

# Course overview:

## Access 2007 Level 3



### Overview and objectives

This one-day 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.

### Target audience

You should be comfortable using a personal computer and Microsoft Windows XP or later. You should also have some experience using Access 2007. You will get the most out of this course if your goal is to become proficient using more advanced Access features and functions, such as querying with SQL, using crosstab, parameter, and action queries, creating and running macros, importing, exporting, and linking database objects, optimizing a database, and basic database security.

### Course prerequisites

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the following courses or have equivalent experience: Windows XP: Basic, or Windows Vista: Basic and Access 2007: Basic and Access 2007: Intermediate.

### Course objectives

Use SQL statements and examine them in Access, create aliases for fields, write SQL statements to create queries, and attach an SQL statement to a command button.

Create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria, and create action queries to add, delete, and modify data in tables and to make new tables.

Create and run macros to automate tasks and attach macros to the events of database objects.

Create data validation and data-entry macros, create macros that run parameter queries, create the AutoKeys and AutoExec macros, and create macros to import and export database objects.

Save to previous versions. Split, compact, repair, and back up a database. Encrypt and password-protect database files. Configure Access Options and populate database file properties.

Create, populate, and modify a hyperlink field. Collect data via e-mail by using Outlook 2007.

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### Course contents

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