



Course Outline

Access 365: Advanced/Level 3

Days: 1

Prerequisites: Access Intermediate or equivalent experience

Unit 1 : Querying with SQL

- SQL and Access
- Writing SQL statements
- Attaching SQL queries to controls

Unit 2 : Advanced Queries

- Creating crosstab queries
- Creating parameter queries
- Using action queries

Unit 3 : Macros

- Creating, running, and modifying macros
- Attaching macros to the events of a database

Unit 4 : Advanced Macros

- Creating macros to provide user interaction
- Creating macros that require user input
- Creating AutoKeys and AutoExec macros
- Creating macros for data transfer

Unit 5 : Importing, exporting, and linking objects

- Importing objects
- Exporting objects
- Working with XML
- Linking Access objects
- Using hyperlink fields

Unit 6 : Database management

- Optimizing resources
- Protecting databases
- Setting options and properties