using the Compact and Repair Database Utility  
Back Up the Active Database  
Demo - A5: Backing up a Database  
**Topic B: Protecting Databases**  
Encrypt and Password-Protect  
Demo - B1: Encrypting a Database with a Password  
Remove Password and Encryption  
Demo - B2: Removing a Password and Encryption  
**Topic C: Setting Options and Properties**  
The Access Options Dialog Box  
Demo - C1: Setting Access Options  
Database Properties Dialog Box  
Demo - C2: Creating and Populating Database Properties  
Unit 06 Review  
Course Closure

**Total Duration: 3h 21m**